

Appointment to Faculty and Other Academic Staff

Every appointment, promotion and special salary increase of a member of the academic staff shall be upon the basis of merit and the special fitness of the individual for the work demanded by the position. All appointments, reappointments, promotions and dismissals of members of the academic staff shall be made by the university president or his designee with approval by the Board of Supervisors. For general information regarding the qualifications required to hold a faculty teaching position, see Appendix A, Document XXXIX, "UL Lafayette Faculty Teaching Qualifications Policy." Specific requirements to teach in the University's respective instructional disciplines can be found on the website of the Office of Academic Planning and Faculty Development.

Procedures

When there is a vacancy in an existing or a new position in an academic unit, the head of the unit, in consultation with appropriate faculty and/or staff, shall make a recommendation for filling the position to the Dean of the College who transmits the recommendation to the Provost/Vice President for Academic Affairs. The Vice President in turn makes a recommendation to the President of the University. The President then makes recommendations of appointment to the University of Louisiana System Board of Supervisors. The recruitment process is done through a collegial Q-S-N Committee, with appropriate public notification of vacancies (including qualifications), and scrupulous adherence to EEO and immigration regulations. No appointment is valid until the Board has given its formal approval of the applicant, the rank, the salary, and the period of employment. A more complete description of the hiring process may be found in the *Staff Handbook* under "Academic Affairs."