

Membership in the University community requires support of and active engagement in the operation of the institution, the college, and the department. The ideal faculty member is a model citizen of that community, helping to create an environment of collegiality. Such citizenship is manifested, for instance, in assuming administrative and leadership roles and in committee work at the department, college, and university levels. Institutional citizenship is displayed by assuming responsibility for improving the educational and research efforts of the institution, in counseling students about academic and personal matters, and in participating in the department's and University's outreach efforts in the community. Faculty are expected to treat all members of the campus community with respect and civility.

Faculty members should be leaders in their chosen professions. They should participate in professional and related activities at the local, state and national levels. They should also be conscious of the role of the teaching profession in public life and should seek to use their skills toward improvement of the professional and public environment of their communities. When faculty members are asked to serve on various governmental, industrial, or non-profit agencies' committees and advisory boards, they should give freely of their time and energy. They should be highly regarded consultants to government, education, and industry on matters within their expertise. They should have a strong sense of ethics, and their personal conduct and professional activities and relations should be such that students and colleagues recognize them as professionals in the highest sense of the term.

### **Tenure**

The University's tenure policies and practices follow prescriptions contained in the Board of Regents *Statement on Academic Freedom, Tenure and Responsibility* (Appendix A, Document II) and in the section on tenure in Chapter III of the *Rules* of the Board of Supervisors for the University of Louisiana System. The latter is available on-line at [www.uls.state.la.us/main2.htm](http://www.uls.state.la.us/main2.htm).

Faculty members shall not be eligible for tenure at the instructor or lecturer level. Unless explicitly stated otherwise in the Appointment Form, temporary faculty members being paid from a grant or contract may not be granted tenure.

### **Probationary Period**

Full-time academic personnel hired at the rank of Assistant Professor shall serve a probationary period not to exceed six years of continuous service. For the purposes of computing continuous service during the maximum six-year probationary period, leaves approved by the Board may be included. Service at all ranks may, at the discretion of the institution, be included.

Assistant professors shall be eligible for tenure after serving the established probationary period, and an application for tenure and promotion will usually be considered simultaneously. An Assistant Professor applying for tenure may be granted tenure and denied promotion to Associate Professor in the same period, but only in the most unusual cases

Faculty members appointed at the rank of Associate Professor serve a probationary period approved by the President of the University, but not less than one year nor more than four years. Faculty members initially employed at the rank of Professor may be granted tenure upon appointment or, at the discretion of the institution, may be required to serve a probationary period not to exceed four years.

For the purpose of the probationary period, credit may be given for prior service at other institutions with the mutual consent of the individual institution and the Board of Supervisors.

### **Extending the Probationary Employment Period**

Normally, faculty appointed to tenure-track (probationary) positions shall be reviewed in the third year of probation for re-appointment consideration and in the sixth year of probation for tenure determination. In some circumstances, faculty in probationary appointments may wish to extend the probationary period. At UL Lafayette, our commitments to equity and to faculty members and their families are demonstrated by the policies articulated below, which specify the conditions under which faculty may request to extend the probationary period for significant family-care circumstances.

**Extensions for the birth or adoption of a child:**

Upon request, probationary faculty members *shall* be granted a one-year extension of the tenure clock in the event of childbirth or adoption. The period of extension shall be one year for each birth or adoption, regardless of the number of children involved in the single instance of a birth or adoption.

To obtain an extension of the tenure clock in circumstances of childbirth or adoption, the faculty member shall request such an extension in writing and submit the request directly to the Director of Equity, Diversity, and Community Engagement. Extensions for childbirth or adoption will be approved upon receipt of the letter of request and supporting documentation. Documentation of childbirth (e.g., a Birth Certificate that includes the faculty member's name) or the adoption of a child (defined as a dependent minor under the age of 18) by the faculty member or his/her spouse shall be provided at the time of request for extension.

Requests for extension of the probationary period must be received within one year of the birth or adoption of the child. A request for extension may not occur within the final year of a faculty member's tenure probationary period; therefore, all letters of request for the extension of the tenure clock must be received in the academic year prior to the date that has been scheduled for the tenure review.

**Extensions for significant elder care obligations and other circumstances:**

Faculty members *may* be granted an extension of the probationary period when they have primary responsibility for providing care for others such as elderly parents, ill or injured partners, or children with serious conditions requiring extraordinary care. In such circumstances, faculty may request an extension of the probationary period. To request an extension of the tenure clock due to the demands of dependent care, a faculty member shall request such an extension in writing and shall submit the request to their department head, who will convey the request to the relevant dean. The dean shall make a recommendation to the Provost, who will make a final determination in writing.

A request for extension for dependent care may not occur within the final year of a faculty member's probationary period; therefore, all requests for extension of the probationary period must be received by the department head no later than the end of the academic year prior to the scheduled tenure review date.

**General Considerations:**

This policy applies to all tenure-track faculty, regardless of gender, gender identity, or sexual orientation.

Faculty members who receive an extension of the probationary period may at a later date elect in writing to be considered for review according to their originally-scheduled tenure review date. All work produced during the probationary period (whether the third-year review or the tenure review) will be considered at the time of review, regardless of any extension year(s).

In cases in which an extension of the probationary period is granted, the next review (whether the three-year review or the tenure review) shall be postponed for one year and shall occur during the regularly scheduled review period the year following the extension. A faculty member may not be granted more than two years' extension of the probationary period under this policy. (In the event that family care requires a faculty member to delay the tenure review for additional years, it is expected that the faculty member would request an unpaid leave of absence.)

Any concerns about the ability of faculty to request extension of the probationary period or about equity in adherence to this policy shall be addressed to the Director of the Office for Equity, Diversity, and Community Engagement.

### **Tenure Evaluation and Notification**

Faculty members serving a probationary period will be evaluated for tenure, and the results of that evaluation will be communicated to them. A faculty member's academic department or unit will conduct periodic evaluations, including a mid-tenure review, during the probationary period, in accordance with that department's usual practice. The final evaluation for tenure will usually occur during the penultimate year in the probationary term. In the case of a six-year probation, for instance, the evaluation will occur during and be completed before the conclusion of the sixth academic year. In the case of a four-year probation, the final tenure review will take place in the third year of service. For a person hired with a one-year probationary period, the evaluation will be conducted during the first semester of employment. In all cases, faculty will be notified of the results of their evaluation, and, in the event tenure is to be denied, 12-month advance written notice of termination shall be given, in accordance with The University of Louisiana System Policy and the University's non-reappointment deadlines, as explained earlier in Section V of the Faculty Handbook.

A uniform provision for tenure provides that the University of Louisiana System Board of Supervisors has the ultimate responsibility for hiring academic personnel and for awarding or denying tenure to academic personnel within the colleges and universities under its jurisdiction. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both institution and employee. Yearly operational budgets shall show the tenure status of each employee.

Recommendation of those to be considered for tenure shall originate in the various structural units, with tenured faculty and unit heads initiating the recommendations. Final authority for granting or denying tenure shall rest with the Board of Supervisors.

### **The Continuity of Tenure**

Tenured faculty shall retain their status until they retire, resign, or are terminated for cause or as a result of financial exigency. Because faculty members hold tenure with an institution through an academic structural unit, termination for financial exigency is at the structural unit level or at the institution level as determined by procedures, which include faculty participation (see Appendix A, Document X).

## **Promotions**