

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

Academic ranks at the University are Instructor, Senior Instructor, Master Instructor, Assistant Professor, Associate Professor, and Professor. Advancement in academic rank is not automatic, but is based upon the performance of a faculty member and the recommendation of the department head or school director to the appropriate academic dean, who transmits it with a recommendation to the Provost/Vice President for Academic Affairs, who in turn submits it with a recommendation to the President. The University's standard expectation is that faculty being recommended for promotion will have the appropriate terminal degree, normally the doctorate.

In recommending a faculty member for promotion in rank, the chain of authority of the academic organization must consider such factors as: 1) effectiveness as a teacher and advisor; 2) research and professional attainments, such as continued study, refereed publications or suitable equivalents, and participation in professional societies; and 3) service to the department, college, University, and profession, and (4) service to the community. Judgments concerning teaching, professional attainments, and service are grounded in the annual performance evaluations of a faculty member. However, in evaluating a faculty member for promotion, the department and University administration may also consider other factors, such as the Board of Supervisors guidelines regarding rank distribution of faculty.

Criteria for Promotion

It is expected that every member of the faculty will strive to meet all of the criteria for an "Ideal University Professor."

In considering promotions, the following are general criteria:

Instructors

Because teaching, advising, and service are the primary focuses of Instructors, it is understood that faculty employed as Instructors will demonstrate continued intellectual competence and professional development, as well as effectiveness in their teaching activities. The rank of Instructor, regardless of the level, is a non-tenureable rank.

Instructor

The University recognizes three levels of Instructor: Instructor, Senior Instructor, and Master Instructor.

Candidates for **Senior Instructor** should generally have served a minimum of five years as Instructor at UL Lafayette or elsewhere and should demonstrate current disciplinary expertise and effective teaching and student learning outcomes. The candidate should demonstrate a professional contribution and commitment to high quality undergraduate teaching at several levels, and engagement in course and curriculum development within the department and/or college. A Senior Instructor can become eligible for promotion to Master Instructor after serving a minimum of five years as Senior Instructor.

Master Instructors will generally have served a minimum of ten years at an Instructor level at UL Lafayette or elsewhere. They should be recognized as model teaching faculty. Master Instructors often are exemplars of departmental and university citizenship, lead efforts to improve course and curricular effectiveness, guide other teaching faculty, and take extraordinary steps to assist, mentor, and engage students. Often Master Instructors hold leadership roles in professional societies and serve as advisors to student organizations. Some colleges expect Master Instructors to engage in scholarly activity.

In addition to being eligible for promotion to Senior Instructor and Master Instructor, in exceptional cases an Instructor of any level may be recommended for promotion to Assistant

Professor, so long as he/she possesses suitable credentials, including the terminal degree and a strong record of scholarly, creative, and/or research productivity.

Assistant Professor

The rank of Assistant Professor is based upon performance as well as potential. The candidate must have a strong academic record and should hold the appropriate terminal degree, usually the doctorate. There should be a clear indication that the individual is a successful teacher and researcher and is expected to qualify eventually for the rank of Associate Professor.

Associate Professor

Promotion to Associate Professor is based upon actual performance as well as future potential. A demonstrated, sustained record of excellence in teaching, research, and service is necessary. Above all, the individual should continue to grow professionally. The advancement to the rank of Associate Professor carries no presumption of further promotion.

Professor

Promotion to full Professorship implies that the individual is recognized by peers in the profession as an authority in a field of specialization, and by associates and students as an outstanding teacher and researcher. The Professor will have made major, nationally recognized contributions in the areas of teaching, research, and professional service.

Procedure for Promotion

During the spring semester of each year, the head of each department or the director of a school will submit to the appropriate academic dean recommendations for promotion of faculty within the department. After acting upon them, the academic dean, in turn, will submit recommendations to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs will then submit recommendations to the President in order that the final campus decision concerning each promotion can be made.

These internal decisions will normally be transmitted back to each department in early summer. Final approval is accomplished in the Fall of the succeeding year when the Board of Supervisors approves the University's operating budget.

Performance Evaluation and Merit Pay

The University conducts an annual performance evaluation which rates a faculty member's performance. A faculty member's department head or immediate supervisor, sometimes with the assistance of a departmental personnel committee, evaluates that person's performance in the areas of teaching, research and professional activities, and university and community service. The department head's evaluation is ultimately reviewed by the dean of the college and by the Provost/Vice President for Academic Affairs, both of whom may adjust the faculty member's overall evaluation relative to other members of the college or the University.

The evaluation instrument used in each college may vary slightly, but the general procedure and aims of the process are similar. The evaluation instrument, which a faculty member completes in January each year, summarizes the person's activities for the preceding calendar year. Faculty members are judged on the basis of their overall merit in all activity areas.

Rating Scale (to be used in conjunction with college and/or departmental rubrics)

- **5** = Exceptional—distinction, extraordinary productivity/performance beyond annual expectations
-
- **4** = Exceeds expectations—high quality, performance/productivity that can be sustained annually
-
- **3** = Meets expectations—quality, performance/productivity can be strengthened and sustained annually
-
- **2** = Needs Improvement—requires improvement in one or more areas
-
- **1** = Unsatisfactory performance—requires significant improvement in one or more areas

Rating below a two (2), twice in any consecutive three-year period indicates continuing serious problems that must be addressed by the faculty member, the department head, and the dean. A faculty member rated below a two (2) two consecutive years or three times in a five-year period is subject to a formal remediation process, as delineated in *Remediation Procedures for UL Lafayette Personnel with Category V Merit Evaluations* (Document XXXV in the *Faculty Handbook*).

Following their evaluation and ranking process, individual departments submit their results to the dean of their college, who must review the results and integrate the merit rankings of the departments in that college. The Provost/Vice President for Academic Affairs integrates the rankings of all University faculty. Ultimately, salary increases awarded by the University are based on these merit rankings and are generally awarded at the beginning of the academic year. However, the dollar amount of the raises cannot be set until the Legislature allocates funds to higher education (usually in the Summer) and the Board of Supervisors approves the University's proposed operating budget (usually in August).

Non-Reappointment

Reappointments are made solely at the discretion of the University. Non-reappointment of a faculty member does not necessarily carry an implication that his/her work or conduct has been unsatisfactory. Other factors are generally taken into account in determining whether or not a reappointment should be made. These factors may pertain to matters such as the particular needs of a department or other academic division, changes in the role or scope of the University, or financial constraints. Because of such considerations, the determination by the University to reappoint or not to reappoint a particular employee is based upon a review of the specific conditions relating to his/her position.

Regular Continuing Faculty

Non-tenure track Appointments

Unless otherwise specified in the appointment form, continuing instructor appointments are annual appointments for an academic year. They are automatically renewed by the University if need and resources permit. Instructors who will not be reappointed will be notified three months before their termination.

Tenure-track (Probationary) Appointments

Unless an appointment is of a temporary and special nature for a fixed term, notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment as follows:

Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination;

Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year;

At least 12 months before the expiration of an appointment after two or more years of service at the institution.

Non-reappointments of tenure-track personnel generally originate at the departmental level with recommendations passing successively to the Dean, the Provost/Vice President for Academic Affairs, and the President. The University is responsible for notifying the faculty member that the recommendation for non-reappointment has been submitted.

Tenured Academic Appointments

Cause for discharge, termination of contract or demotion in rank shall consist of conduct seriously prejudicial to the University such as infractions of law or commonly accepted standards of morality, failure to follow orders, violation of institutional or Board rules and regulations, willful neglect of duty, inefficiency or incompetence. The foregoing enumeration of causes shall not be deemed exclusive; however, action to discharge, terminate or demote shall not be arbitrary or capricious.

When cause exists to severely sanction or terminate a tenured faculty member, the University will follow the procedures outlined in Document XVIII, "Procedures for Dismissal for Cause and Imposition of Major Sanctions."