2.8.7 APPOINTMENT, TENURE AND NON-REAPPOINTMENT FOR UNCLASSIFIED ACADEMIC STAFF

The following extract on fulltime academic ranks, parttime academic ranks, procedure in making appointments and promotions and evaluation of qualifications and services are from University Presidential Memorandum 23 dated May 4, 1990.

A. Full-time Academic Ranks

Academic personnel employed on a fulltime basis by the University System shall be recognized by one of the following ranks:

1. Professor
   a. Criteria: Individuals appointed or promoted to the rank of Professor shall possess all of the criteria and meet all of the standards for Associate Professor. He/she shall have demonstrated an excellence in teaching, research, and/or scholarly activity in the subject matter area. The faculty member shall have established a commendable academic reputation through publications or other creative work. Normally, the individual will have had at least five (5) years of successful service as an Associate Professor.
   b. Faculty Status: Professors are senior members of the faculty.
   c. Tenure and Appointments: Initial appointment of Professors who join the campus at that rank and their subsequent re-appointments may be made for a specific term through not more than four (4) years of total service on that campus. Persons promoted to the rank of Professor after less than four years of service on the campus may be continued to term appointment no more than the fourth year. Individuals paid from grant or contract funds do not acquire tenure through the passage of time but may become tenured only by specific individual recommendation through appropriate channels and approval by the University President. With the exceptions noted, Professors are tenured and are appointed for an indefinite period of time.

2. Associate Professor
   a. Criteria: The individual shall meet the standards which govern appointment and promotion to the rank of Assistant Professor. In addition, he/she shall have established a consistently good reputation as a scholar and have demonstrated a high quality of productivity. Normally, the individual will have served at least three (3) years as an Assistant Professor.
   b. Faculty Status: Associate Professors are senior members of the faculty.
c. Tenure and Appointments: Initial appointments of Associate Professors who join the campus at that rank and their subsequent re-appointments may be made for a specified term through not more than four (4) years of total service on the campus. Persons promoted to the rank of Associate Professor after less than four years of service on the campus may be continued to term appointment no more than the fourth year. Individuals paid from grant or contract funds do not acquire tenure through the passage of time but may become tenured only by specific individual recommendation through appropriate channels and approval by the President. With the exceptions noted above, Associate Professors are tenured and are appointed for an indefinite period of time.

3. Assistant Professor

a. Criteria: The individual shall meet the standards which govern appointment to the rank of Instructor and shall normally possess the commonly accepted terminal degree in the subject matter area. In addition, the person should exhibit clear evidence of potential for excellence in teaching, research, or other scholarly activity.

b. Faculty Status: Assistant Professors have faculty status.

c. Tenure and Appointments: Term appointments at this rank are to be for one, two, or three years. During the sixth year of service in rank as an Assistant Professor, a “pre-tenure review” will be conducted to evaluate the individual’s performance so that before the end of the sixth year of service the individual will be informed of the university’s position regarding his/her retention. Upon reappointment after seven (7) years of service in rank on a particular campus, tenure is automatic and appointments are for an indefinite period of time. Individuals at this rank who are paid from grant or contract funds shall not acquire tenure through the passage of time but may become tenured only by specific individual recommendation through appropriate channels and approval by the President.

4. Instructor

a. Criteria: Individuals appointed to this rank normally should possess the highest degree requisite in the subject matter area (a minimum of a masters degree). Each department, in collaboration with the dean of its college, should establish definite standards to indicate what degree it considers requisite for the rank of Instructor. In addition to the above academic requirement, the individual should show promise of the ability to perform successfully the duties (teaching, research, or other scholarly activity) for which he/she was employed or which may be assigned in the future.

b. Faculty Status: The rank of Instructor carries faculty status.

c. Tenure and Appointment: Instructors do not earn tenure and are placed on term appointments of not more than one year.

5. Associate

a. Criteria: Personnel who are employed primarily for research assignments, whose duties and responsibilities are essentially the same level as those of Instructor are appointed
to the rank of Associate. Associates are expected to perform specialized research, instructional, service, or artistic routines under the supervision of a member of the professorial ranks. The individual must have graduated from a regionally accredited college or university or have extensive (4 or more years) research, instructional, or artistic experience in the subject or a closely related area.

b. Faculty Status: This rank does not carry faculty status. A change in rank from Associate to Instructor shall be regarded as an appointment to the faculty and not as a promotion.

c. Tenure and appointments: Associates do not earn tenure and are placed on term appointments of not more than one year.

6. Professor, Fulltime Affiliate (FTA); Associate Professor, Fulltime Affiliate (FTA); Assistant Professor, Fulltime Affiliate (FTA)

a. Criteria: Individuals employed jointly by the Medical Center and an affiliated hospital who have academic responsibilities equivalent to the fulltime University faculty may be designated as Fulltime Affiliate Faculty.

b. Faculty Status: Fulltime Affiliate Faculty are members of the faculty.

C. Tenure and Appointment: Fulltime Affiliate Faculty are appointed for term appointments of one, two, or three years and are not eligible for tenure. Those who are gratis or whose University contribution to salary is less than 25 percent shall be considered as volunteer faculty insofar as employee benefits are concerned. However, if the University contributes 25 percent or more of their total salary, the percentage of University contribution should be indicated and employee benefits appropriate to that percentage provided.

7. Visiting Professor; Visiting Associate Professor; Visiting Assistant Professor

a. Criteria: These courtesy titles are to be given to visitors from another institution of higher education who are on a temporary duty assignment with a component of the LSU System. The individual shall be given the equivalent professorial rank as assigned by his/her home institution with the designation, “Visiting” added to the title.

b. Faculty Status: Individuals holding these ranks are not given the right to vote in faculty matters.

c. Tenure and Appointment: Tenure is not awarded to individual holding these ranks. Employees holding these ranks are to be given term appointments not to exceed one year in length.

8. Professor of Clinical -------------------------------;
Associate Professor of Clinical---------------------;
Assistant Professor of Clinical---------------------;

*Any clinical specialist (i.e., Medicine, Psychology, Pedodontics, etc.)

a. Criteria: This is a nontenure track for fulltime faculty in the clinical sciences who are effective in teaching and service programs and essential for patient care, but whose research publications or activities does not warrant appointment or promotion to tenured positions.
b. Faculty Status: Individuals appointed to these ranks have the same faculty status as fulltime members of the faculty with equivalent rank.

c. Tenure: Tenure is not awarded to individuals holding these ranks. Term appointments are made not to exceed one year.

B. Part time Academic Ranks

Academic personnel employed on a parttime basis by the University System shall be recognized by one of the following ranks:

1. Professor, Parttime; Associate Professor, Parttime; Assistant Professor, Parttime; Instructor, Parttime; Associate, Parttime

   a. Criteria: Individuals who meet the criteria and standards for designation at a specific fulltime academic rank, but who are employed on less than a 100 percent basis by a component of the University System, are to be accorded one of the respective ranks listed above.

   b. Faculty Status: As a class, individuals with the rank of Instructor, Parttime; Assistant Professor, Parttime; Associate Professor, Parttime; and Professor, Parttime may be enfranchised to the degree deemed appropriate by the faculty unit (i.e., System, campus, college, division, or department).

   c. Tenure and Appointment: Personnel holdings one of the above ranks do not receive tenure. Appointments at these ranks are made for terms not to exceed one academic or fiscal year in length.

2. Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor

   a. Criteria: Parttime personnel whose primary role is related to a clinical setting shall be given the appropriate rank listed above. Recommendations for these ranks are to be made in the same manner as for the equivalent fulltime rank. When an individual holding one of the above ranks is also appointed as a department head/chairman, the designation “Clinical” is dropped.

   b. Faculty Status: As a class, individuals with one of these ranks may be enfranchised to the degree deemed appropriate by the faculty unit (i.e., System, campus, college, division, or department).

   c. Tenure and Appointment: Personnel holding one of these ranks do not receive tenure. Appointments are made on a term basis of not more than one academic or fiscal year.

C. Procedures in Making Appointments and Promotions

1. No position shall be created and no person shall be appointed to any position on the academic staff except with the full knowledge of the President, the Chancellor, the chief academic officer of the campus, the dean or director of the college or school concerned, and the chairman/head of the department or unit concerned. The President, at his discretion and subject to revocation at any time, may authorize the Chancellor to make certain appointments.
2. Recommendations for the creation of academic positions and for appointments to those positions shall normally originate with the department concerned, but this shall not limit the right of appropriate and proper officers of the University System to suggest to the chairman/head of the department/unit, through the appropriate campus officers, a need for changing the composition of the staff.

3. Recommendations from department/unit chairmen or heads for the creation of, and appointment to, any academic position shall be forwarded to the appropriate dean or director, who shall transmit them, with recommendations, to the chief academic officer of the campus. All recommendations and comments shall be reviewed and acted upon by the Chancellor/Dean. The President, at his discretion and subject to revocation at any time, may delegate his review and action authority to an appropriate member of the academic staff of the LSU System Office or to the Chancellor/Dean. All favorable recommendations shall be transmitted to the Board of Supervisors for their review and ratification.

4. Recommendation for promotion and/or tenure of faculty with multiple-campus appointments: a split recommendation for tenure will result in the approving campus acquiring full financial responsibility for the individual; a split recommendation for promotion of a tenured individual will result in the approving campus assuming the responsibility for the additional percentage.

5. Promotions in rank, increases in salary, and granting of tenure to members of the academic staff shall conform to the procedures outlined above for appointments.

D. Evaluation of Qualifications and Services

In recommending appointments, promotions, increases in salary, and granting of tenure to members of the academic staff, administrative personnel should evaluate the individuals concerned with careful consideration of achievement and competence in teaching, research, creative effort, and other professional endeavors indicating high standards of scholarship. Careful consideration should be given to the number and distribution of personnel by rank within the department/unit concerned, particularly in making recommendations for granting of tenure and promotion in rank.

The following extract on Expiration of Appointment is from the By Laws and Regulations of the Board of Supervisors.

E. Evaluation of Qualifications and Services

In accordance with LSU Bylaws & Regulations Section 2-7:

Expiration of Appointment. Upon expiration of a term appointment, the employee is a free agent to whom the University System has no obligation. The University System may reappoint the employee to the same or different position. Non-reappointment carries no implication whatsoever as to the quality of the employee’s work, conduct, or professional competence.

When a faculty member is not to be reappointed, written notice to the employee will ordinarily be provided in accordance with the following schedule:

1. Three months notification if the faculty member has one year or less in their original appointment.
2. Six months notification if the faculty member has more than one year, but less than two years in their original appointment.

3. One year notification if the faculty member has greater than two years in their original appointment.

4. When an Associate (Research, Clinical or Library) is not reappointed, the Associate shall be given written notice of termination no less than 90 days prior to the expiration of the employment contract.

Unclassified (non-academic) employees require a 30-day notice of non-reappointment. (Ref Section 2-3a LSU By-Laws)