



## POLICY STATEMENT

NO. 2 01.04

**COORDINATED BY:** Office of Academic Affairs

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PAGE: 1 of 11

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**SUBJECT:** Faculty Promotion, Tenure and Retention

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### I. ORGANIZATION

This policy statement is organized in the following order:

- II. Purpose
- III. Definitions
- IV. General Procedures for Promotion and/or Tenure
- V. Voting Eligibility
  - A. Promotion
  - B. Tenure
  - C. General Information for both Promotion and Tenure
- VI. Promotion
  - A. Procedures
  - B. Criteria
- VII. Tenure
  - A. Concept of Tenure
  - B. Eligibility
  - C. Mandatory tenure
  - D. Procedures
- VIII. Non-reappointment and Termination
  - A. Non-tenured faculty
  - B. Tenured faculty

### II. PURPOSE

This policy defines the policies and procedures governing promotion, tenure, and retention of faculty.<sup>1</sup> The guidelines of this policy statement are designed to apply to the entire University and are stated with some generality.

### III. DEFINITIONS

FACULTY:	full-time individuals holding the rank of instructor or higher, and librarians holding equivalent ranks.
TENURE -TRACK:	untenued positions at the ranks of assistant professor, associate professor, professor and the equivalent that accrue tenure after service for a prescribed time. The instructor position is non-tenure track.
REVIEW:	an evaluation of the teaching, research, service and potential for progress in teaching, research and service of a faculty member.
PROMOTION:	advancement to a higher rank, with or without a salary increase.
TENURE:	the condition of indefinite appointment to a faculty rank.
TERMINAL DEGREE:	the highest degree in a particular field, usually, but not necessarily, the doctorate.
TERMINATION:	an administrative action which ends a tenure appointment or a term appointment prior to the originally stated ending date.
REAPPOINTMENT:	the option exercised by the University to offer a new appointment to a person who completes a term appointment.
NON-REAPPOINTMENT:	the option exercised by the University of taking no action to reappointment at the end of a term appointment.
JOINT APPOINTMENT:	concurrent appointment of a faculty member in one academic unit and one or more additional units.

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<sup>1</sup> See also LSU System *Bylaws and Regulations*, 1992.

#### **IV. GENERAL PROCEDURES FOR PROMOTION AND/OR TENURE**

The tenured and tenure-track members of the faculty at Louisiana State University in Shreveport share certain rights, privileges, and responsibilities. Members of the faculty are responsible for the determination of the educational policy of the University, subject to the superior authority of the LSU Board of Supervisors.

Faculty are expected to participate in decisions affecting their retention, promotion and tenure. This is a formal procedure following established University policies.

Reviews for promotion and/or tenure will normally be considered only once each year. All recommendations are submitted on the LSU System Promotion/Tenure Review Request form. This promotion and/or tenure file will be forwarded for review through administrative channels to the LSU System Office. No recommendation becomes official until the LSU Board of Supervisors approves it.

The following is a suggested time-line for preparing and forwarding promotion and/or tenure documents:

- Department reviews normally begin early in the fall semester.
- The department recommendation is normally forwarded to the chair in mid-November.
- The chair's recommendation is forwarded to the dean in early December.
- Normally, the dean's recommendation is forwarded to the Provost in mid-January.
- The Provost's recommendation is usually forwarded to the Chancellor in mid- February.
- The Chancellor's recommendation is sent to the LSU System President in late February.
- The President usually acts on tenure recommendations in April.
- The LSU Board of Supervisors normally acts on promotion recommendations at the April Board meeting.

A formal college-level advisory group for review of promotion and tenure recommendations may be established to advise the dean. The dean must inform the Vice Chancellor for Academic Affairs of the existence of such a committee and the guidelines under which it operates.

In recommending promotions 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.

## **V. VOTING ELIGIBILITY**

### **A. Promotion**

Tenured or untenured faculty senior in rank to the faculty member being considered for promotion are eligible to vote.

### **B. Tenure**

Only tenured faculty in a department are eligible to vote on tenure for tenure-track faculty.

### **C. Joint Appointment**

Faculty holding a joint appointment shall have voting rights in the primary department, and when enfranchised by the eligible voting faculty of a secondary unit, may also vote in that unit.

### **D. General Information for both Promotion and Tenure**

In special cases, normally limited to reviews in departments with fewer than three eligible voting faculty, the dean, with the approval of the Provost, may appoint faculty from other departments to the review committee.

Any faculty member serving as an administrator--chair, dean, Vice Chancellor for Academic Affairs, and Chancellor--who must make a formal recommendation at an official stage in the review, must not vote at the departmental level.

## **VI. PROMOTION**

### **A. Procedures**

Promotion decisions should be formal and professional and follow clearly established University policies. Primary responsibility for documenting readiness for promotion rests with the faculty member under consideration. The faculty member will provide supporting documents to help faculty members senior in rank and administrators determine whether they should recommend promotion.

#### **1. Roles**

The department chair is responsible for adhering to the promotion process, assuring that the department follows established University procedures, and

fully informing individuals considered for promotion of all policies. Regardless of the rank of the chair, the chair is an ex-officio member of all departmental promotion committees and will consult with all department members senior in rank to the faculty member whose promotion is under review. If opinions differ, the chair will note these differences in the recommendation made to the dean.

2. Review Process

As part of the review process, faculty senior in rank are expected to evaluate the individual's qualifications in the areas of: (1) teaching and advising; (2) scholarship, research, or other creative activity appropriate to the academic discipline, and (3) service to the department, college, university, profession and the community.

Votes are recorded on the LSU System Promotion/Tenure Review Request form as: (1) favorable; (2) opposed; (3) abstained; or (4) absent. The chair determines whether or not to recommend promotion, notes that on the form, and forwards the form with all supporting documentation to the appropriate dean.

The dean of the college, the Vice Chancellor for Academic Affairs, the Chancellor, the System Vice President for Academic Affairs, and the System President all review and act upon such recommendations. No recommendation becomes official until the LSU Board of Supervisors approves it.

**B. Criteria**

All members of the faculty considered for promotion will have contributed to the mission of the University through effective teaching, advising, research or other creative work appropriate to the academic discipline, and professional activities. Also, they will have made contributions to the University and to the community.

Although faculty members shall normally serve a minimum period for promotion, satisfying this minimum time in rank does not necessarily qualify them for promotion: the quality of service is more important than its length.

Following are the criteria for promotion to the various academic ranks:

1. Promotion from instructor to assistant professor.

- a. Normally possess the accepted terminal degree in the field;
  - b. Normally five years of successful service as instructor at LSUS (but not less than three);
  - c. Effective teaching and advising;
  - d. Demonstration of scholarship, research, creative activity or service to the community, the profession and the University;
2. Promotion from assistant professor to associate professor.
- a. Completion of the terminal degree in the field;
  - b. Normally, six years (but not less than three) of successful service as an assistant professor at LSUS;
  - c. Continued record of effective teaching and advising;
  - d. Continued demonstration of scholarship, research or creative activity appropriate to the academic discipline;
  - e. Continued demonstration of service to the University, the profession and the community.
3. Promotion from associate professor to professor.
- a. Completion of the terminal degree in the field;
  - b. Normally, five years (but not less than three) of successful service as an associate professor at LSUS;
  - c. Sustained record of effective teaching and advising;
  - d. Sustained record of scholarship and research or other creative activity appropriate to the academic discipline;
  - e. Sustained contributions to the University, the profession and the community.

In special instances, outstanding performance in one category may carry sufficient weight to balance work that is only satisfactory in another; however, competence in teaching and advising must be requisite to promotion. In these special instances, the candidate is responsible for documenting the case for promotion, including specific, detailed information that will allow reviewers to make an informed evaluation of the recommendation.

## **VII. TENURE**

### **A. CONCEPT OF TENURE**

The purpose of tenure is to protect the individual against capricious dismissal or abuse, and thereby to protect academic freedom. Individuals who have been awarded tenure and who continue to perform their duties effectively can normally

expect continuation in their positions. Tenure assures that faculty will be terminated only for cause and through due process, or for financial exigency or institutional change.

**B. Eligibility**

1. Instructors are not eligible for tenure.
2. Normally, assistant professors are not tenured until they have at least three (3) years of service as an assistant professor at Louisiana State University in Shreveport, with six (6) years of service in rank.
3. Normally, associate professors or professors are not tenured until they have at least three (3) years of total service at Louisiana State University in Shreveport.

**C. Mandatory Tenure**

For each rank above that of instructor, tenure is mandatory upon reappointment after the following maximum periods of time:

1. For assistant professors, upon reappointment after seven years of service in rank at Louisiana State University in Shreveport. Therefore, it is mandatory that a Promotion/Tenure Review Request form be generated and forwarded in the sixth year of service to LSUS for an untenured assistant professor.
2. For associate professors or professors, upon reappointment after five years of service at Louisiana State University in Shreveport. Therefore, it is mandatory that a Promotion/Tenure Review Request form be generated and forwarded in the fourth year of service to LSUS for an untenured associate professor.

Tenure Review Request forms for non-tenured assistant professors, associate professors, professors, and equivalent library ranks must be generated in the department and forwarded by or before the latest time that will allow at least a one-year notification of non-reappointment.

**D. Procedures**

1. Tenure decisions should be formal and professional and follow clearly established university policies. Primary responsibility for documenting readiness for tenure rests with the faculty member under consideration. The

faculty member will provide supporting documents to help the tenured faculty members and administrators determine whether they should recommend tenure.

2. Tenure recommendations originate with the departmental faculty. The department chair is responsible for overseeing the departmental tenure process, assuring that the department follows established departmental and University procedures, and informing individuals considered for tenure of departmental and university policies.
3. On the matter of tenure, the chair will consult with all tenured department members. Votes are recorded on the LSU System Promotion/Tenure Review Request form as: (1) favorable; (2) opposed; (3) abstained; or (4) absent. Prior to submission of tenure recommendations to the dean, a conference with the chair and the candidate will be held. At this conference, the written statements supporting the faculty recommendation as well as that of the chair will be reviewed. The candidate will also be informed of the faculty vote tally but does not have access to the individual faculty vote. At this point, the candidate may prepare a formal letter of response for inclusion with the tenure file submitted for review beyond the department.

The tenured faculty's decision plus the department chair's decision will be forwarded on the Tenure Request form to the dean of the college. If opinions differ, the chair will note these differences in the recommendation made to the dean.

The dean of the college, the Vice Chancellor for Academic Affairs, the Chancellor, the System Vice President for Academic Affairs, and the System President review and act upon such recommendations. No recommendation becomes official until the LSU Board of Supervisors approves it.

4. Pre-Tenure Review

In the case of tenure, regardless of the recommendations, the LSU System Promotion/Tenure Review Request form for the mandatory pre-tenure review must be reviewed at all designated levels of the University.

- a. A Promotion/Tenure Review Request Form may be generated and forwarded prior to the sixth year (see section VIII, B. 2.) of service to LSUS for an untenured assistant professor. The review for tenure will have one of the following results:

- Approval to award tenure beginning with the next academic year, or
  - Denial of tenure and notice of reappointment for a specific period of time, or
  - Denial of tenure and notice to the person of termination date.
- An untenured assistant professor who was denied tenure but not given notice of non-reappointment must be reviewed according to VII. D. 4. b. below.
- b. If a review is not conducted prior to the sixth year, then, during the sixth year of service in rank as an assistant professor, a thorough review will be made and a Promotion/Tenure Review Request form must be generated and forwarded 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. The review for tenure will have one of the following results:
- Approval to award tenure beginning with the next academic year, or
  - Denial of tenure and notice to the person of termination date.
- An assistant professor who has received a notice of non-reappointment may continue employment for one year but may not seek tenure during that year.
- c. For untenured associate professors or professors, a Promotion/Tenure Review Request form must be generated and forwarded during the fourth year of service to the University. The review for tenure will have one of the following results:
- Approval to award tenure beginning with the next academic year, or
  - Denial of tenure and notice to the person of termination date.
- A faculty member who has received a notice of non-reappointment may continue employment for one year but may not seek tenure during that year.

## **VIII. Non-reappointment and Termination**

### **A. Non-Tenured Faculty**

Upon expiration of a term appointment, the faculty member is a free agent to whom the University has no obligation. The University may reappoint the faculty member to the same or a 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 must be given as follows:

1. Not later than March 1, of the first academic year of service if the appointment expires at the end of that year; or if an initial one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15, of the second academic year of service if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. Not later than at least twelve months before the expiration of an appointment after two or more years of service at the institution.

**B. Tenured Faculty**

1. Tenure may be terminated by retirement or acceptance of resignation.
2. Tenure may be terminated for cause. See PS 2 19.00.
3. Tenure is not a guarantee of lifetime employment, particularly in the face of institutional change or financial exigency. It does assure that the employee will not be dismissed without adequate justification and without due process.

The LSU Board of Supervisors may terminate an individual because of financial exigency or change in institutional programs. In such cases, the accepted policies and procedures adopted by the LSU Board of Supervisors and prescribed by LSUS Policy Statements will be adhered to. Appropriate consultation with the faculty will precede any decision to terminate an academic program.

**AUTHORIZED**

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