



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of the Vice
President for Academic Affairs

Policy No: AP-AA-21.2
TITLE: Faculty Appointments
EFFECTIVE DATE: July 1, 2014
CANCELLATION:
REVIEW DATE: Fall 2017

PURPOSE

To define ranks, provisions and policies governing appointments of the academic staff.

AUTHORITY

Part Two, Chapter III, Section IV of the bylaws and rules of the University of Louisiana System.

GENERAL POLICY

This policy establishes instructional classifications and sets forth procedures for faculty titles, status, tenure and appointment.

PROCEDURE

There are three types of appointments to the faculty at the University of New Orleans: tenure and tenure-track appointments, instructor appointments, and special (time-limited) appointments.

1. TENURE AND TENURE-TRACK APPOINTMENTS

a. PROFESSOR

Criteria: Individuals appointed or promoted to the rank of Professor shall possess all or the criteria and meet all of the standards for Associate Professor. He/she shall have demonstrated an excellence in teaching, research, and/or other scholarly activity in the subject matter area. The faculty member shall have established a commendable academic reputation through publications, extension educational outreach and service, or other creative work. Normally, the individual will have had at least five (5) years of successful service as an Associate Professor.

Faculty Status: Professors are senior members of the faculty.

Tenure and Appointment: Initial appointments of Professors who join the campus at that rank and their subsequent reappointments may be made for a specific term through not more than five (5) years of total service on that campus. Persons promoted to the rank of Professor after

less than five years of service on the campus may be continued to term appointment no more than the fifth 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 U.L. System President. With the exceptions noted, Professors are tenured and are appointed for an indefinite period of time.

b. LIBRARIAN

Criteria: Minimum qualifications are the same as for Associate Librarian. In addition, this rank calls for extensive administrative experience in which responsibility and judgment of an independent nature are required. The individual should be capable of exercising the top administrative functions of the library. Librarians assist in the administration of all aspects of library service and operation and share in the formulation and execution of policy.

Faculty Status: The same as for Professor.

Tenure and Appointment: The same as for Professor.

c. ASSOCIATE PROFESSOR

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.

Faculty Status: Associate Professors are senior members of the faculty.

Tenure and Appointment: Initial appointments of Associate Professors who join the campus at that rank and their subsequent reappointments may be made for a specific term through not more than five (5) years of total service on that campus. Persons promoted to the rank of Associate Professor after less than five years of service on the campus may be continued to term appointment no more than the fifth 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 U.L. System President with the exceptions noted above. Associate Professors are tenured and are appointed for an indefinite period of time.

d. ASSOCIATE LIBRARIAN

Criteria: Minimum qualifications include graduation from a regionally accredited college or university, plus a degree from a library school accredited by the American Library Association, plus varied experience in college and university libraries. A graduate degree in a subject field, in addition to the graduate degree in library science, is desirable for this rank. In addition, this rank calls for proven administrative qualities of leadership, and other personal and academic qualifications should be contributing factors. The individual, as delegated by the Dean of the Library, assists in the administration or major areas of library service and contributes to the formulation and execution of an effective library program.

Faculty Status: The same as for Associate Professor.

Tenure and Appointment: The same as for Associate Professor.

e. ASSISTANT PROFESSOR

Criteria: 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.

Faculty Status: Assistant Professors have faculty status.

Tenure and Appointment: These tenure-track appointments are regular full-time appointments. They require faculty members to serve a probationary period of employment before a consideration for tenure is made. This appointment shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal or any other type of appointment, and shall be subject to renewal by the University during the probational period.

f. ASSISTANT LIBRARIAN

Criteria: Minimum qualifications include graduation from a regionally accredited college or university, plus a degree from a library school accredited by the American Library Association, plus varied experience in college and university libraries. A graduate degree in a subject field, in addition to the graduate degree in library science, is desirable for this rank. Individuals are under the supervision of a library administrator to supervise the work of professional and nonprofessional assistants and to aid in the development of materials and services to meet the instructional, research, and extension needs of the University.

Faculty Status: The same as for Assistant Professor.

Tenure and Appointment: The same as for Assistant Professor.

2. NON-TENURE TRACK APPOINTMENTS

a. INSTRUCTOR

Criteria: Appointments to Instructor are for regular full-time faculty who do not meet the qualifications for tenure-track or tenure appointments. Departments and deans are expected to limit the number of instructors and ensure that they are assigned duties for which the positions were approved. Individuals appointed to this rank normally should possess the highest degree requisite in the subject matter area (must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold a minimum of a master's degree with a major in the teaching discipline. In exceptional cases,

outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation).

Faculty Status: Instructors have faculty status.

Tenure and Appointment: Faculty with these appointments are not eligible for tenure, nor does service in these ranks normally count toward fulfilling the tenure probationary period of other tenure-track ranks. Instructor appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any type of appointment, and shall be subject to annual renewal by the University.

b. PROFESSOR-PROFESSIONAL PRACTICE, ASSOCIATE PROFESSOR-PROFESSIONAL PRACTICE, ASSISTANT PROFESSOR-PROFESSIONAL PRACTICE

Criteria: The title of “Professional Practice” refers to appointments of faculty in the professions (i.e. Education, Engineering) who are effective in teaching and service programs, and are essential for coordinating field work and supervising students in the field, but whose research publications or scholarly activity do not warrant appointment or promotion to tenured positions. The qualifications for Professional Practice rank should be comparable to those of the corresponding regular faculty ranks.

Faculty Status: Individuals appointed to these ranks have the same faculty status as full-time members of the faculty with equivalent rank. They may be enfranchised to the degree deemed appropriate by the faculty unit (system, campus, college, division, or department).

Tenure and Appointment: Faculty with these appointments are not eligible for tenure, nor does service in these ranks normally count toward fulfilling the tenure probationary period of other tenure-track ranks. Professional Practice appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any type of appointment. Appointment to this title may be annual, or limited, not to exceed three (3) years per appointment and may be full-time or part-time.

3. SPECIAL (TIME-LIMITED) APPOINTMENTS

Full-Time Special (Time-Limited) Appointments

a. "PROFESSIONAL" IN-RESIDENCE

Criteria: This is an umbrella title for distinguished scholars/artists who have attained recognition for exceptional achievement within their given professions. They may be appointed to instructional positions, and are given working titles, such as Writer-in-Residence, Artist-in-Residence, Architect-in-Residence, Journalist-in-Residence, Teacher in Residence, etc.

Faculty Status: Special (Time-Limited) appointments do not carry voting privileges except as may be provided in relevant faculty bylaws.

Tenure and Appointment: Faculty with these appointments are not eligible for tenure, nor does service in these ranks normally count toward fulfilling the tenure probationary period of other tenure-track ranks. "In-Residence" appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any type of appointment, and shall be subject to semester or annual renewal by the University.

b. VISITING PROFESSOR, VISITING ASSOCIATE PROFESSOR, VISITING ASSISTANT PROFESSOR

Criteria: These courtesy titles are to be given to visitors from another institution of higher education who are on a short-term, temporary duty assignment with the university. The individual shall be given the equivalent academic rank as assigned by his/her home institution with the designation, "Visiting", added to the title.

Faculty Status: Special (Time-Limited) appointments do not carry voting privileges except as may be provided in relevant faculty bylaws.

Tenure and Appointment: Faculty with these appointments are not eligible for tenure, nor does service in these ranks normally count toward fulfilling the tenure probationary period of other tenure-track ranks. Visiting appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any type of appointment, and shall be subject to annual renewal by the University.

c. POSTDOCTORAL RESEARCHER, SENIOR POSTDOCTORAL RESEARCHER, ASSISTANT PROFESSOR-RESEARCH, ASSOCIATE PROFESSOR-RESEARCH, PROFESSOR-RESEARCH

Criteria: Only individuals whose primary responsibility is conducting research and who often are paid from grant or contract funds are to be appointed to these ranks.

(A) Persons appointed to the rank of Postdoctoral Researcher must possess a Ph.D. or equivalent degree. They are expected to assist and perform specialized research or extension service routines under the general supervision of a member of the professorial ranks. (B) Senior Postdoctoral Researchers must possess a Ph.D. or equivalent degree and shall normally have a minimum of three years postdoctoral experience in a laboratory or in extension education. Persons appointed to this rank are expected to perform independent research under the direction of a member of the professorial staff. (C) Appointees to the rank of Assistant Professor-Research must possess a Ph.D. or equivalent degree and shall normally have at least five years of postdoctoral experience in a research laboratory. In addition, the individual is expected to meet the standards which govern appointment to the rank of Assistant Professor, excluding the instructional criteria. (D) A Ph.D. or equivalent degree and a minimum of nine years of postdoctoral experience in a research laboratory is normally required for appointment as an Associate Professor-Research. The individual is also expected to meet the standards for appointment as Associate Professor, excluding the instructional criteria. (E) Persons appointed to Professor-Research must possess a Ph.D. or equivalent degree and shall normally have a minimum of 12 years postdoctoral experience in a research laboratory. Also the individual should meet the same standards for appointment as Professor.

Faculty Status: Individuals appointed to these ranks shall have faculty status except that these individuals may not vote on academic standards or policy matters.

Tenure and Appointment: Tenure is not awarded to individuals holding this title. As an alternative, and upon the individual recommendation of the institution president and approved by the Board, such persons at the rank of Associate Professor-Research and Professor-Research may be appointed for rolling terms of up to five years (to be specified). The contract for such rolling terms may provide for conditions related to continue funding of the grant supporting the position. Faculty members on such appointments are reviewed annually. At such annual review, a recommendation not to reappoint the Associate Professor-Research or Professor-Research is with a terminal appointment of up to five years. The faculty member is notified of a decision not to renew the appointment up to five years (specified for each individual) before the end of the appointment. Faculty members on such appointments may be terminated for cause at any time with due process.

d. DESIGNATED PROFESSORSHIPS

Criteria: Appointment to the rank of a designated professorship is governed by the rules and regulations developed specifically for that purpose.

Faculty Status: Those awarded a designated professorship title are senior members of the faculty.

Tenure and Appointment: See specific rules and regulations for that particular designated professorship.

Part-Time Special (Time-Limited) Appointments

a. PART-TIME PROFESSOR, PART-TIME ASSOCIATE PROFESSOR, PART-TIME ASSISTANT PROFESSOR, PART-TIME INSTRUCTOR

Criteria: The title of “Part-Time” refers to appointments of persons who fill positions of instruction created by enrollment demand or who make substantial, regular contribution to the academic activities of the University. The qualifications for Part-Time rank shall be comparable to those of the corresponding regular faculty ranks.

Faculty Status: Special (Time-Limited) appointments do not carry voting privileges except as may be provided in relevant faculty bylaws.

Tenure and Appointment: Faculty with these appointments are not eligible for tenure, nor does service in these ranks normally count toward fulfilling the tenure probationary period of other tenure-track ranks. Part-Time appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any type of appointment, and shall be subject to semester renewal by the University.

b. **ADJUNCT PROFESSOR, ADJUNCT ASSOCIATE PROFESSOR, ADJUNCT ASSISTANT PROFESSOR, ADJUNCT INSTRUCTOR**

Criteria: The title of “Adjunct” refers to appointments of persons who serve the University in an advisory capacity and/or whose principle employer may be other than UNO. The qualifications for Adjunct rank shall be comparable to those of the corresponding regular faculty ranks.

Faculty Status: Special (Time-Limited) appointments do not carry voting privileges except as may be provided in relevant faculty bylaws.

Tenure and Appointment: Faculty with these appointments are not eligible for tenure, nor does service in these ranks normally count toward fulfilling the tenure probationary period of other tenure-track ranks. Adjunct appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any type of appointment, and shall be subject to semester renewal by the University.

c. **SPECIAL LECTURER**

Criteria: This title of “Special Lecturer” is limited to part-time appointments without rank designation and is restricted to specialists and professionals whose primary occupation is the practice of their profession.

Faculty Status: Special (Time-Limited) appointments do not carry voting privileges except as may be provided in relevant faculty bylaws.

Tenure and Appointment: Faculty with these appointments are not eligible for tenure, nor does service in these ranks normally count toward fulfilling the tenure probationary period of other tenure-track ranks. Special Lecturer appointments shall not include any right to permanent or continuous employment, shall not create any manner of legal right, interest, or expectancy of renewal of any type of appointment, and shall be subject to semester renewal by the University.



Peter J. Fos. Ph.D., M.P.H.
President
University of New Orleans