



THE UNIVERSITY *of*
NEW ORLEANS

Office of Academic Affairs

Application Instructions for Promotion and Tenure, 2019-2020

Distributed October, 2018

Due in Academic Affairs
April 9, 2019

Applications to Departments: December 1, 2018
Applications to Colleges: February 9, 2019

Recommendations for promotion and/or tenure with an August 2019, effective date must be completed over the next several months. The Promotion/Tenure Application Form is available online.

In addition to being evaluated by the department faculty, department chair and college dean, promotion and tenure requests are reviewed and independently evaluated by the Office of the Provost.

PROMOTION

All deliberations relating to promotion decisions should be conducted in a manner consistent with the guidelines described in the UNO document, *Policies and Procedures for Promotion in Academic Rank and for Tenure*, and in the department's published procedures. Please note that the UL System awards promotion and tenure separately and the application form asks specifically which actions are being requested. It is extremely rare for assistant professors to be promoted without tenure or tenured without promotion. Any such request must be thoroughly documented and justified. Early promotion is discouraged.

Contingent Upon Receiving Terminal Degree

A faculty member hired to fill a tenure-track position, but appointed as an instructor because the terminal degree had not been awarded at the time of appointment, becomes eligible for promotion to assistant professor when it can be certified that the degree has been awarded. Upon such certification, the chair should initiate, by memo, a recommendation for promotion and an appropriate personnel action form. This memo should be submitted through channels to the Office of Academic Affairs and should include appropriate evidence that the degree has been awarded. Requests that can be acted on during the fall semester will become effective at the beginning of the following spring semester. Requests that can be acted on during the spring semester or summer term will become effective at the beginning of the following fall semester. Chairs are responsible for notifying instructors in writing that they have initiated the request for a contingency promotion.

Instructors

In most cases, the promotion-and-tenure clock begins with promotion to assistant professor. **Time as an instructor does not count** unless there is a signed agreement at the time of conversion to tenure track between the University and the candidate stipulating that time served as an instructor will be counted toward promotion and tenure. This agreement will acknowledge that the candidate's time as an instructor was not spent primarily completing a dissertation, but doing the kind of work germane to the tenure-and-promotion process.

TENURE

The Bylaws and Rules of the Board of Supervisors of the UL System, Chapter III, Section XI, state the UL System policies and procedures for granting tenure. In addition, the UNO document, *Policies and Procedures for Promotion in Academic Rank and for Tenure*, states campus policies and procedures. Departments and colleges must adhere to these policies and procedures. Tenure reviews must be conducted during the **sixth year** for all assistant professors. Tenure reviews for all associate and full professors must be conducted no later than the **fourth year** of service.

Early or accelerated tenure is discouraged, though permitted by the UL System. In certain unusual cases, the institution may award tenure to highly meritorious faculty members prior to the end of the sixth probationary year. Any academic unit's recommendation to award tenure before the end of the usual probationary period should be supported by a compelling list of reasons for this action. Faculty comment is important.

Please note that **years of service to another university** do not count toward promotion and tenure at the University of New Orleans unless specifically stipulated in the candidate's letter of offer.

INSTRUCTIONS TO THE CHAIR

Evaluation of Candidate

Both teaching effectiveness and external reviews of scholarly work must be considered in promotion and tenure recommendations. When reviewing scholarly work, only work completed prior to December 1 will be considered.

Teaching Effectiveness: The chair's evaluation must contain an assessment of teaching effectiveness, and a detailed summary and explanation of the documented evidence on which the assessment is based. In most cases, evidence will take the form of student evaluations. It is important to compare individual teaching data with aggregate data at the departmental and/or college level to provide context.

External Reviews of Scholarly work: External reviews of scholarly work may be obtained (minimum of three reviews) if the candidate, the department, the dean, or the provost request it. Regarding the selection of external reviewers, please note that they should:

- have strong records of scholarship,
- be from at least peer institutions—no two-year colleges, colleges without research missions, etc. It is true that some nationally and internationally recognized authorities work at less well known academic institutions or at non-academic institutions; however, if a candidate wishes to include a reference from such a person, he/she should clearly identify the relevant credentials of this person and explain how he/she will contribute to the review process.
- not be former colleagues, mentors, co-authors or fellow graduate students of the candidate.

As a practical matter, it is wise normally to recommend a reviewer who holds a more senior academic rank than that of the candidate.

If an external review is done, the candidate must receive a collective summary of the contents of the reviews that is written in such a way as not to compromise the anonymity of the individual reviewers. A copy of this summary must be included in the promotion and tenure documents, along with the reviews themselves. Please remember that the external reviews are confidential and copies should NOT be made.

Procedural Issues

Curriculum Vitae: The recommendation for promotion and/or tenure must include the faculty member's vitae in standard UNO format via Faculty 180.

Candidates should be reminded to include in their C.V.'s, or as supplements to their C.V.'s, a list of all grant and contract proposals submitted, not just those funded.

Please note: A C.V. is considered compliant with standard UNO format if completed in Faculty 180.

Ordering and Ranking: Requests for promotion to associate professor should be ranked separately from requests for promotion to professor. Thus, there may be two

number 1's in a single department, one for each rank.

Years of Service: The entire current academic or fiscal year (2018-2019) must be included in the years-of-service calculation.

It is the chair's responsibility to ensure that the application form is filled out completely and accurately. Incorrect and/or incomplete forms will be returned and will not be considered until they are correct.

INSTRUCTIONS TO THE DEAN

College offices should collect the documents from the departments, check them for accuracy, and forward them to Academic Affairs as a single package. All applications for promotion and tenure must be forwarded to the Office of Academic Affairs, including those not supported by the chair or the dean. Please submit an **original copy** of the completed and signed form, curriculum vitae and, if completed, the external review summary and **original external review letters**.

Deans should review the application form to ensure that all sections are properly completed, that the required attachments are present, and that the candidate is eligible for the action requested.

Requests for promotion to associate professor should be ranked separately from requests for promotion to professor. Thus, there may be two number 1s, one for each rank.

A department chair requesting his or her own promotion should be evaluated by the dean. It is best to avoid using a senior faculty member as a surrogate chair for purposes of evaluating the candidate.

IMPORTANT NOTIFICATIONS

It is important to remember that candidates who are not going to be recommended for promotion and/or tenure must be notified of the decision, and counseled, within clearly defined periods. Refer to UNO's Policies and Procedures for Promotion for details.