



THE UNIVERSITY of  
NEW ORLEANS

**ADMINISTERED BY: Office of the Vice  
President for Academic Affairs**

**Policy No:** AP-AA-35.1  
**TITLE:** Faculty of Professional Practice  
**EFFECTIVE DATE:** December 15, 2016  
**CANCELLATION:**  
**REVIEW DATE:** Fall 2017

#### **PURPOSE**

To set forth criteria and policies related to appointments and promotion of professional practice faculty.

#### **AUTHORITY**

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

#### **GENERAL POLICY**

This policy establishes appointment and advancement criteria, terms of service, compensation, restrictions and conditions of employment and criteria for promotion for faculty of professional practice.

#### **DEFINITION**

Appointees in the Professional Practice series are distinguished professionals, either practicing or retired. A few may have traditional academic backgrounds, but most do not. Professional Practice faculty help promote the integration of academic scholarship with practical experience. They provide faculty, undergraduate students, and graduate students with an understanding of the practical applications of a particular field of study. Professional Practice faculty teach courses, advise students, and collaborate in areas directly related to their expertise and experience. In some cases, Professional Practice faculty will conduct sponsored research.

## **PROCEDURE**

### ***Appointment and Advancement Criteria***

Evaluation of the candidate for appointment or advancement as Professional Practice faculty shall take into account the nature of the duties and responsibilities and shall adjust accordingly as to the emphasis placed on each of the following four criteria:

1. Professional competence and activity

For appointments, departments must identify the candidate's leadership in, and major contributions to, the field in question as well as document what credentials from practice he or she will bring to bear in teaching, research, and service. At the time of review, the department must demonstrate the appointee's continued record of exemplary professional practice and leadership in the field. A terminal degree is not required, but an advanced degree is expected.

2. Teaching contributions

Professional Practice faculty will design and teach undergraduate and graduate courses based on their expertise. Their credentials must meet SACS criteria for instructional faculty.

3. Research contributions

Candidates in the Professional Practice track will have extensive practical experience that contributes to the research and/or teaching mission of the University. Appointees must have a well-established, evidence-based reputation for superior accomplishments in their fields. If appointment workload includes research, evidence of accomplishment may be by published works or presentations disseminated outside the scope of traditional scholarly journals and conferences, patents, and/or product development documents, but otherwise subject to the same standards of quality and impact that govern other research contributions within the University.

4. Service contributions

Appointees, to the degree practicable, should bring their career experience to bear in university service. Service activities are not normally expected but if they are a part of workload, the activities should be related to the candidate's professional expertise and achievements.

### ***Terms of Service***

1. A Professional Practice faculty member may serve full time or part time, and with or without salary.
2. Salaried Professional Practice faculty may be appointed up to 100% time. If appointed at 100% time, the appointee's full professional commitment must be to the University.
3. Appointments will be made at the ranks: Assistant Professor of Professional Practice, Associate Professor of Professional Practice, and Professor of Professional Practice.

4. An initial appointment may be for a period not to exceed three years. Appointment or reappointment may be for a shorter duration.

### ***Compensation***

1. The salary paid to a Professional Practice faculty member will be at a negotiated academic appointment rate.
2. The departmental recommendation letter must justify the salary level recommended.

### ***Restrictions and Conditions of Employment***

1. This academic rank(s) does not accord tenure or security of employment.
2. This academic rank(s) does not convey membership in the Faculty Senate.
3. This rank carries all of the responsibilities of tenure-track faculty in terms of teaching and professional conduct, as outlined in the Employee Handbook.
4. Appointees in this rank are not eligible for sabbatical leave, but are eligible for other types of leave with pay in accordance with university policies.
5. Professional Practice faculty are subject to the restrictions set forth in AP-AA-19.2, *Disclosure of Outside Employment*.

### ***Appointment and Advancement Processes***

Individuals may be initially employed at any of the three ranks of Professional Practice. The initial rank will depend on their qualifications.

Paid appointments as Professional Practice faculty that exceed one year will be considered the equivalent of ladder-rank faculty appointments for purposes of appointment and advancement. Procedures and policies concerning appointment and advancement within the ladder ranks will apply to these positions.

1. Professional Practice faculty are subject to annual faculty review, the same review process as for tenured faculty.
2. All promotions are based on the individual's achievements. Any advancement requested prior to the normative time at step will be considered an acceleration and must be justified as such.
3. All promotions will be effective the first day of appointment of the next academic year.
4. Professional activity, teaching, and creative contributions may be assessed differently from standard ladder-rank professorial activities. They can be judged on the basis of professional competence, intellectual contribution, originality, and the total value of the appointee's engagement with the department. Evaluation of the candidate with respect to these criteria

should take into account the nature of the University assignment of duties and responsibilities.

### ***Criteria for Promotion***

Mere length of service in one rank and competent performance of one's assigned duties do not in themselves constitute cause for promotion to the next academic rank. Promotions are always based upon merit and outstanding achievement. It is assumed that all faculty will contribute to the mission of the Department, College, and University through effective teaching, and through public service and competent participation in the work of University committees, if required.

Departments may develop their own criteria for promotion that is specific to their discipline, but the following minimum criteria have been established for promotion to the various ranks:

1. For initial employment as an Assistant Professor of Professional Practice:
  - a. the appropriate terminal degree, or significant intellectual and creative contributions made during a professional career;
  - b. a clear need in the department for a specialist in the candidate's particular field of competence;
  - c. evidence of teaching ability;
  - d. evidence of service (e.g., to university, profession, and/or community).
  
2. For promotion from Assistant Professor of Professional Practice to Associate Professor of Professional Practice:
  - a. the appropriate terminal degree, or significant intellectual and creative contributions made during a professional career;
  - b. for promotion, at least three years of service as Assistant Professor of Professional Practice;
  - c. effort of high quality, sufficient to indicate an ongoing significant faculty career;
  - d. effective teaching;
  - e. demonstration of competent work in one or more of the following: college or university committees, college or university student life, college or university outreach, community service, and/or professional organizations;
  - f. evidence of scholarly activity and/or creative work.
  
3. For promotion from Associate Professor of Professional Practice to Professor of Professional Practice:
  - a. the appropriate terminal degree, or significant intellectual and creative contributions made during a professional career;
  - b. normally, at least five years of service as Associate Professor of Professional Practice;
  - c. effort of the highest quality, sufficient to indicate an ongoing significant faculty career;
  - d. outstanding teaching;

- e. evidence of outstanding work in one or more of the in the following: college or university committees, college or university student life, college or university outreach, community service, and/or professional organizations;
- f. strong evidence of scholarly activity and/or creative work.

In general, note that the Chairperson has the responsibility to make a clear and convincing case for any promotion that is recommended. Specific evidence with concrete details of the candidate's teaching and service will be required in the Chairperson's evaluation. For example, a statement that the candidate is an effective teacher would have to be documented by the results of student and peer evaluations, letters from former students, and community leaders. The presentation should be written so that the merits of the case are fully apparent to persons who are not familiar with the discipline of the individual under consideration.



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