



THE UNIVERSITY of  
NEW ORLEANS

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| <b>Policy No:</b>       | <b>AP-AA-21.9</b>   |
| <b>TITLE:</b>           | <b>Faculty Appointments</b>   |
| <b>EFFECTIVE DATE:</b>  | <b>July 1, 2014*</b><br><b>(*Policy Revised, see below)</b>                 |
| <b>CANCELLATION:</b>    |   |
| <b>ADMINISTERED BY:</b> | <b>Office of the Provost and Senior Vice President for Academic Affairs</b> |
| <b>REVIEW DATE:</b>     | <b>Spring 2027</b>  |

### **PURPOSE**

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

### **AUTHORITY**

*Part Two, Chapter III, Section X, Section XI, and Section III of the bylaws and rules and Policy Number: FS-III.IC-1 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, non-tenure track (time limited) appointments (e.g., full-time instructors, Professors of Professional Practice), and special (time-limited) appointments.

All faculty appointments carry the expectation that you may occasionally be required to teach or conduct other work from your home during a natural disaster or other emergency. Therefore, we require you to maintain adequate personal Internet service, including the appropriate equipment, at your home to use when needed to perform your work.

Colleges and departments/schools are responsible for assessing and certifying faculty English proficiency. The method of assessment shall be left up to the discretion of the department, school, and/or college. The method may include (although not limited to); written and oral English testing using standardized, recognized measurements graded by appropriate assessors; analysis of written examples with a related oral question/answer session with an appropriate audience of assessors; sample classroom instruction with related exchange involving an appropriate audience of assessors, sample research presentation with related exchange with an appropriate audience of assessors, etc. Assessors should include an appropriate mix of administrators, faculty and/or students.

## 1. TENURE AND TENURE-TRACK APPOINTMENTS<sup>1</sup>

### a. PROFESSOR

Criteria: Individuals appointed or promoted to the rank of Professor shall possess all the criteria and meet all the standards for Associate Professor plus they must have demonstrated excellence in teaching, service (including experiential learning), and research and scholarly activity in the discipline. The faculty member shall have established a commendable academic reputation through publications, educational outreach and service (including experiential learning), 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: With the exceptions noted below, Professors are appointed with tenure and for an indefinite period. Under certain exceptional conditions, early promotion may be considered. Individuals paid from grant or contract funds are by definition on temporary appointment and therefore ineligible for tenure. All tenure decisions must be approved by the University of Louisiana System (ULS) Board. Additional information may be found in Chapter 4 of [The University of New Orleans Faculty Handbook](#). *Appointment is nine months.*

### b. LIBRARIAN

Criteria: Minimum qualifications are the same as for Associate Librarian plus a demonstrated excellence in a scholarly track. 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 Tenure process is the same as for Professor. *Appointment is twelve months.*

### c. ASSOCIATE PROFESSOR

Criteria: The individual shall meet the standards that govern the appointment and promotion to the rank of Assistant Professor. In addition, they shall have established a consistent record of publication, educational outreach and service (including experiential learning), or other creative work and have demonstrated a high quality of productivity. Normally, the individual will have served six (6) years as an Assistant Professor.

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<sup>1</sup> For detailed processes and procedures for reappointment, promotion and tenure, please see Faculty Senate ratified document titled, "Procedures and Criteria for Reappointment, Tenure and Promotion."

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 though not more than four (4) years of total service on that campus. Persons promoted to the rank of Associate Professor after fewer than five years of service on the campus (i.e., early promotion) would still need to achieve tenure before the end of the sixth (6<sup>th</sup>) year. Failing to achieve tenure will terminate the appointment. Individuals paid from grant or contract funds are by definition on temporary appointment and therefore ineligible for tenure. Associate Professors who are also tenured are appointed for an indefinite time. All tenure and promotion decisions must be approved by the ULS Board. Additional information may be found in Chapter 4 of [The University of New Orleans Faculty Handbook](#). *Appointment is nine months.*

**d. ASSOCIATE LIBRARIAN**

Criteria: Minimum qualifications include graduation from a regionally accredited college or university, with a degree from a library school accredited by the American Library Association, plus varied experience in college and university libraries including a proven track record of scholarly activity. A graduate degree in a subject field, in addition to a 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 Tenure process is the same as for Associate Professor. *Appointment is twelve months.*

**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 must 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. All tenure-track faculty are initially appointed for two (2) years. Subsequent appointments are for one year until tenure status is achieved. Faculty members must serve a probationary period of employment before consideration for tenure is granted. The tenure clock begins at the start of the fall semester. For faculty appointed in January (mid-year), the tenure clock begins in the August of the same calendar year of appointment. A tenure-track 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 probationary period. Additional information may be found in Chapter 4 of [The University of New Orleans Faculty Handbook](#). *Appointment is nine months.*

**f. ASSISTANT LIBRARIAN**

Criteria: Minimum qualifications include graduation from a regionally accredited college or university, with 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 a 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 Tenure process is the same as for Assistant Professor. *Appointment is twelve months.*

**2. NON-TENURE TRACK APPOINTMENTS**

**a. FULL-TIME INSTRUCTOR**

Criteria: Full-time Instructor appointments are limited-time appointments. Departments and deans should limit the number of Full-time Instructors and ensure that they carry out duties for which the positions were approved. The university adheres to the minimum credentials, outlined in AP-AA-13, "Teaching Credentials for Faculty and Graduate Teaching Assistants," which are aligned with guidelines of our regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and they apply to both full-time and part-time instructional faculty.

Faculty Status: Full-time Instructors have instructional 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. Full-time Instructor appointments shall not include any right or expectations 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. Renewal of appointment is based upon satisfactory review, department's/school's need, availability of funds, and other constraints. Additional information may be found in Chapter 4 of [The University of New Orleans Faculty Handbook](#). *Appointment is nine months.*

**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, participating in service programs, coordinating field work, and supervising students in field settings. Professional Practice faculty may not have a terminal degree and help to promote the integration of academic scholarship with practical experience. These faculty members are recruited based on their professional experience and expertise and therefore their work emphasis primarily will be on teaching and service although their workloads may include research activities. The qualifications for Professional Practice rank shall be comparable to those of the corresponding regular faculty ranks.

Faculty Status: Individuals appointed to these ranks have the same instructional faculty status as full-time members of the faculty with equivalent rank

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, and shall not create any manner of legal right, interest, or expectancy of renewal of any type of appointment. Appointment to this title is annual and may be full-time or part-time. Renewal of appointment is based upon satisfactory review, department’s/school’s need, availability of funds, and other constraints. Additional information may be found in Chapter 4 of [The University of New Orleans Faculty Handbook](#). *Appointment is nine months.*

**Initial and Subsequent Appointment**

All tenure-track faculty are initially appointed for two (2) years. Subsequent appointments are for one year until tenured status is achieved.

All non-tenure-track faculty (as described above) are appointed for one year, subject to annual renewal based upon a satisfactory review, department’s/school’s need, availability of funds, and other constraints.

**3. SPECIAL (TIME-LIMITED) APPOINTMENTS**

***Full-Time and Part-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) individuals may not vote on academic standards or policy matters.

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. Appointment to this title may be annual, or limited, not to exceed two (2) years per appointment and may be full-time or part-time. Renewal of appointment is based upon satisfactory review, department's/school's need, availability of funds, and other constraints. *Appointment is nine months.*

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

Criteria: These courtesy titles are 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) individuals may not vote on academic standards or policy matters.

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, and 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 two (2) years per appointment and may be full-time or part-time. *Appointment is nine months.*

**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 receive their compensation from grant or contract funds are to be appointed to these ranks.

- I. Persons appointed to the rank of Postdoctoral Researcher must possess a Ph.D. or equivalent degree. They assist and perform specialized research or extension service routines under the general supervision of a member of the professorial ranks.
- II. Senior Postdoctoral Researchers must possess a Ph.D. or equivalent degree and shall normally have a minimum of three years of postdoctoral experience in a laboratory or extension education. Persons appointed to this rank perform independent research under the direction of a member of the professorial ranks.
- III. 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 research experience. In addition, the individual is expected to meet the standards that govern appointment to the rank of Assistant Professor, excluding the instructional and service criteria.

- IV. A Ph.D. or equivalent degree and a minimum of nine years of postdoctoral research experience are normally required for appointment as an Associate Professor-Research. The individual should meet the standards for appointment as Associate Professor, excluding the instructional and service criteria.
- V. Persons appointed to Professor-Research must possess a Ph.D. or equivalent degree and shall normally have a minimum of 12 years of postdoctoral research experience. In addition, the individual should meet the same standards for appointment as Professor, excluding the instructional and service criteria.

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: Individuals holding this title are not eligible for tenure. 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 continued funding of the grant supporting the position. Faculty members on such appointments are reviewed annually. At such an 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. *Appointment is twelve months.*

#### **d. PART-TIME INSTRUCTOR**

Criteria: Part-time Instructor appointments are one-semester appointments. Departments and deans should limit the number of part-time instructors and ensure that they carry out duties for which the positions were approved. The university adheres to the minimum credentials, outlined in AP-AA-13, "Teaching Credentials for Faculty and Graduate Teaching Assistants," which are aligned with guidelines of our regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and they apply to both full-time and part-time instructional faculty.

Faculty Status: Special (time-limited) individuals may not vote on academic standards or policy matters.

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 Instructor appointments shall be restricted to *less than* 75 percent of effort *per semester* (never reaching or exceeding 75 percent of effort), shall not include any right or expectations 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. *Appointment is for a semester.*

**e. DESIGNATED PROFESSORSHIPS**

Criteria: Appointment to the rank of a designated professorship follows 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.

**4. JOINT FACULTY APPOINTMENT**

The term “joint faculty appointment” refers to an academic appointment where the faculty member is appointed to a primary academic unit (at 51% or 75%) and a secondary academic unit (at 49% or 25%). Such appointments can promote collaborations between the departments/schools and advance interdisciplinary research and education.

The primary and secondary academic units must agree on and outline in writing a single, joint process for preparing academic reviews, including review for tenure and promotion (with proportional representation on Department/School and College RTP Committees). The primary academic unit is responsible for completing review paperwork and other administrative tasks. The faculty member should be provided with information on their research expectations, teaching workload and other scholarly work for both academic units. Identical rank and tenure will be held in both academic units.

With rare exceptions, a joint appointment cannot revert to a single unit appointment. In the rare exception, with consent of the primary unit chair and dean and with the approval of the provost, the faculty may join the primary unit at 100% with all its rights and privileges.

**5. TENURE CLOCK STOPPAGE**

Faculty members in a tenure track appointment may request an extension of the probationary period (stop the tenure clock) when circumstances exist that interrupt progress toward tenure. An extension may be granted for extended military leave, FMLA leave, or other circumstances considered legitimate reasons to stop the tenure clock.

Except in extenuating circumstances, the “Request for Extension of Probationary Period” form must be submitted as early as possible, but no later than thirty (30) days prior to the deadline for the submission of the full Review for Tenure and Promotion (RTP) package to the departmental/school RTP Committee/Chair.

Tenure clock stoppage must be approved by the Chair, Dean, Associate Provost for Faculty Affairs, and Provost and Senior Vice President for Academic Affairs. Faculty desiring to appeal a denial of extension should follow the Faculty Grievance Procedure outlined in Chapter 4 of [The University of New Orleans Faculty Handbook](#).

## 6. EMERITUS TITLES

Upon a faculty member's retirement, departments/schools may submit a request for an emeritus status. Criteria include: (1) a record of outstanding teaching and scholarly activity, (2) meritorious professional achievement, growth, and development, and (3) clear evidence of service to the university beyond ordinary expectations.

<sup>2</sup>

A faculty member may be considered if they have achieved the rank of professor and served a minimum of ten years at the university.<sup>3</sup>



Kathy E. Johnson, Ph.D.  
President  
University of New Orleans

*\*Policy Updates:*

Revisions: 02/14/2024  
08/15/2022  
10/14/2021  
02/02/2021  
10/01/2020  
07/01/2019  
01/26/2018

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<sup>2</sup> For more information see <https://www.ulsystem.edu/board-rules-policies-procedures/board-bylaws-rules/>

<sup>3</sup> For more information see <https://www.ulsystem.edu/board-rules-policies-procedures/board-bylaws-rules/>