

SUBJECT: SELECTION, RETENTION, ANNUAL REVIEW AND TERMINATION OF
FULL-TIME FACULTY

PURPOSE: To define policies governing full-time faculty personnel actions.

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GENERAL POLICY

I. BASIC PRINCIPLES

Appointment, retention, non-renewal, annual review, and termination decisions have the most serious long-term implications for the quality of the faculty, and therefore for the university. All such decisions, not based on financial exigency or change in programs, shall be made solely on the basis of professional merit, quality of contribution to the university, and the competent and regular performance of assigned duties. Judgments may not be based on attributes of the candidate that are irrelevant to professional performance, such as race, color, religion, sex, national origin, age, handicap, marital status, veteran's status or exercise of ordinary citizen's rights.

Members of the faculty share certain rights, privileges, and responsibilities not shared by other employees of the university. Members of the faculty are responsible by regulation of the Board of Supervisors, for the determination of the educational policy of the university, subject to the authority of the Board of Supervisors. In addition, appropriate members of the faculty are expected to participate with administrative officers in the selection of new members of the academic staff and in decisions affecting retention, promotion, tenure and other personnel actions. This participation should be neither vague nor haphazard, but formal and positive, following ethical and impartial procedures clearly established for the advantage of the university.

LSUA is committed to the principle of academic freedom, which acknowledges the rights of teachers to explore fully within the fields of their assignments and to give in the classroom and elsewhere such exposition of their subjects as they believe to represent truth. This principle also includes the right of a member of the academic staff to exercise in speaking, writing, and action outside the university the ordinary rights of an American citizen, but it does not decrease the responsibility which the faculty member bears to the university, the state, and the nation. Among the many implicit responsibilities of academic freedom is that of refraining from insistence that students or others accept any controversial point of view as authoritative. Academic freedom does not extend to any kind of abuse or infringement of the rights of others.

II. ROLES AND RESPONSIBILITIES¹

The key administrative official in recommending appointment, promotion, tenure, non-renewal or termination is the department chair. In general, the faculty of a given department will provide the most reliable professional judgment as to whether promotion or tenure is deserved, and the department chair must therefore consult thoroughly with all appropriate members of the faculty. In all promotion decisions, department faculty senior to the individual being considered shall cast a vote on the action. For example, all associate professors and professors would vote on a candidate being considered for promotion to associate professor. All tenured faculty would vote on persons being considered for tenure. Although a department chair is required to consult with the faculty in the manner described above, he/she makes a separate and independent recommendation on all personnel actions.

Because LSU System regulations require that the Dean (where appropriate), the Vice Chancellor for Academic Affairs, and the Chancellor all review and act upon recommendations, candidates for appointment or other personnel actions must therefore be careful not to assume that the faculty's or the department chair's recommendations are final. Recommendations become official only when they have been approved by the LSU Board of Supervisors.

III. FACULTY PARTICIPATION

Participation of the faculty in personnel actions is a serious obligation. Careful consideration must be given to the role, scope and mission of the university in order to

¹ For library faculty the roles described for the reviewing and recommendation role ascribed to the department chair in academic departments is filled by the Director of Library Services. Recommendations from the Director of Library Services are made directly to the Provost and Vice Chancellor for Academic Affairs.

provide programs of instruction, service, research or scholarly activity of the highest order for the people of the community and state. LSUA's primary mission is quality instruction. Therefore, the faculty should make recommendations for personnel actions that support the instructional mission.

Academic departments shall devise and carefully adhere to procedures which will ensure the participation of appropriate faculty members in the selection and re-appointment process. Announcements of available positions must adhere to the university's Affirmative Action Plan bringing the position to the attention of as many potential applicants as possible.

IV. INITIAL FACULTY APPOINTMENTS

General System policy regarding appointments of the academic staff is set forth in PM-23. The criteria and procedures that follow are in accordance with that document. Because these guidelines are designed to apply to the entire university including the Library, they are stated with some generality.

A. Initial Appointment

Departmental faculties shall establish search committees for initial appointments. Membership of search committees shall be determined by the respective departments. Faculty in the same and closely related disciplines shall be represented on the search committee. In order to facilitate continuity and communication between the administration and the search committee, the department chair shall be a non-voting member of the committee. The search committee will consult with the appropriate departmental faculty, each of whom shall have access to the search committee's records. Proceedings and deliberations of each search committee shall be recorded. Faculty shall recognize the individual's privacy rights with respect to personnel records. The recommendations of the search committee will be submitted to the appropriate departmental faculty for their recommendation and subsequently to the department chair and other administrative officers. The appropriate departmental faculty shall determine the applicant's "fluency in the English language" as required by Act 754 of the 1991 Regular Legislative Session and the department chair will complete the memo certifying fluency in English (as prescribed by PS 232) for any candidate recommended to the Vice Chancellor for Academic and Student Affairs.

For an initial full-time appointment to any rank, a personal interview shall be conducted by the search committee, the departmental faculty, the department chair and other administrative officers including both the Vice Chancellor for Academic and Student Affairs and the Chancellor.

B. Credit Toward Tenure

After the conclusion of interviews, the department chairperson shall consult with the department faculty regarding an appointment. Recommendations from the department faculty are not binding on the department chairperson who makes an independent recommendation to the Vice Chancellor for Academic and Student Affairs who, in turn, will make a recommendation to the Chancellor. Once the Chancellor has approved a salary offer, the Vice Chancellor for Academic and Student Affairs will ask the department chairperson to make a verbal offer to the candidate. Once a candidate has given his/her verbal acceptance of the terms of the initial appointment, the appropriate documentation is forwarded to the Vice Chancellor for Academic and Student Affairs who, after review, will make a recommendation to the Chancellor. The formal letter of offer is issued over the signature of the Chancellor and can be issued only after appropriate documentation is submitted.

All candidates will receive a written tenure policy at the time of hire or no later than the first new faculty orientation subsequent to their hire. This policy will include the general expectations for tenure including requirements for scholarly research, teaching duties, service to the university, and service to the community. Candidates with prior LSUA teaching experience may count time in service towards tenure if they choose to do so. Time in service shall be weighted with every 48 credit hours taught counting for one year towards tenure for a maximum of two-years of service allowed for prior and continuous full-time faculty and full-time temporary faculty. An agreement on the amount of credit toward tenure must be in writing at the time of the initial tenure-track appointment. All candidates have the right to refuse credit for prior service if they choose to do so.

A candidate hired at or above the level of associate professor may be considered for tenure up to two years early, if he or she chooses to count the years of prior service at another University. An agreement on the amount of credit toward tenure from full-time teaching at another university must be in writing at the time of the initial tenure-track appointment at LSUA. All candidates have the right to refuse credit for prior service if they choose to do so.

The University reserves the right to hire people with full tenure only if the person is being hired at the level of full or associate professor. Such an approach will be rarely used and is generally reserved for the hiring of senior administration officials who have earned tenure at another University. Tenure, if granted at the time of initial employment, is as a faculty member and not as an administrator.

In certain special cases, a position may be advertised as fully tenured stating the requirements for full-tenure in the advertisement. These positions can be hired at either the associate professor or full professor level. These are contingent upon the needs of the university and only upon recommendation by the department and vice chancellor with final approval from the chancellor. Certain conditions include but are not limited to advanced levels of scholarly research or publications, prior or continuing grant approvals that benefit the university, community, or society, and/or special needs or limitations that restrict available qualified applicants.

C. Criteria by Rank

LSUA strives to hire faculty with the doctorate when appropriate and available. However, all individuals being considered for employment must meet the minimum qualifications of the Southern Association of Colleges and Schools. In general, this means they "must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree or hold the minimum of a master's degree with a major in the teaching discipline.") Only in the most exceptional of circumstances will the university accept recommendations for appointment of candidates who do not meet the following minimum qualifications.

1. Library Associate

- a. A bachelor's degree from a regionally accredited university or have extensive (4 or more years) library experience.
- b. Library associates are expected to perform the simpler and specialized library routines under the supervision of a professional librarian.

2. Instructor

- a. A master's degree with 18 graduate semester hours in the teaching field
- b. Evidence of potential for effective teaching and advising of students in addition to the service expectations of all faculty appointments
- c. When appropriate, evidence of successful practice in the discipline
- d. Instructors are expected to teach a 15 credit hour load or equivalent. Instructors pursuing a terminal degree may receive consideration for that in lieu of service requirements.

3. General Librarian

A master's degree in library science (MLS) from an institution that is both regionally accredited and accredited by American Library Association.

Expected to perform, under supervision, library tasks of a complex nature and to exercise responsible judgement in administering library routine.

4. Assistant Professor

- a. Doctoral degree in the subject matter area or a closely related area with 18 graduate semester hours in the teaching field (as recommended to the administration by the departmental faculty) from a regionally-accredited institution-- In exceptional cases, an applicant with a master's degree and years of related professional experience and/or professional licensure/certification may be appointed at the assistant professor rank.
- b. Evidence of potential for effective teaching and advising of students
- c. Evidence of potential for productive community service, research, and scholarly or creative activity
- d. When appropriate, evidence of successful practice in the discipline

5. Assistant Librarian

- a. A master's degree in library science (MLS) from an institution that is both regionally accredited and accredited by American Library Association.
- b. Varied experience in college and/or university libraries is expected.
- c. 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.

6. Associate Professor

- a. Doctoral degree in the subject matter area or a closely related area with 18 graduate semester hours in the teaching field (as recommended to the administration by the departmental faculty) from a regionally-accredited institution
- b. Except in exceptional cases, current rank of associate professor at another regionally-accredited institution and at least five years of service at the rank of assistant professor at that institution
- c. Demonstrated record of effective teaching and advising of students
- d. Demonstrated record of highly competent work in the following:
administration; departmental/college or university committees; and professional organizations
- e. Demonstrated record of effective community service and contributions to the development and progress of the university
 - f. Demonstrated record of productive scholarship, research or creative activity

7. Associate Librarian

- a. A master's degree in library science (MLS) from an institution that is both regionally accredited and accredited by American Library Association.

- b. A graduate degree in a subject field, in addition to the graduate degree in library science, is desirable for this rank.
- c. 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 Director of Library Services, assists in the administration of major areas of library service and contributes to the formulation and execution of an effective library program.

8. Professor

- a. Doctoral degree in the subject matter area or a closely related area with 18 graduate semester hours in the teaching field (as recommended to the administration by the departmental faculty) from a regionally-accredited institution
- b. Except in exceptional cases, current rank of professor at another regionally-accredited institution and at least five years of service in the ranks of associate professor or professor at that institution
- c. Demonstrated record of excellence in teaching and advising of students
- d. Demonstrated record of exemplary service in one or more of the following: administration; departmental/college or university committees; professional organizations
- e. Demonstrated record of exemplary community service and outstanding contributions to the development and progress of the university
- f. A consistent record of productive scholarship, and research or other creative performance of high order in his/her profession over a substantial period of time

9. Librarian

- a. A master's degree in library science (MLS) from an institution that is both regionally accredited and accredited by American Library Association.
- b. A graduate degree in a subject field, in addition to the graduate degree in library science, is desirable for this rank.
- c. This rank calls for extensive administrative experience in which responsibility and judgment of an independent nature are required.
- d. The individual should be capable of exercising the top administrative functions of the library.
- e. Librarians assist in the administration of all aspects of library service and operation and share in the formulation and execution of policy.

V. REAPPOINTMENT

A. Criteria

All reappointments shall be made upon the same criteria, terms, and conditions as the candidate's preceding appointment unless expressly indicated to the contrary in the notification of a reappointment. Faculty are expected to demonstrate an increasing level of achievement in all aspects of their duties to earn reappointment.

B. Terms of Reappointment by Rank

1. Instructors, Library Associates, General Librarians

Instructors, library associates, and general librarians are appointed for terms not to exceed one year. They may be reappointed for any number of successive one-year terms.

2. Assistant Professors, Assistant Librarians

Assistant professors and assistant librarians are appointed for terms not to exceed one year. They may be reappointed for one-year terms for up to six successive years. Upon reappointment after seven years of service in rank, assistant professors and assistant librarians receive tenure beginning with the eighth year. A thorough review will be made during the sixth year of service so that notice of termination may be given, if necessary, no later than the end of the sixth year of service. LSUA will have the option of conducting the thorough review prior to the sixth year, provided that appropriate written notification is given to the faculty member.

3. Associate Professors, Associate Librarians

Associate professors and associate librarians who join the faculty at that rank may, after an initial term appointment, be reappointed on a term basis through not more than five years of total service at LSUA. Associate professors and associate librarians who are reappointed after five years of service at that rank at LSUA shall have tenure, that is, beginning with the sixth year. (See above.)

4. Professors, Librarians

Professors and librarians who join the faculty at that rank may, after an initial term appointment, be reappointed on a term basis through not more than five years of total service at LSUA. Professors and librarians who are reappointed after five years of service at that rank at LSUA shall have tenure, that is, beginning with the sixth year. (See above.)

C. Procedures

1. Implementation

To implement these policies, departments will observe the following procedures:

- a. At least a month in advance, the department chair must send written notification to each person eligible for consideration, stating that the review process is to begin and advising the candidate to provide any information he/she wishes to have considered. It is the candidate's

responsibility to provide relevant information concerning his/her work. An up-to-date curriculum vita, Annual Faculty Plans/Reports, papers or presentations, published reports, books, newspaper articles, student evaluations, advising evaluations, information concerning personal qualities and ability to work harmoniously with colleagues and students are examples of material which could be used to support reappointment. Candidates are required to submit, at a minimum, results of the campus-wide student evaluations of teaching and advising for at least the two immediately prior semesters. Teaching evaluations should be from all courses taught in those two semesters. In the event of a first-year faculty member, teaching evaluations from one semester will be sufficient.

- b. These materials will be reviewed and discussed at a meeting, conducted by the department chair of all departmental faculty charged with the responsibility of participating in the evaluation process. Such a meeting will give appropriate faculty the opportunity to hear any additional information or comments which members of the group may have to contribute. Written notice of the meeting should be given at least ten working days in advance to appropriate faculty members along with a statement of the agenda. The meeting should be conducted so as to afford a reasonable opportunity to discuss the materials presented, to ask questions, and to offer further information and judgments. Confidentiality must be strictly maintained.
- c. The faculty of each department will develop its own system of recording the vote of the appropriate faculty on whether to recommend reappointment of the candidate. Whatever method is chosen, a verifiable record of the recommendation must be kept, and the result made known to the faculty and the candidate.
- d. Following the faculty vote, the department chair will make a separate and independent recommendation and forward it to the Vice Chancellor for Academic Affairs, together with the vote and the recommendation of the faculty.
- e. A candidate whose reappointment is not being recommended by the department chair must be verbally informed within ten working days after the decision is made. Within ten working days following verbal notification, the department chair will provide written notification to the candidate. This written notification serves to formalize the department chair's decision and ensures that the unsuccessful candidate is not left in a state of uncertainty. A copy of this written notice is to be sent to the Vice Chancellor for Academic Affairs.
- f. Candidates whose reappointments are recommended by the department chair should be so advised within ten working days. They should be reminded of the review process that still remains before the recommendations become official.

- g. The department chair will notify the departmental faculty of his/her recommendation within ten working days after the individual(s) has been notified.
- h. A candidate whose reappointment is recommended by the department chair but subsequently refused by another reviewing official must be so notified by the department chair within ten working days after the department chair has been told of the decision.

2. Expiration of Appointment

A term appointment or a series of term appointments carries no assurance of reappointment, promotion, or tenure, except as provided below.

Reappointment is made solely at the initiative of the university. Although most probationary, tenure-track appointments are made in the hope that renewal and eventual promotion will be justified, in determining whether to reappoint a probationary faculty member the university must make a considered judgment of the availability of better-qualified persons, the faculty member's professional performance, the present and anticipated needs of the department, the role and scope of the university, and financial circumstances. Upon expiration of a term appointment, the employee is a free agent to whom the University System has no obligation. The University System may reappoint the employee 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.

Written notice of the decision not to reappoint will be given to the affected employee in accordance with the LSU By-Laws and Regulations. This notice is in addition to any routine notice given faculty on their appointment forms.

When an employee is not to be reappointed, written notice to the employee will ordinarily be provided in accordance with the following schedule:

- a. No later than March 1 of the first academic year of service, if the appointment expires at the end of the year; or, if an initial one-year appointment terminates during an academic year, at least three months in advance of its termination
- b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year
- c. At least 12 months before the expiration of an appointment after two or more years of service on this campus

General System policy regarding promotions of the academic staff is set forth in PM-23. The criteria and procedures that follow are in accordance with that document. Because these guidelines are designed to apply to the entire university including the Library, they are stated with some generality.

VI. ANNUAL REVIEW

A. Purpose

To assist with decisions regarding reappointment, promotion, tenure and merit increases, the department chair annually shall make an evaluation of each faculty member. In order to make this review meaningful to the university and to the employee, the evaluation will be discussed with the faculty member so that he/she understands how his/her contribution is viewed by the department. The evaluation document shall be prepared annually by the department chair and submitted to the Vice Chancellor for Academic Affairs for review and file.

B. Criteria

All annual reviews of performance evaluation shall be made according to the criteria, terms, and conditions set forth in this Policy Statement. Performance evaluations are filed in the appropriate administrative office. It is important that the process be inherently fair, systematic, and uniform within the department. The procedure should be without bias, and not consider in any way those attributes of the candidate that are irrelevant to professional performance. Evaluations must be built around an analysis of the tasks involved in the faculty position and must be limited to areas of consideration necessary to perform the responsibilities of the position. Explicit measurement standards will be utilized by each department or special instructional unit.

C. Procedure

The departments will utilize the university evaluation form plus any others they may devise. While departments may differ in the manner in which they conduct the annual review, the procedure devised should record accurately the individual's achievements. The review may also include the assessments of colleagues, the individual, the department chair, students, or others as appropriate. Faculty members shall have the right to know, in advance, how the different elements are weighted and how the review is to be conducted.

The department chair shall summarize and record the assessments in the form of a written report and discuss them with the individual at a conference. A record shall also be made of the conference between the department chair and the involved faculty member. The faculty member will sign the report to indicate that he/she has read it.

If a faculty member disagrees with the evaluation, he/she may submit a signed statement to that effect and may request and shall receive a review by the Vice Chancellor for Academic and Student Affairs. Both the statement and the results of the review shall become part of the record. After review by the Vice

Chancellor for Academic Affairs, the evaluations will be filed in the appropriate administrative office.

VII. TERMINATION AND DISCIPLINARY ACTIONS

A. Dismissal for Cause

Any appointment, whether tenured or term, may be terminated for cause. Adequate cause for dismissal will be related, directly and substantially, to the professional capacities of faculty members as teachers or researchers. Dismissal for cause shall proceed according to the AAUP definition of academic due process in such matters [Recommended Institutional Regulations on Academic Freedom and Tenure 5.(c), AAUP Policy Documents & Reports, 1990 edition]. Before consideration of dismissal for cause, a faculty member shall be entitled to have the charges stated in writing and to have a written description of the evidence supporting such charges with a list of witnesses and a brief summary of each witness' testimony, and to have a hearing, with counsel, before a special committee of the faculty appointed by the Chancellor. This committee will be charged to make a recommendation to the Chancellor with respect to dismissal of the faculty member. If the faculty member elects not to have a hearing, the Chancellor may provide for a hearing before a special committee of the faculty prior to taking action. If the Chancellor recommends dismissal for cause, the faculty member may request that the President hear an appeal.

B. Termination for Financial Exigency or Change in University Programs

All appointments, whether with tenure or for a term, are made subject to the continued need and availability of funds for the position. Any appointment may be terminated because of bona fide financial exigency or change in university programs. In such case every reasonable effort will be made to find some appropriate alternate assignment for the individual within the university. Policy Statement 220 (Procedures for Dealing with Financial Exigency) defines the policy and procedures to be followed in case of a financial shortfall so great that it impacts academic programs.

VIII. DEFINITIONS

Academic Unit - The basic budgetary and/or academic department organized for the purpose of teaching. The Library is included among academic units.

Appropriate Faculty - For initial appointments all departmental faculty who are appointed full time (excluding temporary appointments) for at least a one-year period have the right to vote. For reappointment and non-reappointment recommendations, full-time departmental faculty with tenure have the right to vote. In the case of promotion, full-time departmental faculty senior in rank to the candidate shall have the right to vote. In tenure considerations all

departmental faculty with indeterminate tenure shall have the right to vote. Since the department chair makes separate and independent judgments on all personnel actions, he/she shall not vote as a member of the faculty.

Continuous Service - Service uninterrupted by non-reappointment, resignation, or termination action. A series of term appointments for successive semesters, or academic or fiscal years is deemed to be continuous service. Faculty are defined as full-time members of the academic staff holding the rank of Instructor or higher and Library personnel holding equivalent ranks.

Non-reappointment - Upon expiration of a term appointment, the employee is a free agent to whom the University System has no obligation. The University System may reappoint the employee 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.

Portfolio - A faculty portfolio is meant to include a representative sample of the work of an individual. It is not intended to be a compilation of all work of that individual. It is incumbent that, through a faculty portfolio, a candidate for promotion and/or tenure demonstrate that he/she has met the expectations for instruction, university service, community service, scholarship and research. Advising is considered an aspect of instruction but also has aspects which are university service.

Community Service - Activities done on a voluntary basis through which the faculty member is actively involved with civic or professional groups or organizations in LSUA's service area. Examples of such activities are: addresses to school, civic, or community groups; free consultation to a community group; and active involvement in community organizations. Faculty members are not paid for community service activities. Membership alone does not constitute service. Faculty members must document active involvement. A faculty member may officially or unofficially represent LSUA through such activities.

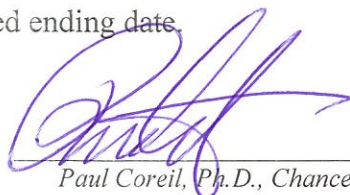
Reappointment (Retention) - The option exercised by the university to continue employment of a person who completes a term appointment.

Split Appointment - The appointment of one person concurrently in two or more budgetary units of LSU Alexandria.

Term-Appointment - An appointment for a stipulated period.

Termination - An administrative action which ends a tenure appointment or a term appointment prior to its stated ending date.

APPROVED:


Paul Coreil, Ph.D., Chancellor

1/4/2021
Date