Applications for Promotion and Tenure, 2014

Office of Academic Affairs
University of New Orleans
Distributed November 15, 2013

Due Dates:

- Submission to department by January 14, 2013
- Submission to college by February 14, 2013
- Submission to Academic Affairs by March 12, 2013

Recommendations for promotion and/or tenure with an August, 2014, effective date must be completed over the next several months. The Promotion/Tenure Application Form is attached and 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 a committee appointed by the Provost. The Provost considers the recommendations of this committee in reaching his decisions.

PROMOTION

All deliberations relating to promotion decisions should be conducted as described in the UNO document, Policies and Procedures for Promotion in Academic Rank and for Tenure, and in the department’s published procedures. The University policy (updated, 2012) is attached for your convenience. 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 that assistant professors are 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 Form 101. This memo should be submitted through channels to the Office of Academic Affairs along with appropriate evidence that the degree has been awarded. Requests that can be acted on during the fall semester will become effective with the
beginning of the spring semester. Those that can be acted on during the spring semester or summer term will become effective with the beginning of the next 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 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 faculty members of extraordinarily high merit prior to the end of the sixth probationary year. Any academic unit’s recommendation, with faculty input whenever possible, to award tenure before the end of the usual probationary period should be accompanied by an accounting of compelling reasons for this action.

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

**INSTRUCTIONS TO THE CHAIR**

**Evaluation of Candidate**

Both teaching effectiveness and external reviews of scholarly work must be considered in promotion and tenure recommendations.
**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 must be obtained (minimum of three reviews) for each candidate (see Guidelines: External Review of Scholarly Work, approved by the University Senate on March 29, 1989, available in the Chair’s Handbook and in the attached document). In addition, external evaluators should:

- have a strong record of scholarship,
- be from at least a peer institution—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 specify the credentials of that referee for the Committee.
- not be former colleagues, mentors, co-authors or fellow graduate students.

Each candidate must receive a collective summary of the general contents of the reviews, written in such a way as not to compromise the anonymity of the individual reviewers. A copy of this summary must accompany the promotion and tenure forms along with the reviews themselves. Please remember that the external reviews are confidential and copies should NOT be made.

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**Procedural Issues**

**Curriculum Vitae:** The recommendation for promotion and/or tenure must include the faculty member’s vita in standard UNO format. The format description is available on the attached form and templates are available online.

Candidates should be reminded to include in their vita, or as a supplement to their vita, a list of all grant and contract proposals written, not just those funded.

**Please note:** A C.V. not in standard UNO format will be returned for correction. Department chairs are expected to review each C.V. and require that the faculty member use the standard UNO format.

**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 (2013-2014) must be included in the years of service on the P&T Application Form. It is the chair’s responsibility to ensure that the P&T 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.

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**INSTRUCTIONS TO THE DEAN**

College offices should collect the forms from the departments, check them for accuracy, and forward them to Academic Affairs as a single, complete package. All applications for promotion and tenure must be forwarded, even those not supported by the Chair or the Dean. Please submit an [original](#) and [four copies](#) of the completed forms with accompanying attachments (curriculum vitae and other supporting documents). Send only the [original external review letters](#)—please do not send copies or keep copies.

Deans should review the Promotion and Tenure Application Form to ensure that all sections are properly completed, that the required attachments are appended, and that the candidate is eligible for the action being 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.

Department chairs requesting promotion and/or tenure should be evaluated by the Dean or his/her designee in the dean’s office (see the instructions on the form). It is best to avoid using a senior faculty member as a surrogate chair for purposes of evaluating the candidate.

Please ensure that appropriate department and college deadlines are set to allow time for the necessary evaluation and processing prior to delivery to the Office of Academic Affairs.

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