
OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 2.10
Effective Date: 8/22/94

SUBJECT: Appointments for Full-Time Instructors

PURPOSE

To set forth administrative policy and procedures governing the appointment and employment of full-time instructors.

DEFINITIONS

Instructor An academic rank below that of Assistant Professor. It is not on the tenure track.

Retained Instructor An exceptional designation awarded by the Chancellor to certain full-time instructors on annual appointments beyond the normal time limit.

Tenure-Track A faculty line in which the holder may apply for tenure and promotions as allowed by the University of New Orleans and the Louisiana State University System rules.

Offer Letter The official letter sent to a candidate offering a faculty position at the University of New Orleans

GENERAL POLICY

Instructors are limited-term employees who serve needs within departments. Each department is expected to review its needs annually and report to its dean whether or not instructors are required and ,

if so, how many. Departments and deans are expected to limit the number of instructors and ensure that they are assigned to duties for which the positions were approved. Requests for a new position of instructor must be accompanied by an explanation of why the need cannot or should not be met with a tenure-track position.

APPOINTMENT OF INSTRUCTORS

The Louisiana State University System Bylaws prohibit the granting of indeterminate tenure for instructors and PM-23 limits instructors to term appointments of not more than one year. An instructor should have no expectation of continued employment beyond the current one-year appointment, subject to UNO's rules of notification of termination. The maximum length of service for full-time instructors at UNO is six years.

DEFINITION OF FULL-TIME

Instructor terms are counted in full academic-year units. Full-time, *for the purposes enumerated in this document*, is defined as being employed more than an average of 75% during the academic year. Teaching in the summer and teaching additional courses in Metropolitan College for additional compensation are not counted in the computation of full time.

CALCULATING LENGTH OF SERVICE

The "years of service" clock begins with the instructor's first full-time appointment. The clock is *suspended* when the instructor ceases to be employed full-time (average of more than 75% for the academic year). The clock *resumes* when the instructor resumes full-time employment at UNO after an absence of less than three years. The clock *restarts* (from zero) when the instructor resumes full-time employment at UNO after an absence of three or more years.

Instructors are not given service credit for employment outside of UNO.

EXPIRATION OR CHANGE OF APPOINTMENT

When an instructor is not to be reappointed, written notice to the employee will ordinarily be provided in accordance with the schedule used for the tenure-track faculty as specified in the *University of New Orleans Faculty Handbook*.

A reduction in service requested by the instructor may be granted by the University and does not require any particular advance notice. Such a request must be made in writing to the chair and must be approved or denied in writing by the chair.

A reduction in service planned by the department must be communicated to the instructor in writing and is subject to the same ties of notification as used for non-reappointment.

EXCEPTIONS TO APPOINTMENT POLICY

In exceptional circumstances, the University recognizes that certain departments may occasionally wish to reappoint beyond their sixth year instructors who have distinguished themselves through truly superior performance or achievements. Instructors who gain such appointments are called *Retained Instructors*. Exceptions to the normal appointment policy are permitted *only* under the following circumstances.

A department may not request permission to appoint a retained instructor or communicate this as a possibility unless it has written retained instructor policy that has been approved by the Provost. This policy must set forth the department's standards and procedures for requesting an exception to the normal appointment rules and minimally must: (1) specify the minimum credentials required, (2) describe the areas and the nature of the accomplishments expected by the department, (3) indicate the manner in which the department evaluates instructors, and (4) specify the responsibilities, general duties, and privileges of the retained instructor. This document must be approved by a majority of the tenured faculty of the department and by the chair. It must be submitted to the college dean and the Provost for their consideration and approval. Any departmental modification of the retained instructor policy must be promulgated and approved in the same manner as the original policy.

Departments with approved retained instructor policies may request an exception to the normal rules of appointment for instructors they consider to meet the minimum criteria set forth in their policy document. Such requests can be made only for instructors who have completed or are about to complete five years of full-time service as an instructor at UNO. All requests for retained instructor status must be forwarded through channels, with recommendations, to the Provost and then to the Chancellor for final action. Normally, the Chancellor's decision to add a retained instructor to a department is based on the same considerations used to add a tenure-track position. This includes an evaluation of the current and projected teaching needs of the department. An appointment as retained instructor does not become final and effective until it is approved in writing by the Chancellor.

Retained instructors are expected to continue full time in their departmental duties. Any inability or unwillingness to do so is handled in the same manner as with the tenure-track faculty.

PROMOTION OF INSTRUCTORS

Unless specified otherwise in the offer letter, instructors do not occupy tenure-track positions and therefore are not considered for promotion to assistant professor, which is a tenure-track position, except under the most unusual circumstances. Instructors in a department may always apply for tenure-track position when the department has such a position open and has advertised for applicants. They will be considered for the position, along with any other applicants, on the basis of their credentials and the department's needs, standards, and expectations.

OFFER LETTERS

The offer letter to a prospective instructor must specify that the *maximum* number of years of full-time employment possible for instructors is six years; state that the employees should have no expectation of employment beyond the current one-year appointment, except that UNO will adhere to its rules of notification of termination; and include this AP as an attachment.

AUTHORITY

Article VIII, Section 4 of the Bylaws and Chapter II, Section 7 of the Regulations of the Board of Supervisors of the Louisiana State University System.

Gregory M. St.L. O'Brien
Chancellor

|| [Back to the Index](#) || [Next](#) ||