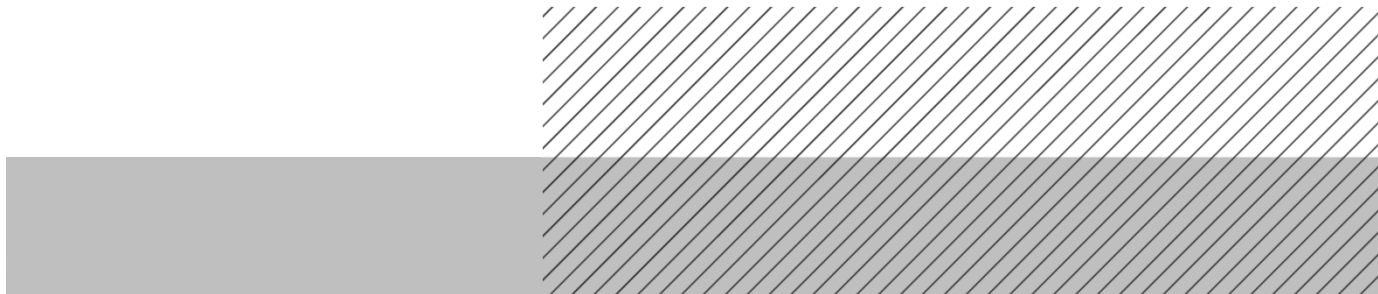


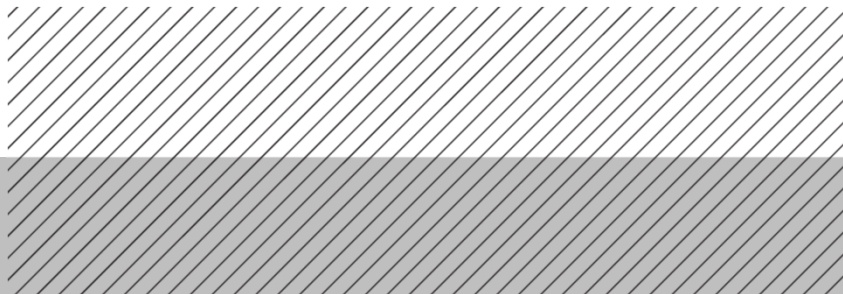
Promotion and Tenure

University of Louisiana at Monroe
2024-2025 Academic Year
Presented by Academic Affairs



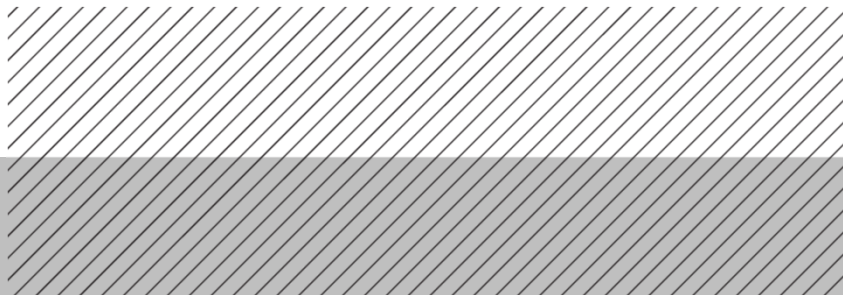
Agenda

- Faculty
- ULM Policies
- Timeline
- Portfolio
- Appeal Process
- Questions



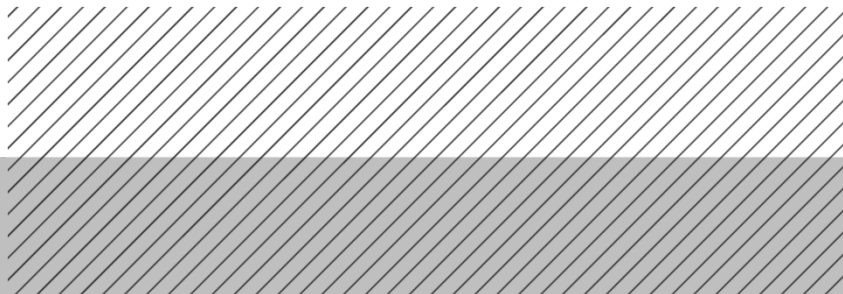
Faculty: Value

- Degrees
- Years of service
- Research, publications
- Scholarly activity
- Professional service
- Talent
- Teaching ability and effectiveness
- Intellectual curiosity
- Creativity
- Enthusiasm
- Attitude
- Rapport with students and colleagues
- The ability to motivate
- Professional behavior
- Many other quantifiable factors and intangible qualitative factors



Faculty: Expectations

- Engage productively with other faculty and students
- Demonstrate a fair, diligent, and positive attitude toward the functioning of the school and the university
- Failure to exhibit these qualities may be grounds for denial of tenure
- Each school should develop its criteria for tenure in the areas of teaching, research and scholarship, and service.
- Annual evaluations of the faculty member should be carefully considered in the assessment of an application for tenure.
- School criteria are minimum requirements; their achievement does not imply automatic tenure.
- Moreover, there may be exceptional circumstances surrounding some cases for tenure which would justify the waiving of specific minimum standards contained in the criteria.
- The record of a successful candidate, therefore, should demonstrate sustained productivity



ULM Policies: Tenure

- Faculty Mentors
- Third Year Review
- The criteria in force at the time when a faculty member is hired will be those used to assess the tenure portfolio.
- Apply for tenure during sixth year.
- Early tenure (and/or promotion) only in exceptional cases, or as part of initial contract negotiations
- No salary increase for granting of tenure
- Tenure Status
- Response after each recommendation
- Review of Faculty Ranks*

2019-20 Faculty Handbook, <https://webservices.ulm.edu/policies/download-policy/751>, Tenure (6.2.4)

*[Policy and Procedures Memorandum-Review of Faculty Ranks \(ulsystem.edu\)](https://webservices.ulm.edu/policies/download-policy/751)



ULM Policies: Promotion

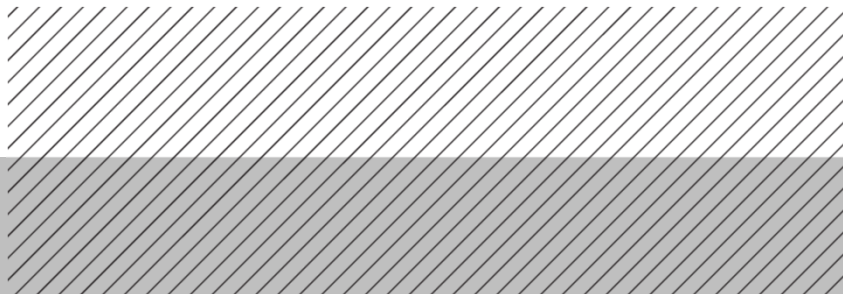
- Promotion prior to tenure not general practice
- Minimal Years of Service:
 - No previous experience applied: tenure probationary period
 - Can be reduced if negotiated upon hire
 - Can be hired at rank
- Salary increase for promotion:
 - 6.5% Assistant Professor to Associate Professor
 - 7.5% Associate Professor to Professor
- Instructor ranks to be reviewed in 2024-25
- Response after each recommendation.

2019-20 Faculty Handbook, <https://webservices.ulm.edu/policies/download-policy/751>, Promotion (6.2.4.2)



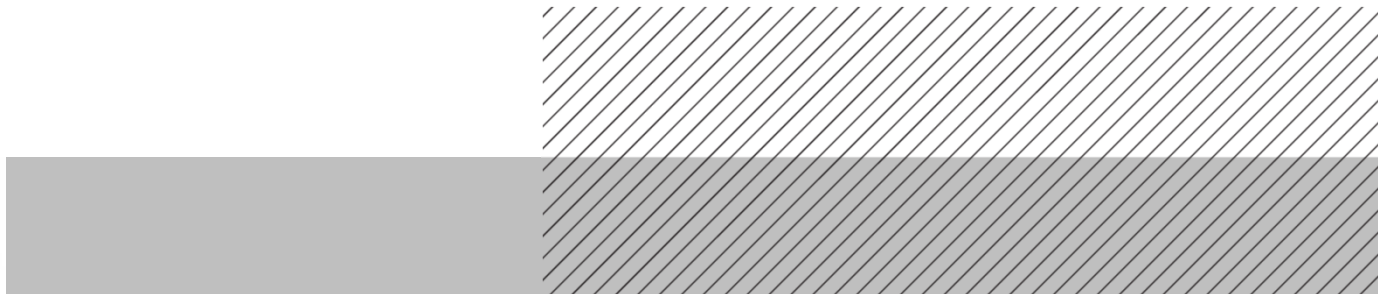
Timeline for 2024-2025

Faculty member seeking promotion and/or tenure meets with School Director to discuss the possibility for promotion and the process. If approved, the faculty member completes “Application for Promotion and/or Tenure” and has School Director sign the application. Application must be included in the portfolio.	Fall
School and Library Promotion & Tenure Committees are Formed	September
College/Library faculty submits portfolio to Dean	January 24
School/Library Promotion & Tenure Committee makes recommendation to School/Library Director	February 21
School Director makes recommendation to Dean	March 7
College Promotion & Tenure Committee makes recommendations to Dean	March 28
Dean/Library Director makes college recommendation to the Provost and Vice President for Academic Affairs	April 18
Provost and Vice President for Academic Affairs makes recommendation to the President	May 2
President makes recommendation to University of Louisiana System Board of Supervisors	August



Portfolio: Overview

- Make Your Case for Tenure/Promotion
- Keep it simple
- Keep it organized
- Keep it professional
- Seek input from colleagues & school director
- Ultimately, your responsibility
- Exceedingly difficult to make changes once submitted
- Any material entered into the process must be acknowledged by the candidate



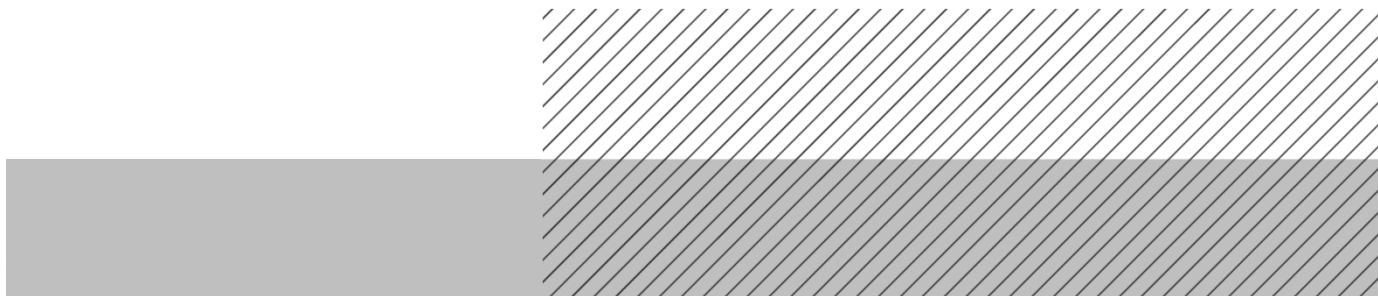
Portfolio: Contents

- Application for Promotion and/or Tenure Form
- Vita
- Written statements
- Research/scholarly/creative activity
- Teaching
- Service (university, college, program, professional, community)
- Recruiting and retention
- Supporting Letters and External references (optional)
- Other pertinent attachments



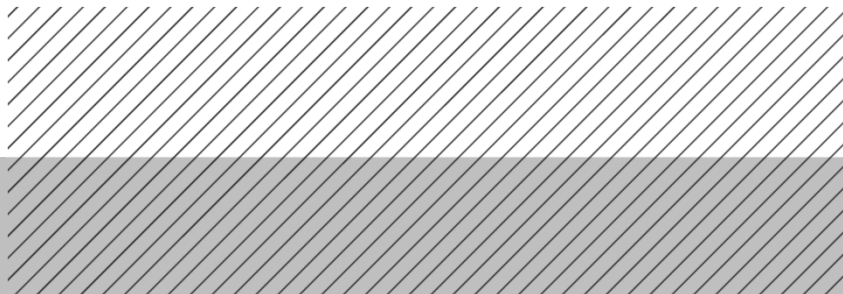
Portfolio: Specifications

- The equivalent of a forty-page maximum
- Vitae, supporting letters, all attachments, etc.
- Format: 12-point type, 1-inch margins
- Appendices are allowed
- Examples of portfolios



Appeal Process

- Violation of process
- Within 90 days
- Begins with the school director. May have to start with the Dean.
- If unsuccessful request an appointment with the Dean.
- Written grievance should:
 - state the specific problem,
 - provide specific evidence to support their claim, and
 - state the specific redress requested to resolve the problem.
 - Faculty must sign and date the memo and submit it to their dean.
 - Once stated and submitted, the matter cannot be expanded
- If unsuccessful request an appointment with the Provost.
- If unsuccessful may petition the Faculty Appeals Committee through the ULM President for a hearing
- After reviewing the report of the Faculty Appeals Committee, the President will concur or reject the committee's recommendation and inform the faculty of the decision.
- Faculty who believe that the problem still has not been equitably resolved may file an appeal through the proper channels with the University of Louisiana System Board of Supervisors.
- Ten-day deadline for each level
- Any costs are the responsibility of the grievant





Questions

