



**POLICY STATEMENT**

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**COORDINATED BY: Office of Academic Affairs**

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**SUBJECT: FACULTY PROMOTION, TENURE AND RETENTION**

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**I. PURPOSE**

This policy defines the policies and procedures governing promotion, tenure, and retention of faculty. The guidelines of this policy statement are designed to apply to the entire University and are stated with some generality.

**II. DEFINITIONS**

**FACULTY:** Full-time individuals holding the rank of instructor or higher, and librarians holding equivalent ranks.

**TENURE TRACK:** Untenured positions at the ranks of assistant professor, associate professor, professor and the equivalent that accrue tenure after service for a prescribed time. The instructor position is non-tenure track.

**REVIEW:** An evaluation of the teaching, research, service and potential for progress in teaching, research and service of a faculty member.

**EXTERNAL REVIEWERS:** External reviewers are tenured faculty from other accredited universities who are familiar with the candidate's teaching, research, and publication history. External Reviewers form an *ad hoc* external committee to judge the merits of the candidate's appropriateness for promotion and/or tenure. They are a mandatory,

<sup>1</sup> See also LSU System Bylaws and Regulations, 1992.

essential part of the promotion/tenure process and must be included in all cases of this process.

PROMOTION:	Advancement to a higher rank, with or without a salary increase.
TENURE:	The condition of indefinite appointment to a faculty rank.
TERMINAL DEGREE:	The highest degree in a particular field, usually, but not necessarily, the doctorate.
TERMINATION:	An administrative action which ends a tenure appointment or a term appointment prior to the originally stated ending date.
REAPPOINTMENT:	The option exercised by the University to offer a new appointment to a person who completes a term appointment.
NON-REAPPOINTMENT:	The option exercised by the University of taking no action to reappointment at the end of a term appointment.
JOINT-APPOINTMENT:	Concurrent appointment of a faculty member in one academic unit and one or more additional units.

### **III. GENERAL PROCEDURE FOR PROMOTION AND/OR TENURE**

The tenured and tenure-track members of the faculty at Louisiana State University Shreveport share certain rights, privileges, and responsibilities. Members of the faculty are responsible for the determination of the educational policy of the University.

Faculty are expected to participate in decisions affecting their retention, promotion, and tenure. This is a formal procedure following established University policies.

Reviews for promotion and/or tenure will normally be considered only once each year. Recommendations must be submitted on the Request for Promotion and/or

Tenure form. This promotion and/or tenure file will be forwarded for review through administrative channels.

The following is a time-line for preparing and forwarding promotion and/or tenure documents:

### Promotion and Tenure Schedule

#### *Procedures*

1. No later than April 01, the candidate requests promotion and/or tenure to the chair of the department. This initiates the formal process. The required document is the Request for Promotion and/or Tenure form.
2. No later than April 10, the chair writes a letter of recommendation or opposition to the candidate.
3. No later than April 15, the chair meets with the candidate to discuss procedures.
4. By May 01, the chair appoints a committee of the tenured faculty members from within the department. If there are fewer than three tenured faculty within the department, the chair, with the approval of the dean and the provost, may ask up to two qualified faculty in a related department to join the panel.
5. By May 15, the candidate provides to the chair, the names of four to six outside peer reviewers who are aware of the candidate's educational and research/publishing attainments. The chair will select three of these, or, if these are unacceptable or unavailable, will solicit appropriate additional peer reviewers. The outside review panel MUST consist of no fewer than three members. If an insufficient number of reviewers are found, a second list must be created to perform this function. If this step forces the remainder of the process to be delayed, then either the process continues to the following year or, if possible, the process will be truncated. The outside reviewer component is mandatory to ensure that the process is non-discriminatory.
6. By May 20, the chair sends invitations to the outside peer reviewers to perform their reviews. The candidate provides the following material to the chair to be disseminated to the outside reviewers and the internal committee: (1) current curriculum vitae, (2) .pdf files of all credentials required and of all pertinent articles, books, reports, projects, presentations, or abstracts and all other relevant material created by the candidate during the appropriate review period. The outside reviewers are provided with the material as they agree to assist in this process.
7. By August 15, the candidate delivers the promotion/tenure package and documents to the departmental office and the chair forwards them, with the external reviews, to the internal committee.

8. By October 01, the internal committee must complete its review and meet to vote. The votes are tallied on the promotion/tenure request form. Votes are favorable, opposed, abstained, or absent. Each member writes a statement detailing the reasons for their vote if they abstain or oppose. The package and the Request for Promotion and/or Tenure form constitute the material to be send forward.
9. By October 05, the chair and candidate meet to discuss the faculty committee tally but not the individual votes. Within three business days, the candidate may write a formal response for inclusion in the packet.
10. By October 10, the chair forwards the recommendation and the packet to the dean of the college. The chair's recommendation is included with the packet. If opinions differ, the chair will note these differences to the dean.
11. By October 25, the dean will prepare a recommendation and meet with the candidate to inform the candidate of the dean's recommendation.
12. Within three business days, the candidate may choose to prepare a letter of response for inclusion in the promotion/tenure packet. The candidate returns the letter to the dean, if needed.
13. By November 01, the dean makes a recommendation to the vice chancellor for academic affairs.
14. By December 01, the vice chancellor for academic affairs makes a recommendation and communicates this to the candidate. The candidate has five business days to appeal the decision, if needed, regarding procedural errors only.
15. By December 10, the vice chancellor's recommendation and the candidate's response are forwarded to the chancellor.
16. By January 15, the chancellor makes a formal recommendation.
17. The candidate is informed of the chancellor's recommendation.
18. The Office of Academic Affairs will prepare the required electronic materials and will send them to the LSU Provost's Office by March 1<sup>st</sup>.
19. Per PM 69, the LSU President will make the final decision and will communicate this to LSUS by May 15.
20. The LSUS provost and/or chancellor will communicate this decision to the candidate as soon as possible thereafter
21. The candidate, if successful, begins in the fall semester of the following academic year with the new rank and/or tenure.

If, for any reason, the dean or department chair chooses to recuse him or herself from this process, the University Policy and Personnel Committee will officially act in their stead in their capacity as custodians of the process. If this is the case, the dean informs the vice chancellor of academic affairs of this position in writing.

In recommending promotions and granting of tenure to members of the academic staff, administrative personnel should evaluate the individuals concerned with careful consideration of achievement and competence in teaching, research, creative effort, and other professional endeavors indicating high standards of scholarship.

Essential to every evaluation and decision are the fundamental expectations of intellectual honesty; cooperative, ethical, and professional conduct; respect for others' rights and safety; and the avoidance of disruptive or combative behavior that interferes with the work of the unit. A failure to meet these fundamental expectations must be considered, and will have a negative effect, whenever a faculty member is evaluated.

#### **IV. VOTING ELIGIBILITY**

##### **A. Promotion**

Tenured faculty senior in rank to the faculty member being considered for promotion are eligible to vote.

##### **B. Tenure**

Only tenured faculty in the candidate's department, or up to three qualified faculty from another department if there are fewer than three qualified faculty in the candidate's department, are eligible to vote on tenure for tenure-track faculty.

##### **C. Joint Appointment**

Faculty holding a joint appointment shall have voting rights in the primary department, and when enfranchised by the eligible voting faculty of a secondary unit, may also vote in that unit.

##### **D. General Information for both Promotion and Tenure**

In special cases, normally limited to reviews in departments with fewer than three eligible voting faculty, the dean, with the approval of the provost, may appoint faculty from other departments to the review committee.

Any faculty member serving as an administrator—chair, dean, vice chancellor for academic affairs, and chancellor—who must make a formal recommendation at an official stage in the review, must not vote at the departmental level.

#### **V. PROMOTION**

## A. Procedures

Promotion decisions should be formal and professional and follow clearly established University policies. Primary responsibility for documenting readiness for promotion rests with the faculty member under consideration. The faculty member will provide supporting documents to help faculty members senior in rank and administrators determine whether they should recommend promotion.

### 1. Roles

The department chair is responsible for adhering to the promotion process, assuring that the department follows established University procedures, and fully informing individuals considered for promotion of all policies. Regardless of the rank of the chair, the chair is an ex-officio member of all departmental promotion committees and will consult with all departmental members senior in rank to the faculty member whose promotion is under review. If opinions differ, the chair will note these differences in the recommendation made to the dean.

### 2. Review Process

- a. No later than April 01, the candidate requests promotion and/or tenure to the chair of the department. This initiates the formal process. The required document is the Request for Promotion and/or Tenure form.
- b. No later than April 10, the chair writes a letter of recommendation or opposition to the candidate.
- c. No later than April 15, the chair meets with the candidate to discuss procedures.
- d. By May 01, the chair appoints a committee of the tenured faculty members from within the department. If there are fewer than three tenured faculty within the department, the chair, with the approval of the dean and the provost, may ask up to two qualified faculty in a related department to join the panel.
- e. By May 15, the candidate provides to the chair, the names of four to six outside peer reviewers who are aware of the candidate's educational and research/publishing attainments. The chair will select three of these, or, if these are unacceptable or unavailable, will solicit appropriate additional peer reviewers. The outside review panel MUST consist of no fewer than three members. If an insufficient number of reviewers are found, a second list must be created to perform this function. If this step forces the remainder of the process to be delayed, then either the process continues to

the following year or, if possible, the process will be truncated. The outside reviewer component is mandatory to ensure that the process is non-discriminatory.

- f. By May 20, the chair sends invitations to the outside peer reviewers to perform their reviews. The candidate provides the following material to the chair to be disseminated to the outside reviewers and the internal committee: (1) current curriculum vitae, (2) .pdf files of all credentials required and of all pertinent articles, books, reports, projects, presentations, or abstracts and all other relevant material created by the candidate during the appropriate review period. The outside reviewers are provided with the material as they agree to assist in this process.
- g. By August 15, the candidate delivers the promotion/tenure package and documents to the departmental office and the chair forwards them, with the external reviews, to the internal committee.
- h. By October 01, the internal committee must complete its review and meet to vote. The votes are tallied on the promotion/tenure request form. Votes are favorable, opposed, abstained, or absent. Each member writes a statement detailing the reasons for their vote if they abstain or oppose. The package and the Request for Promotion and/or Tenure form constitute the material to be send forward.
- i. By October 05, the chair and candidate meet to discuss the faculty committee tally but not the individual votes. Within three business days, the candidate may write a formal response for inclusion in the packet.
- j. By October 10, the chair forwards the recommendation and the packet to the dean of the college. The chair's recommendation is included with the packet. If opinions differ, the chair will note these differences to the dean.
- k. By October 25, the dean will prepare a recommendation and meet with the candidate to inform the candidate of the dean's recommendation.
- l. Within three business days, the candidate may choose to prepare a letter of response for inclusion in the promotion/tenure packet. The candidate returns the letter to the dean, if needed.
- m. By November 01, the dean makes a recommendation to the vice chancellor for academic affairs.
- n. By December 01, the vice chancellor for academic affairs makes a recommendation and communicates this to the candidate. The

candidate has five business days to appeal the decision, if needed, regarding procedural errors only.

- o. By December 10, the vice chancellor's recommendation and the candidate's response are forwarded to the chancellor.
- p. By January 15, the chancellor makes a formal recommendation.
- q. The candidate is informed of the chancellor's recommendation.
- r. The Office of Academic Affairs will prepare the required electronic materials and will send them to the LSU Provost's Office by March 1st.
- s. Per PM 69, the LSU President will make the final decision and will communicate this to LSUS by May 15.
- t. The LSUS provost and/or chancellor will communicate this decision to the candidate as soon as possible thereafter
- u. The candidate, if successful, begins in the fall semester of the following academic year with the new rank and/or tenure.

If, for any reason, the dean or the department chair chooses to recuse him or herself from this process, the University Policy and Personnel Committee will officially act in their stead in their capacity as custodians of the process. If this is the case, the dean informs the vice chancellor for academic affairs of this decision in writing.

#### B. Criteria

All members of the faculty considered for promotion will have contributed to the mission of the University through effective teaching, advising, research or other creative work appropriate to the academic discipline, and professional activities. Also, they will have made contributions to the University and to the community.

Although faculty members shall normally serve a minimum period for promotion, satisfying this minimum time in rank does not necessarily qualify them for promotion: the quality of service is more important than its length.

Following are the criteria for promotion to the various academic ranks:

1. Promotion from instructor to assistant professor. This is not an automatic process.
  - a. Normally possess the accepted terminal degree in the field
  - b. Normally five years of successful service as instructor at LSUS (but not less than three)
  - c. Effective teaching and advising
  - d. Demonstration of scholarship, research, creative activity, or service to the community, the profession, and the University



- e. Review is by senior department faculty
2. Promotion from assistant professor to associate professor
    - a. Completion of the terminal degree in the field
    - b. Normally, six years (but not less than three) of successful service as an assistant professor at LSUS
    - c. Continued record of effective teaching and advising
    - d. Continued demonstration of scholarship, research, or creative activity appropriate to the academic discipline
    - e. Continued demonstration of service to the University, the profession, and the community
  3. Promotion from associate professor to professor
    - a. Completion of the terminal degree in the field
    - b. Normally, five years (but not less than three) of successful service as an associate professor at LSUS
    - c. Sustained record of effective teaching and advising
    - d. Sustained record of scholarship and research or other creative activity appropriate to the academic discipline
    - e. Sustained contributions to the University, the profession, and the community

In special instances, outstanding performance in one category may carry sufficient weight to balance work that is only satisfactory in another; however, competence in teaching and advising must be requisite to promotion. In these special instances, the candidate is responsible for documenting the case for promotion, including specific, detailed information that will allow reviewers to make an informed evaluation of the recommendation.

## **VI. TENURE**

### **A. Concept of Tenure**

The purpose of tenure is to protect the individual against capricious dismissal or abuse, and thereby to protect academic freedom. Individuals who have been awarded tenure and who continue to perform their duties effectively can normally expect continuation in their positions. Tenure assures that faculty will be terminated only for cause and through due process, or for financial exigency or institutional change.

### **B. Eligibility**

1. Instructors are not eligible for tenure.

2. Normally, assistant professors are not tenured until they have at least three (3) years of service as an assistant professor at Louisiana State University Shreveport, with six (6) years of service in rank.
3. Normally, associate professors or professors are not tenured until they have at least three (3) years of total service at Louisiana State University Shreveport.

#### C. Mandatory Tenure

For each rank above that of instructor, tenure is mandatory upon reappointment after the following maximum periods of time:

1. For assistant professors, upon reappointment after seven years of service in rank at Louisiana State University Shreveport. Therefore, it is mandatory that a Request for Promotion and/or Tenure form be generated and forwarded in the sixth year of service to LSUS for an untenured assistant professor.
2. For associate professors or professors, upon reappointment after five years of service at Louisiana State University Shreveport. Therefore, it is mandatory that a Request for Promotion and/or Tenure form be generated and forwarded in the fourth year of service to LSUS for an untenured associate professor.

Tenure Review Request forms for non-tenured assistant professors, associate professors, professors, and equivalent library ranks must be generated in the department and forwarded by or before the latest time that will allow at least a one- year notification of non-reappointment.

#### D. Procedures

1. No later than April 01, the candidate requests promotion and/or tenure to the chair of the department. This initiates the formal process. The required document is the Request for Promotion and/or Tenure form.
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#### E. Pre-Tenure Review

Pre-Tenure Review consists of evaluations during the candidate's third year in his/her current position, the annual review each year, and another review during the fifth year in position, the academic year prior for tenure candidacy. In the case of tenure, regardless of the recommendations, the Request for Promotion and/or Tenure form for the mandatory pre-tenure review must be reviewed at all designated levels of the University (chair, dean, vice chancellor for academic affairs, and chancellor). The process begins with the department chair and proceeds through the next levels. This procedure is required of all faculty candidates during the appropriate sixth year of service.

- a. A Request for Promotion and/or Tenure form may be generated and forwarded prior to the sixth year (see section V. B. 2.) of service to LSUS for an untenured assistant professor. The review for tenure will have one of the following results:
  - Approval to award tenure beginning with the next academic year, or
  - Denial of tenure and notice of reappointment for a specific period of time, or
  - Denial of tenure and notice to the person of termination date. An untenured assistant professor who was denied tenure but not

given notice of non-reappointment must be reviewed according to V. E. b. below.

- b. If a review is not conducted prior to the sixth year, then, during the sixth year of service in rank as an assistant professor, a thorough review will be made and a Request for Promotion and/or Tenure form must be generated and forwarded so that before the end of the sixth year of service the individual will be informed of the University's position regarding his/her retention. The review for tenure will have one of the following results:
  - Approval to award tenure beginning with the next academic year, or
  - Denial of tenure and notice to the person of termination date. An assistant professor who has received a notice of non-reappointment may continue employment for one year but may not seek tenure during that year.

## **VII. NON-REAPPOINTMENT AND TERMINATION**

### **A. Non-Tenured Faculty**

Upon expiration of a term appointment, the faculty member is a free agent to whom the University has no obligation. The University may reappoint the faculty member 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.

When a faculty member is not to be reappointed, written notice to the employee must be given as follows:


1. Not later than March 1, of the first academic year of service if the appointment expires at the end of that year; or if an initial one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15, of the second academic year of service if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
3. Not later than at least twelve months before the expiration of an appointment after two or more years of service at the institution.

### **B. Tenured Faculty**

1. Tenure may be terminated by retirement or acceptance of resignation.

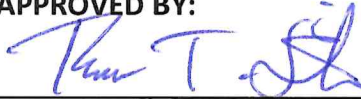
2. Tenure may be terminated for cause. See PS 2 19.02.
3. Tenure is not a guarantee of lifetime employment, particularly in the face of institutional change or financial exigency. It does assure that the employee will not be dismissed without adequate justification and without due process.
4. LSU Shreveport may terminate an individual because of financial exigency or change in institutional programs. In such cases, the accepted policies and procedures will be adhered to. Appropriate consultation with the faculty will precede any decision to terminate an academic program.

**AUTHORIZED BY:**

  
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**Provost & Vice Chancellor for Academic Affairs**

3.14.2025  
**Date**

**APPROVED BY:**

  
\_\_\_\_\_  
**Chancellor**

3/14/2025  
**Date**

This policy was written, approved and published in accordance with LSU Shreveport General Policy **1.01.02 Policy Manual** published at [http://www.lsus.edu/facultystaff/policies/pdf\\_files/1.01.02.pdf](http://www.lsus.edu/facultystaff/policies/pdf_files/1.01.02.pdf).