



PROMOTION & TENURE 2021-2022





P&T Timetable

(during sixth year)

2021-2022 Promotion and Tenure Timetable

Faculty member seeking promotion and/or tenure meets with School Director/Library Director to discuss the possibility for promotion and the process.	
Faculty member seeking promotion and/or tenure completes “Application for Promotion and/or Tenure” and has School Director sign the application. Application must be included in the portfolio.	Fall 2021
School and Library Promotion & Tenure Committees are Formed	September 17, 2021
College faculty submits portfolio to Dean	January 28, 2022
Library faculty submits portfolio to Director of the Library	January 28, 2022
School Promotion & Tenure Committee makes recommendation to School Director	February 18, 2022
School Director makes recommendation to Dean	March 8, 2022
Library Promotion & Tenure Committee makes recommendation to Director of the Library	March 8, 2022
Director of Library makes recommendation to Associate Vice President for Academic Affairs	April 1, 2022
College Promotion & Tenure Committee makes recommendations to Dean	April 1, 2022
Dean makes college recommendation to the Provost and Vice President for Academic Affairs	April 22, 2022
Associate Vice President for Academic Affairs makes library recommendation to Provost and Vice President for Academic Affairs	April 22, 2022
Provost and Vice President for Academic Affairs makes recommendation to the President	May 13, 2022
President makes recommendation to University of Louisiana System Board of Supervisors	August 2022



Louisiana Labor Law

Louisiana employment is “at will”

- No justification for denial of tenure.
- No justification for denial of promotion if tenure is denied.
- Recommendation indicating areas needed to be strengthened for those tenured but denied promotion.



ULM Policy Clarification

- **Apply for tenure during sixth year.**
- **Promotion prior to tenure not general practice.**
- **Early tenure and promotion only in exceptional cases, or as part of initial contract negotiations.**
- **Salary increase for promotion:**
 - \$3,000 Assistant Professor to Associate Professor**
 - \$3,500 Associate Professor to Professor**
- **No salary increase for granting of tenure.**



Portfolio

Make Your Case for Tenure/Promotion

- **Keep it simple**
- **Keep it organized**
- **Keep it professional**
- **Seek input from colleagues & school director**
- **Ultimately, your responsibility**



Portfolio Examples

**Examples of 2020-2021 portfolios
are available in the
Office of Academic Affairs
for your perusal.**



Portfolio Specs

Forty Page Maximum

- ✓ Vitae, supporting letters, all attachments, etc.
- ✓ Format: 12 point type, 1 inch margins, one side only
- ✓ You should not place all pages in clear plastic
- ✓ Use 1 inch binder

The following forms are to be in the portfolio but are excluded from the forty pages.

- ❖ Application for Promotion and/or Tenure Form
 - If applying for promotion:
 - College Faculty - Routing Sheet for Promotion and five (5) copies of Recommendation for Promotion in Rank Form
 - Library Faculty – Routing Sheet for Promotion and four (4) copies of Recommendation for Promotion in Rank Form
 - If applying for tenure:
 - College Faculty and Library Faculty - Routing Sheet for Tenure



Research Folder (Optional)

Research Folder (Optional)

- Inclusion of this folder is optional
- Available only to School Committee
- Does not travel with P&T Portfolio after School Committee reviews
- One inch binder containing copies of research papers, abstracts etc.



Portfolio Content

- **Application for Promotion and/or Tenure Form**
- **Routing Sheet for Promotion (if applicable) and/or Routing Sheet for Tenure (if applicable)**
- **Five (5) copies of the Recommendation for Promotion in Rank Form if College Faculty applying for promotion**
or
Four (4) copies of the Recommendation for Promotion in Rank Form if Library Faculty applying for promotion
- **Vita**
- **Written statements**
 - research/scholarly activity
 - teaching
 - service
 - ✓ school/college service
 - ✓ university service
 - ✓ professional service
 - ✓ community service
 - recruiting and retention
- **Supporting Letters**
- **External references (if any)**
- **Other attachments**



Written Statements

Research / Scholarly Activity

- Is your research program ongoing?
- Do you collaborate with colleagues on and/or off campus?
- Do you have a national or international reputation?
(provide supporting letters of reference)
- Have you obtained funding support for your research from federal, private, or state agencies?



Teaching

Teaching

- Peer evaluations of teaching
- Student evaluations: provide averages and an interpretive summary
- What is your teaching style? How do you know that it is effective? Do you use straight lecture, use innovative methods in the classroom, or incorporate technology? Are you developing or have you developed an online course?
- How do you interact with your students outside of the classroom? Have you done independent studies or provided undergraduate research experiences? Have you participated in the Emerging Scholars Program?



Service

Service

- ✓ school/college service
- ✓ university service
- ✓ professional service
- ✓ community service

You should explain how your service has had a positive effect on your school, college, etc.



Recruiting and Retention

Recruiting and Retention

✓ **recruiting**

List school, college, or university activities.

✓ **retention**

List school, college, or university activities. Are you an advisor for a student organization?

You should explain how your activities have had a positive effect on recruiting and/or retention.



Questions?

Comments?

This PowerPoint can be found at <http://www.ulm.edu/academicaffairs/tenure.html>.