

**School of Business**  
**Guidelines For Tenure**  
**(Revised on 9/4/19 by RTP Committee)**

The procedure for tenure will be according to the process specified in the Faculty Handbook. The Retention, Tenure and Promotion Committee will meet, review the applications, and vote on the applicants based on the supporting documents submitted to the committee. The committee submits their recommendations for tenure to the Department Head, Director or Dean. With concurrence of the Dean, the applications for tenure are forwarded to the Vice President for Academic Affairs. The requirements for tenure as agreed upon by the Promotions and Tenure committee involve the candidate's:

- 1) Demonstrating excellence in carrying out responsibilities of the position in terms of teaching, research and service as outlined in the faculty handbook
- 2) Showing significant promise for continued achievement
- 3) Being academically qualified for accreditation purposes and
- 4) Demonstrating collegiality.

**Timeline for tenure:**

As stated in the University faculty handbook, non-tenured tenure-track faculty members should apply for tenure only toward the end of the probationary period (sixth year). Application for tenure should be made at the time the faculty activity report is submitted in January. Normally, faculty members are not considered for tenure until the end of the prescribed probationary period. The probationary period for tenure consideration in the Board of Supervisors for the University of Louisiana System is six years. However, the School of Business Retention, Tenure and Promotion Committee may, in extraordinary cases, make a recommendation for tenure before the probationary period is complete. In this case, the recommendation must be accompanied by an accounting of compelling reasons for this action. Faculty members initially employed at the rank of professor may be granted tenure upon appointment or, may be required to serve a probationary period not to exceed four years. Faculty members initially employed at the rank of associate professor shall serve a probationary period of at least one year, but no more than four years.

**Meeting the Requirements for Tenure:**

**1) Demonstrating excellence in carrying out responsibilities of the position in terms of teaching, research and service as outlined in the faculty handbook**

This item is measured based on the guidelines provided in the faculty handbook:

**Teaching Effectiveness**

Teaching of the highest quality is given top priority at NSU in any assessment of a faculty member's overall performance.

All faculty are expected to be:

- (a) academically demanding in classes;

- (b) fully prepared, well organized, informative, and intellectually stimulating in teaching;
- (c) open to trying new teaching techniques;
- (d) most conscientious and prompt in evaluations of assigned student work during the term;
- (e) prompt in reporting of grades for students at the end of the term;
- (f) willing, outside of class, to discuss the special academic interests and problems which students may want to discuss; and
- (g) accessible, helpful, and responsible academic advisors.

#### METHODS OF EVALUATION:

(a) Student evaluations of teaching: The NSU Student Survey of Instruction is administered in every class in both Fall and Spring no earlier than the 12th week of the term. This questionnaire gives students an opportunity to express anonymously views of the course and the effectiveness of instruction.

(b) Department Head/Coordinator, Director or Dean evaluation: In addition to the method of presentation of the material, the Department Head/Coordinator or Dean ascertains the currency of course material, the mastery of the subject, the fitness of instructional objectives, and the appropriateness of class standards, using such evidence as classroom visits, examination of grade distributions, course syllabi, examinations, assignments, and reading lists.

(d) Self-reported activities: The Faculty Activity Report is filed annually. This report permits the description of new courses taught, revision of existing courses, innovative teaching projects, workshops, clinics, accomplishment of performance objectives, and other teaching-related activities. Self-reported activities also include any items the applicant wishes to be considered. As stated in the faculty handbook: "Evaluation items must include student appraisals of teaching and may also include, as appropriate, faculty activity reports; Department Head/Coordinator or Dean evaluations of teaching based on classroom visits; evaluation by advisees; course syllabi, reading lists, examinations, and/or assignments; grade distributions; evidence of scholarly productivity, publications and presentations; comments of committee service by committee chairmen; and/or documents indicating community and professional service and contributions to the Department, College, and the University."

#### **Scholarly and Professional Activities**

NSU is committed to its role as a "teaching institution," to developing a faculty composed of teacher-scholars. For effective teaching, it is essential that faculty be actively and continuously engaged in some form of scholarship, remaining a student of their discipline throughout their careers. Scholarship is at the heart of the teaching profession. Teacher-scholars keep abreast of their fields, maintain intellectual vigor, and retain excitement for their disciplines.

Considerable emphasis is placed at NSU on scholarly and professional activities. These include the following types of activities:

- (a) publication of books;
- (b) publication of articles in refereed journals;
- (c) invited articles in journals or anthologies;
- (d) book reviews;
- (e) publication of creative works such as novels, short stories, poetry, dramatic works, musical compositions, etc.;
- (f) professional performances in the performing arts and exhibition of works of art such as paintings, sculpture, etc. in juried shows or selective galleries;
- (g) development of new areas or levels of academic competence;

- (h) refereed or invited presentations at professional meetings; participation in professional seminars or symposia;
- (i) participation in professional seminars or symposia;
- (j) attendance at professional meetings and official duties in professional organizations;
- (k) professional development through workshops and short courses;
- (l) pursuit, receipt, and fulfillment of grants, scholarships, and fellowships;
- (m) serving as a referee on grants, books, and articles; and
- (n) campus wide lectures, performances, or art exhibitions.

### **University and Public Service**

The success of governance, maintenance of academic standards, and the day-to-day workings of the University depend on faculty participation. An important part of the mission of the University is public service through training and educational programs, cultural activities, technical assistance, consulting, clinical services, and applied research. University and public service activities include:

- (a) service on departmental, college and university committees, and all other activities that contribute to the smooth functioning of the NSU academic program;
- (b) involvement in activities that promote and enrich the life of the NSU community;
- (c) recruitment of prospective students;
- (d) participation in an organizational capacity in local, regional, and national conferences and symposia;
- (e) service to professional organizations as an officer or committee member;
- (f) service on local, state, and national governmental boards; and
- (g) service to the general public through activities related to the faculty member's field of professional expertise or to the university's mission.

## **2) Showing significant promise for continued achievement**

The School of Business expects tenured faculty to continue the achievements that earn them tenure. They should continue to do a good job teaching, researching and providing service to the University. They should also continue to be AACSB qualified for accreditation purposes (either scholarly academic or practice academic). Future promise is based on past achievements, works in progress, continuous performance, and, at the time of tenure, being academically qualified for accreditation purposes.

## **3) Other scholarly requirements**

Normally, the main requirement involves a minimum number of publications in the previous five-year period. Applicants must have a minimum of 6 intellectual contributions as defined by AACSB (2 of which must be in business-related content refereed journal publications) within the most recent five-year period. No more than 3 of the intellectual contributions will be considered in the year prior to the application for tenure.

## **4) Demonstrating collegiality and professionalism**

The School of Business desires its faculty to demonstrate professionalism and collegiality. This includes getting along with students and other faculty members with which one is working. Also, the School of Business expects faculty to adhere to ethics required of all state employees and to follow state, university and departmental policies in the fulfilling of their contractual obligations.