



## PERMANENT MEMORANDUM 23 RANKS, PROVISIONS & POLICIES GOVERNING APPOINTMENTS AND PROMOTIONS TO THE ACADEMIC STAFF

POLICY DIGEST

Monitoring Unit:  
Initially Issued: February 2, 2009  
Last Revised: June 22, 2017

### I. FULL-TIME ACADEMIC RANKS

Academic personnel employed on a full-time basis by the University system shall be recognized by one of the following ranks;

#### A. Associate

1. Criteria – Personnel who are employed primarily for research assignments, whose duties and responsibilities are essentially the same level as those of Instructor are appointed to the rank of Associate. Associates are expected to perform specialized research, instructional, extension, service, or artistic routines under the supervision of a member of the professorial ranks. The individual must have graduated from a regionally accredited college or university or have extensive (4 or more years) research, instructional, extension or artistic experience in the subject or a closely related area.
2. Faculty Status – This rank does not carry faculty status. A change in rank from Associate to Instructor shall be regarded as an appointment to the faculty and not as a promotion.
3. Tenure and Appointments – Associates do not earn tenure and are appointed for a specified term.

#### B. Library Associate

1. Criteria – The individual must have graduated from a regionally accredited college or university or have extensive (4 or more years) library experience. Library Associates are expected to perform the simpler and specialized library routines under the supervision of a professional librarian.
2. Faculty Status – the same as for Associate
3. Tenure and Appointments – the same as for Associate

#### C. Instructor

1. Criteria – Individuals appointed to this rank normally should possess the highest degree requisite in the subject matter area (a minimum of a master's degree). Each department, in collaboration with the dean of its college, should establish definite standards to indicate what

degree it considers requisite for the rank of Instructor. In addition to the above academic requirement, the individual should show promise of the ability to perform successfully the duties (teaching, research extension, or other scholarly activity) for which he/she was employed or which may be assigned in the future.

2. Faculty Status – The rank of Instructor carries faculty status.
3. Tenure and Appointments – Instructors do not earn tenure and are appointed for a specified term.

#### D. General Librarian

1. Criteria – Minimum qualifications include graduation from a regionally accredited college or university, a degree from a library school accredited by the American Library Association or the equivalent combination of education and experience in a library or archive, plus library experience.

The individual is expected to perform, under supervision, library tasks of a complex nature and to exercise responsible judgment in administering library routine.

2. Faculty Status – The same as for Instructor.
3. Tenure and Appointment – The same as for Instructor.

#### E. Assistant Professor

1. Criteria – The individual shall meet the standards which govern appointment to the rank of Instructor and shall normally possess the commonly accepted terminal degree in the subject matter area. In addition, the person should exhibit clear evidence of potential for excellence in teaching, research, extension, or other scholarly activity.
2. Faculty Status – Assistant Professors have faculty status.
3. Tenure and Appointments – Term appointments at this rank are to be for one, two, or three years. During the sixth year of service in rank as an Assistant Professor, a "pre-tenure review" will be conducted to evaluate the individual's performance 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. Upon reappointment after seven (7) years of service in rank on a particular campus, tenure is automatic and appointments are for an indefinite period of time. Individuals at this rank who are paid from grant or contract funds shall not acquire tenure through the passage of time but may become tenured only by specific individual recommendation through appropriate channels and approval by the President.

#### F. Assistant Librarian

1. Criteria – Minimum qualifications include graduation from a regionally accredited college or university, a degree from a library school accredited by the American Library Association or the equivalent combination of education and experience in a library or archive, plus varied experience in college and university libraries. A graduate degree in a subject field, in addition to the graduate degree in library science, is desirable for this rank. Individuals are under the supervision of a library administrator to supervise the work of professional and nonprofessional

assistants and to aid in the development of materials and services to meet the instructional, research, and extension needs of the University.

2. Faculty Status – The same as for Assistant Professor.
3. Tenure and Appointment: The same as for Assistant Professor.

#### G. Associate Professor\*

1. Criteria – The individual shall meet the standards which govern appointment and promotion to the rank of Assistant Professor. In addition, he/she shall have established a consistently good reputation as a scholar and have demonstrated a high quality of productivity. Normally, the individual will have served at least three (3) years as an Assistant Professor.
2. Faculty Status – Associate Professors are senior members of the faculty.
3. Initial appointments of Associate Professors who join the campus at that rank and their subsequent reappointments may be made for a specific term through not more than five (5) years of total service on that campus. Persons promoted to the rank of Associate Professor after less than five years of service on the campus may be continued to term appointment no more than the fifth year. Individuals paid from grant or contract funds do not acquire tenure through the passage of time but may become tenured only by specific individual recommendation through appropriate channels and approval by the President with the exceptions noted above, Associate Professors are tenured and are appointed for an indefinite period of time.

*\*Exemptions to the rules pertaining to tenure and term appointments at the Pennington Biomedical Research Center and the Paul M Hebert Law Center are found in Chapter II, Section 2.7 of the Bylaws and Regulations of the LSU Board of Supervisors.*

#### H. Associate Librarian

1. Criteria – Same as for Assistant Librarian. In addition, this rank calls for proven administrative qualities of leadership, and other personal and academic qualifications should be contributing factors. The individual, as delegated by the Director of the Library, assists in the administration or major areas of library service and contributes to the formulation and execution of an effective library program.
2. Faculty Status – The same as for Associate Professor.
3. Tenure and Appointment – The same as for Associate Professor.

#### I. Professor

1. Criteria – Individuals appointed or promoted to the rank of Professor shall possess all of the criteria and meet all of the standards for Associate Professor. He/she shall have demonstrated excellence in teaching, research, extension, and/or other scholarly activity in the subject matter area. The faculty member shall have established a commendable academic reputation through publications, extension educational outreach and service, or other creative work. Normally, the individual will have had at least five (5) years of successful service as an Associate Professor.

2. Faculty Status – Professors are senior members of the faculty.
3. Tenure and Appointment – Initial appointments of Professors who join the campus at that rank and their subsequent reappointments may be made for a specific term through not more than five (5) years of total service on that campus. Persons promoted to the rank of Professor after less than five years of service on the campus may be continued to term appointment no more than the fifth year. Individuals paid from grant or contract funds do not acquire tenure through the passage of time but may become tenured only by specific individual recommendation through appropriate channels and approval by the President. With the exceptions noted, Professors are tenured and are appointed for an indefinite period of time.

*\*Exemptions to the rules pertaining to tenure and term appointments at the Pennington Biomedical Research Center and the Paul M Hebert Law Center are found in Chapter JI, Section 2. 7 of the Bylaws and Regulations of the LSU Board of Supervisors.*

#### J. Librarian

1. Criteria – Minimum qualifications are the same as for Associate Librarian. In addition, this rank calls for extensive administrative experience in which responsibility and judgment of an independent nature are required. The individual should be capable of exercising the top administrative functions of the library. Librarians assist in the administration of all aspects of library service and operation and share in the formulation and execution of policy.
2. Faculty Status – The same as for Professor.
3. Tenure and Appointment –The same as for Professor.

#### K. Assistant Professor, Full-Time Affiliate (FTA) Associate Professor, Full-Time Affiliate (FTA) Professor, Full-Time Affiliate (FTA)

1. Criteria – Individuals employed jointly by the Medical Center and an affiliated hospital who have academic responsibilities equivalent to the full-time University faculty may be designated as Full- Time Affiliate Faculty.
2. Faculty Status – Full-Time Affiliate Faculty are members of the faculty.
3. Tenure and Appointment – Full-Time Affiliate Faculty are appointed for term appointments of one, two or three years and are not eligible for tenure. Those who are gratis or whose University contribution to salary is less than 25 percent shall be considered as volunteer faculty insofar as employee benefits are concerned. However, if the University contributes 25 percent or more of their total salary, the percentage of University contribution should be indicated and employee benefits appropriate to that percentage provided.

#### L. “Professional” In-Residence

1. Criteria – This is an umbrella title for professionals, appointed to instructional positions, with working titles, such as Writer-in-Residence, Artist-in-Residence, Architect-in-Residence, Journalist-in-Residence, etc. The professional may be in residence at irregular intervals and may be scheduled individually in order to meet obligations to the University.

2. Faculty Status – Individuals holding this title will be granted participation in departmental/school/college faculty meetings comparable to their part-time or full-time non-tenured faculty.
3. Tenure and Appointment – Tenure and Appointment: Tenure is not awarded to individuals holding this title Appointment to this title may be annual, or limited, not to exceed three (3) years per appointment and may be full- time or part-time.

M. Visiting Instructor

Visiting Assistant Professor  
 Visiting Associate Professor  
 Visiting Professor

1. Criteria – These courtesy titles are to be given to visitors from another institution of higher education who are on a temporary duty assignment with a component of the LSU System. The individual shall be given the equivalent academic rank as assigned by his/her home institution with the designation, "Visiting", added to the title. The "Visiting" title may also be used for individuals who are not on leave from another Institution but who meet the standards for the rank specified and who are hired for a limited period.
2. Faculty Status – Individuals holding these ranks are not given the right to vote in faculty matters.
3. Tenure and Appointment –Tenure is not awarded to individuals holding these ranks. Employees holding these ranks are to be given term appointments not to exceed one year in length.

N. Assistant Curator

Associate Curator  
 Curator

1. Criteria – These ranks are limited to individuals holding full-time appointments on a campus with the majority of his/her total effort being an assignment to the museum staff. Persons appointed to one of the curatorial ranks normally shall possess the commonly accepted terminal degree in the subject or closely related area. Assistant Curators, Associate Curators, and Curators shall meet the standards which govern appointment and/or promotion to the respective professorial rank.
2. Faculty Status – These ranks have faculty status.
3. Tenure and Appointment – These ranks have the same rules and rights of appointment and tenure as the equivalent professorial rank.

O. Designated Professorships

1. Criteria – Appointment to the rank of Boyd Professor, Alumni Professor, Distinguished Professor, or any other designated professorships are governed by rules and regulations developed specifically for those purposes.
2. Faculty Status – Designated Professors are senior members of the faculty.

3. Tenure and Appointment – See specific rules and regulations for that particular designated professorship.

P. Postdoctoral Researcher

Senior Postdoctoral Researcher

Instructor- Research or Extension

Assistant Professor- Research or Extension

Associate Professor- Research or Extension

Professor- Research or Extension

1. Criteria – Only individuals whose primary responsibility is conducting research or extension education and who often are paid from grant or contract funds are to be appointed to these ranks.
  - a. Persons appointed to the rank of Postdoctoral Researcher must possess a Ph.D. or equivalent degree. They are expected to assist and perform specialized research or extension service routines under the general supervision of a member of the professorial ranks.
  - b. Senior Postdoctoral Researchers must possess a Ph.D. or equivalent degree and shall normally have a minimum of three years postdoctoral experience in a laboratory or in extension education. Persons appointed to this rank are expected to perform independent research or extension service under the direction of a member of the professorial staff.
  - c. Instructor Research or Extension must possess a Bachelor's degree and usually would have a minimum of a Master's degree. Persons appointed to this rank are expected to engage in research or extension related activities under the general supervision of a member of the professorial ranks.
  - d. Appointees to the rank of Assistant Professor -Research or Extension must possess a Ph.D. or equivalent degree and shall normally have at least five years of postdoctoral experience in a research laboratory or five years experience as an extension professional. In addition, the individual is expected to meet the standards which govern appointment to the rank of Assistant Professor, excluding the instructional criteria.
  - e. A Ph.D. or equivalent degree and a minimum of nine years of postdoctoral experience in a research laboratory or nine years of experience as an extension professional is normally required for appointment as an Associate Professor -Research or Extension. The individual is also expected to meet the standards for appointment as Associate Professor, excluding the instructional criteria.
  - f. Persons appointed to Professor -Research or Extension must possess a Ph.D. or equivalent degree and shall normally have a minimum of 12 years postdoctoral experience in a research laboratory or 12 years experience as an extension professional. Also the individual should meet the same standards for appointment as Professor, excluding the instructional criteria.
2. Faculty Status – Individuals appointed to these ranks shall have faculty status except that these individuals may not vote on academic standards or policy matters.

3. Tenure and Appointment – Individuals in these ranks do not acquire tenure through the passage of time and may become tenured only by specific individual recommendation through appropriate channels and approval by the President. If an individual in one of these ranks is temporarily switched from grant or contract funds to permanent funds, that time does not count toward tenure unless specifically approved through channels by the President.

- Q. Assistant Professor of Clinical \_\_\_\_\_ \*
- Associate Professor of Clinical \_\_\_\_\_ \*
- Professor of Clinical \_\_\_\_\_ \*

*\*Any clinical specialist (i.e., Medicine, Psychology, Pedodontics, etc.)*

1. Criteria – This is non-tenure track for full-time faculty in the clinical sciences who are effective in teaching and service programs and are essential for patient care, but whose research publications or scholarly activity does not warrant appointment or promotion to tenured positions.
2. Faculty Status – Individuals appointed to these ranks shall have faculty status except that these individuals may not vote on academic standards or policy matters.
3. Tenure and Appointment – Tenure is not awarded to individuals holding these ranks. Term appointments are made for a specified term.

R. (A) Adjunct Clinical Professor Of (*clinical specialty*)

1. Criteria – This is non-tenure track for non-full-time faculty in the clinical sciences who are effective in teaching and service programs and are essential for patient care, but whose research publications or scholarly activity does not warrant appointment or promotion to tenured positions.
2. Faculty Status – Individuals appointed to these ranks shall have faculty status except that these individuals may not vote on academic standards or policy matters.
3. Tenure and Appointment – Tenure is not awarded to individuals holding these ranks. Term appointments are made not to exceed one year.

S. Assistant Professor- Professional Practice  
Associate Professor- Professional Practice  
Professor- Professional Practice

1. Criteria – This is a non-tenure track for full-time faculty in the professions (e.g. Education) who are effective in teaching and service programs and are essential for coordinating field work and supervising students in the field, but whose research publications or scholarly activity do not warrant appointment or promotion to tenured positions.
2. Faculty Status – Individuals appointed to these ranks have the same faculty status as full-time members of the faculty with equivalent rank. They may be enfranchised to the degree deemed appropriate by the faculty unit (system, campus, college, division, or department).
3. Tenure and Appointment – Tenure is not awarded to individuals holding these ranks.

## T. LSU Agricultural Center Extension Agents

Academic personnel employed on a full-time or part-time basis by the University System to serve in the LSU AgCenter Extension Service to conduct educational programs on a parish-multi-parish/area or regional basis shall be recognized by one of the following ranks:

### 1. Assistant Agent

- a. Criteria – The individual must possess a minimum of a bachelor's degree in an appropriate subject matter field from a regionally accredited college or university. The individual shall also possess such specialized training as the particular position may require. In addition to the above academic requirement, the individual should show promise of the ability to perform successfully the duties for which he/she was employed or which may be assigned in the future.
- b. Faculty Status – The rank of assistant agent carries faculty status.
- c. Tenure and Appointment – Assistant agents do not earn tenure and are appointed for a specified term not to exceed one year in length. Appointment is on a fiscal year basis unless a different term of appointment is stated on the personnel action form (excluding funds end dates).

### 2. Associate Agent

- a. Criteria – Individuals appointed to this rank normally must possess a minimum of a master's degree in an appropriate subject matter field from a regionally accredited college or university and have at least three years successful experience as an extension associate, assistant agent, or the professional equivalent. A bachelor's degree and successful completion of at least fifteen hours of the degree requirements for the master's degree may be substituted for the master's degree if the individual has three years of experience in the Extension Service.
- b. Faculty Status – The rank of associate agent carries faculty status.
- c. Tenure and Appointment – Associate agents do not earn tenure and are appointed for a specified term not to exceed one year in length. Appointment is on a fiscal year basis unless a different term of appointment is stated on the personnel action form (excluding funds end dates).

### 3. Agent

- a. Criteria – Individuals appointed to this rank normally must possess a minimum of a master's degree in an appropriate subject matter field from a regionally accredited college or university and have at least eight years successful experience as an extension associate, assistant agent, or the professional equivalent. At least three years of experience must have been at the rank of associate agent or the professional equivalent.
- b. Faculty Status – The rank of agent carries faculty status.
- c. Tenure and Appointment – Same as for assistant agent.



## II. PART-TIME ACADEMIC RANKS

- A. Associate, Part-Time  
Instructor, Part-Time  
Assistant Professor, Part-Time  
Associate Professor, Part-Time  
Professor, Part-Time

1. Criteria – Individuals who meet the criteria and standards for designation at a specific full-time academic rank, but who are employed on less than a JOO-percent basis by a component of the University System, are to be accorded one of the respective ranks listed above.
2. Faculty Status – As a class, individuals with the rank of Instructor, Part-time; Assistant Professor, Part-time; Associate Professor, Part-time; and Professor, Part-time may be enfranchised to the degree deemed appropriate by the faculty unit (i.e. System, campus, college, division, or department).
3. Tenure and Appointment – Personnel holding one of the above ranks do not receive tenure. Appointments at these ranks are made for terms not to exceed one academic or fiscal year in length.

- B. Adjunct Instructor  
Adjunct Assistant Professor  
Adjunct Associate Professor  
Adjunct Professor

1. Criteria – These ranks are to be conferred upon those individuals whose Primary employment is outside the department, but who make substantial contributions to the instructional, extension, and/or research programs of the LSU System. Recommendations for such ranks are to be made in the same manner as for the equivalent full-time rank.
2. Faculty Status – Personnel appointed to one of these ranks are not allowed to vote on faculty matters.
3. Tenure and Appointment – Tenure is not awarded to individuals in these ranks. Term appointments not to exceed one academic or fiscal year in length are awarded in these ranks.

- C. Special Lecturer

1. Criteria – This title is limited to part-time appointments without rank designation and is restricted to specialists and professional men and women whose primary occupation is the practice of their profession.
2. Faculty Status – Personnel appointed to this rank are not given the right to vote on faculty matters.
3. Tenure and Appointment – Tenure is not awarded to individuals in this category. Term appointments not to exceed one academic or fiscal year in length are awarded in this category.

#### D. Adjunct Clinical Instructor, Part-Time

1. Criteria – A person whose primary role within the Law Center is related to a clinical setting in any internship program or other clinical or skills instructional program.
2. Faculty Status – The same as for Adjunct professorships.
3. Tenure and Appointment – The same as for Adjunct professorships.

#### E. Clinical Instructor

Clinical Assistant Professor  
Clinical Associate Professor  
Clinical Professor

1. Criteria – Part-time personnel whose primary role is related to a clinical setting shall be given the appropriate rank listed above. Recommendations for these ranks are to be made in the same manner as for the equivalent full-time rank. When an individual holding one of the above ranks is also appointed as a department head/chairman, the designation "Clinical" is dropped.
2. Faculty Status – As a class, individuals with one of these ranks may be enfranchised to the degree deemed appropriate by the faculty unit (i.e., System, campus, college, division, or department).
3. Tenure and Appointment – Personnel holding one of these ranks do not receive tenure. Appointments are made on a term basis of not more than one academic or fiscal year.

#### F. Library Associate, Part-Time

General Librarian, Part-Time  
Assistant Librarian, Part-Time  
Associate Librarian, Part-Time  
Librarian, Part-Time

1. Criteria – Individuals who meet the criteria and standards for designation at a specific library rank, but who are employed on less than a JOO-percent basis by a component of the University System, are to be accorded one of the respective ranks listed above.
2. Faculty Status – As a class, individuals with the rank of General Librarian, Part-time; Assistant Librarian, Part-time; Associate Librarian, Part-time; and Librarian, Part-time may be enfranchised to the degree deemed appropriate by the respective unit of the System, campus, college, division, or department.
3. Tenure and Appointment – Personnel appointed to one of the above ranks do not receive tenure. Appointments at these ranks are made for terms not to exceed one academic or fiscal year in length.

### III. STUDENT EMPLOYEES

#### A. Student

1. Criteria – Those full-time undergraduate, graduate and professional students who are employed on a part-time basis to assist in the administrative, instructional, research, public

service, and/or support areas. This category does not include Graduate Assistants.

2. Faculty Status – None

3. Tenure and Appointment – Student employees are not eligible for tenure. Appointments are made in accordance with policies established by the student aid and scholarship office on the respective campus, but shall not exceed one academic or fiscal year in length.

B. Graduate Assistant

1. Criteria – Full-time graduate students who are employed part-time for services supportive of the graduate education experience and who are so designated by the appropriate dean.

2. Faculty Status – None

3. Tenure and Appointment – Graduate Assistants are not eligible for tenure. Appointments are made in accordance with regulations of the respective Graduate School, but shall not exceed one academic or fiscal year in length.

C. Interns Residents

1. Criteria – Students employed in programs designed to fulfill professional and specialty requirements.

2. Faculty Status – None

3. Tenure and Appointment – These ranks are not eligible for tenure. Appointments are made in accordance with regulations of the respective school or college, but shall not exceed one academic or fiscal year in length.

#### **IV. PROCEDURES IN MAKING APPOINTMENTS AND PROMOTIONS**

A. No position shall be created and no person shall be appointed to any position on the academic staff except with the full knowledge of the President, the Chancellor, the chief academic officer of the campus, the dean or director of the college or school concerned, and the chairman/head of the department or unit concerned. The President, at his discretion and subject to revocation at any time, may authorize the Chancellor to make certain appointments.

B. Recommendations for the creation of academic positions and for appointments to those positions shall normally originate with the department concerned, but this shall not limit the right of appropriate and proper officers of the University System to suggest to the chairman/head of the department/unit, through the appropriate campus officers, a need for changing the composition of the staff.

C. Recommendations from department/unit chairmen or heads for the creation of, and appointment to, any academic position shall be forwarded to the appropriate dean or director, who shall transmit them, with recommendations, to the chief academic officer of the campus. All recommendations and comments shall be reviewed and acted upon by the Chancellor. The President, at his discretion and subject to revocation at any time, may delegate his review and action authority to an appropriate member of the academic staff of the LSU System Office or to the Chancellor. All favorable recommendations shall be transmitted to the Board of Supervisors

for their review and ratification.

- D. Recommendation for promotion and/or tenure of faculty with multiple-campus appointments: a split recommendation for tenure will result in the approving campus acquiring full financial responsibility for the individual; a split recommendation for promotion of a tenured individual will result in the approving campus assuming the responsibility for the additional percentage.
- E. Promotions in rank, increases in salary, and granting of tenure to members of the academic staff shall conform to the procedures outlined above for appointments.

## **V. EVALUATION OF QUALIFICATIONS AND SERVICES**

In recommending appointments, promotions, increases in salary, 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. Careful consideration should be given to the number and distribution of personnel by rank within the department/unit concerned, particularly in making recommendations for granting of tenure and promotion in rank.