

## **PROMOTIONAL PATHWAY OF ACADEMIC SUPPORT FACULTY**

### **I. Preamble**

These rules are applicable to the process for hiring, evaluating, and promoting Academic Support faculty within the Southern University Law Center (SULC). These rules also provide security to Academic Support faculty similar to that provided by ABA Standard 405.

### **II. Scope**

These rules apply to members of the full-time Academic Support faculty with the rank of Professor of Academic Support, Associate Professor of Academic Support, or Assistant Professor of Academic Support. These rules do not apply to members of the Academic Support faculty with the rank of Visiting Professor of Academic Support or Adjunct Instructor.

#### **A. Grandfather clause**

At the time of adoption of this policy, any Academic Support faculty members that have been employed in the unit for eight years or more shall be grandfathered in at the rank of Professor of Academic Support. Any Academic Support faculty members that have been employed in the unit for four years shall be grandfathered in at the rank of Associate Professor of Academic Support. Any Academic Support faculty members who have been employed in the unit for fewer than four years shall be grandfathered in at the rank of Assistant Professor of Academic Support. The change in rank shall be effective immediately upon adoption of this policy.

#### **B. Credit for time served/pay raise**

Any person employed in the unit who holds the title of Assistant or Associate Professor of Academic Support shall have time served counted toward future promotion status. Those who earn an increase in rank due to the adoption of this policy shall also receive a raise in pay comparable to that granted to tenure-track faculty promoted to a similar rank,

with consideration given in light of the fact that Academic Support Faculty is twelve- month and not nine-month.

### **III. Appointments**

**A.** The rankings of Assistant Professor, Associate Professor, and Professor of Academic Support are the equivalent of the Southern University System rankings of Assistant Instructor, Associate Instructor, and Instructor, respectively.

**B.** Academic Support faculty will ordinarily be hired at the rank of Assistant Professor of Academic Support and shall serve a probationary period of four years of continuous service. During this four-year period, an Assistant Professor of Academic Support may apply for promotion to Associate Professor of Academic Support.

**C.** An Assistant Professor of Academic Support may, subject to a fourth-year review, be granted a continuing appointment for four years, or may apply to be promoted to the rank of Associate Professor of Academic Support. Faculty members initially employed at the rank of Associate Professor of Academic Support or equivalent shall serve a probationary period of four years. During the fall of the fourth year of the probationary period, the Associate Professor of Academic Support may apply for a promotion to Professor of Academic Support.

**D.** The Law Center will give a person promoted to Associate Professor of Academic Support a continuing appointment for four years subject to a fourth-year review, and a raise in pay comparable to that granted to tenure-track faculty promoted to a similar rank. During the fall of the fourth year of a continuing appointment, an Associate Professor of Academic Support may apply for a promotion to Professor of Academic Support.

**E.** Faculty members initially employed at the rank of Professor of Academic Support or equivalent shall serve a probationary period of four years, which begins at appointment of the new rank. During the fall of the fourth year of the probationary period, a Professor of Academic Support may, subject to a fourth-year review, be granted a continuing appointment for five years.

**F.** The Law Center will give a person promoted to Professor of Academic Support a continuing appointment for five years subject to a fifth-year review, and a raise in pay comparable to that granted to tenure-track faculty promoted to a similar rank. The contract of a Professor of Academic Support who is employed for a five-year term shall, upon expiration of the term, be renewed for another five-year term unless there is a finding by the administration of cause for nonrenewal as set forth in the Southern University System Bylaws.

**G.** There is no limit to the number of times that SULC may renew a Professor of Academic Support's five-year appointments.

**H.** The Academic Support Faculty Committee will act on all applications made in the fall semester during the following spring semester.

**I.** If the promotion or continuing appointment is approved, it will become effective at the beginning of the next academic year. If the promotion is denied, the Chancellor shall notify the person whether the previous term's appointment will be renewed, or whether the continuing appointment will be replaced by a final employment period not exceeding academic year from the date of notice.

**IV. Consultation with the Associate Vice Chancellor of Academic Support and the Chancellor**

Every Academic Support faculty member shall be subject to annual review by the Academic Support Faculty Committee.

**V. Academic Support Faculty Committee**

The Academic Support Faculty Committee shall consist of the Associate Vice Chancellor of Academic Support, two members of the Faculty Appointments, Retention, Promotion and Tenure (FARPT) Committee appointed by the FARPT Committee by majority vote, and two Academic Support faculty members appointed by the Chancellor.

When considering an applicant for promotion, the two Academic Support faculty members must be of greater rank than the member seeking promotion. If only one member of equal rank is available, the Vice Chancellor of Academic Affairs shall serve

in place of the additional member. If there are no members of equal rank available, the Vice Chancellor of Academic Affairs and the Vice Chancellor of Institutional Accountability shall serve in place of the additional members.

### **Hiring Procedures**

A. The Academic Support Faculty Committee, at the direction of the Associate Vice Chancellor of Academic Support, will seek and screen applicants for Academic Support faculty positions and arrange for interviews.

B. The committee will make its recommendations to the Chancellor. It shall give substantial weight to the Associate Vice Chancellor of Academic Support's opinion regarding hiring of new Academic Support faculty members.

C. A duly constituted Academic Support Faculty Committee shall vote with a majority on proposed appointments to Academic Support faculty positions and submit recommendations to the Chancellor.

### **D. Evaluation Responsibilities**

The Academic Support Faculty Committee will function as the review committee for reviews of Academic Support faculty, promotions, and for the granting or renewing of continuing appointments. The Academic Support Faculty Committee shall give substantial weight to the Associate Vice Chancellor of Academic Support's opinion. The committee will make its recommendations to the Chancellor and report its decision to the person reviewed.

### **Evaluation Standards**

#### **A. General Criteria**

1. Academic Support faculty members will be evaluated in four areas: (a) service; (b) teaching; (c) counseling; and (d) scholarly writing, publications and presentations.
2. For promotion or reappointment to Associate Professor of Academic Support, the Academic Support faculty member must have demonstrated substantial progress toward excellence in the four categories, with no findings of unsatisfactory

performance in any category. The Academic Support Faculty Committee's assessment of progress will consider the limits on the faculty member's years of experience in counseling and teaching skills courses, time for service, and time for scholarly writing, publication, and presentation.

3. For promotion to Professor of Academic Support, the Academic Support faculty member must, at a minimum, have demonstrated excellence in three of the four areas and performed satisfactorily in the fourth.

#### **B. Specific Criteria**

##### **Counseling**

The evaluation of the Academic Support faculty member's effectiveness in counseling shall cover the following areas:

1. individual consultation and instruction with students; and
2. contributions to the methods and substance of academic counseling.

##### **Service**

The evaluation of the Academic Support faculty member's effectiveness in service shall cover the following areas:

1. service to the Law Center and the University;
2. service to the legal profession through professional organizations, bar association committees, and continuing legal education; and service to the public and volunteer work.

##### **Teaching**

The evaluation of the Academic Support faculty member's teaching shall be determined based on the faculty member's annual teaching evaluations in Academic Support courses.

Course coverage for Academic Support faculty shall be limited to a maximum of two (2) courses per semester and shall only encompass Academic Support faculty's areas of primary academic responsibility according to the corresponding job

description. An illustrative, but not exhaustive, list of courses includes Lawyering Process I, Lawyering Process II, Legal Methods, Legal Process, La. Bar Exam Prep I and II, and Common Law Bar Exam Prep I and II.

### **Scholarly Writing, Publications and Presentations**

Such publications and research efforts may reflect the nature of the work typically performed by Academic Support professionals. Examples of acceptable scholarship include, but are not limited to:

1. Development of intervention course materials and presentations. An illustrative, but not exhaustive, list of courses includes Lawyering Process I, Lawyering Process II, Legal Methods, Legal Process, La. Bar Exam Prep I and II, and Common Law Bar Exam Prep I and II;
2. Development of materials and presentations for SULC's Supplemental Bar Review program;
3. Development of updates for the Academic Support database;
4. Development of materials and presentations for SULC's Pre-Law, CLEO, and other summer and/or transition programs;
5. Development of materials and presentations for SULC's Early Bird Bar Review program;
6. Development of materials and presentations for SULC's Writing Institute program;
7. Development of materials and presentations for any programs, workshops, or courses that are conceptualized by the Academic Support faculty;
8. Scholarly lectures, speeches, continuing legal education sessions, and discussion programs, except in regularly assigned courses;
9. Traditional scholarship, such as law review articles.

### **Additional Information**

The evaluation of the Academic Support faculty member shall also include any additional information that may be found in the faculty member's annual report.

### **Annual Report**

Each Academic Support faculty member shall maintain a file, into which shall be placed such material as complies with these rules. The Academic Support faculty member has the right to place any material that contributes data for their assessment into this report.

### **Data Collection by the Academic Support faculty member**

Each Academic Support faculty member shall submit an annual report to the Associate Vice Chancellor of Academic Support. This annual report shall provide a narrative with supporting documentation of the Academic Support Faculty member's activities and performance related to the evaluation criteria.

### **Procedures on Promotions and Continuing Appointments**

1. During the immediately preceding fall semester, and no later than November 30 of each fall semester, the Associate Vice Chancellor of Academic Support shall determine which Academic Support faculty are to be evaluated the following spring semester for promotions or for granting or renewing their continuing appointments. In concert with the Academic Support Faculty Committee, the Associate Vice Chancellor of Academic Support shall set a specific date for each person's evaluation meeting to take place, which shall be early enough for the completion of all relevant procedures within the Law Center before the end of the spring semester. The Academic Support faculty member to be evaluated shall be informed in writing of the evaluation meeting date and shall also be notified that all material relevant to the evaluation should be in the annual report one week before the meeting so that committee members can review the report during that week. The Academic Support faculty member shall be provided with at least 15 days' notice of the pending evaluation meeting, and the meeting shall be set no later than March 1 of the spring semester. The annual report shall be closed for updates one week before the meeting date.

2. All committee members shall review the Academic Support faculty member's annual report during the week immediately preceding the evaluation discussion meeting.
3. All committee members shall attend the evaluation discussion meeting. Although the findings and conclusions of the committee are largely based on the annual report and its contents, the Evaluation Committee or the Academic Support faculty member may request the Academic Support faculty member's presence at the evaluation discussion meeting to clarify or discuss the evaluation of the Academic Support faculty member.
4. Within one week after the evaluation discussion meeting, the Committee shall meet and vote on the Academic Support faculty member's request for promotion or continuing appointment. The vote shall be by secret ballot. A simple majority of the Academic Support Faculty Committee present and voting shall be sufficient to recommend promotion or the renewal of a continuing appointment. An abstention shall count as a "no" vote.
5. Once the voting is complete, the Committee shall issue a written report containing findings of fact and conclusions based on the material that was reviewed during the evaluation. The report must be completed no later than March 30. The Committee shall email one copy to the Academic Support faculty member, one to the Associate Vice Chancellor for Academic Support, and one to the Chancellor.
6. The Academic Support faculty member has a right to provide a written response to any adverse findings or conclusions of the Committee within seven days of receipt of the Committee's report.
7. The Chancellor shall review the Committee's written report and the written response of the Academic Support faculty member, if any, and make a final decision on the promotion or continuing appointment.