

UNIVERSITY OF NEW ORLEANS

COLLEGE OF LIBERAL ARTS

SCHOOL OF URBAN PLANNING AND REGIONAL STUDIES

DEPARTMENT OF PLANNING AND URBAN STUDIES

PROMOTION AND TENURE GUIDELINES

### I. Governing Policies

The following guidelines for promotion and tenure of Department of Planning and Urban Studies (PLUS) faculty members is governed by and subject to section 2.11 ("Promotion") of the *University of New Orleans Faculty Handbook*, "Policies and Procedures for promotion in Academic Rank and for Tenure," available online at <http://academicaffairs.uno.edu/facultyhand.cfm#prom>.

### II. General Department Criteria for Promotion and Tenure

PLUS faculty members are evaluated in terms of their scholarship (research), teaching, professional service, university service, and community service and outreach activities. For promotion and tenure, PLUS faculty members must meet the minimum criteria outlined in section 2.11 ("Promotion") of the *University of New Orleans Faculty Handbook*, "Policies and Procedures for promotion in Academic Rank and for Tenure" and the following departmental criteria:

#### A. Scholarship and Research

All PLUS faculty members should demonstrate a high quality of scholarship within their specific sub-fields of academic inquiry through the development and maintenance of a strong publication record, success in obtaining grants and contracts to further their academic efforts, and participation at national and international conferences. Faculty members are strongly advised to publish their academic work in the form of refereed journal articles and books (academic and non-academic presses, in order of importance). PLUS encourages faculty members to collaborate on academic research activities and publication, not only with one another but with graduate students (thereby playing a mentoring role) and faculty members from other universities.

#### B. Teaching and Mentoring

All PLUS faculty members are required to demonstrate evidence of highly effective teaching and mentoring abilities in both the undergraduate and graduate programs offered by PLUS, as measured by strong, acceptable teaching evaluations; student advising;

service on final project committees, masters thesis committees, and dissertation committees; and supervision of student independent study projects.

### C. Service

All PLUS faculty members are expected to make strong and lasting contributions to PLUS, the School of Urban Planning and Regional Studies (SUPRS), College of Liberal Arts, and University of New Orleans through service on department, school, college, and university committees, and by playing a role in the administration of PLUS and SUPRS. Faculty members are also expected to contribute to their professional fields or sub-fields through such activities as organizing seminars and conferences, serving on editorial boards of journals or as reviewers for refereed academic journals. A strong community service record is also expected of PLUS faculty members, and may include advising local community groups, participating in community or neighborhood planning processes, or incorporating a strong community-service component in their teaching, among other activities.

Although all PLUS faculty members are expected to excel in scholarly activity, teaching and mentoring, and all forms of service, in rare cases exceptional performance in one or more of the areas may serve to balance less-than-exceptional performance in another. For example, a faculty member with an exceptionally strong publication record and excellent teaching abilities but who has a less-than-expected (but still adequate) record of community or professional service may still be promoted, but in such cases the PLUS chair will have to make a convincing case for that particular faculty member.

## III. Promotion and Tenure Procedures

PLUS procedures for promotion and tenure conform to those outlined in section 2.11 ("Promotion") of the *University of New Orleans Faculty Handbook*, "Policies and Procedures for promotion in Academic Rank and for Tenure." In addition, PLUS has implemented the following procedures governing promotion and tenure:

### A. Annual and Interim Reporting

At the end of each academic year, faculty members are required to submit to the chair a report of their activities relating to scholarship, teaching, and service during the previous three semesters (summer, fall, and spring). During the first three years of service, the faculty member will meet with the chair and other faculty members of their choosing to discuss their academic and community service activities, and to solicit advice regarding their strengths and deficiencies. Beginning in the third year, the chair will submit all annual reports submitted by faculty members to all faculty members senior in rank to the faculty member(s) submitting the report(s) for review and comment, and the third-year review, authored by the chair, will be forwarded to the college dean.

### B. Community Service Reporting

To help facilitate the annual review process, and because PLUS faculty engage in significant numbers and types of community service activities, faculty members are encouraged to complete a brief form documenting each of their community service or outreach activities and deposit it with the chair.

### C. External Reviews

The department chair, in consultation with the college dean, will administer the external review process for all PLUS applicants for promotion and tenure as outlined in section 2.11 ("Promotion") of the *University of New Orleans Faculty Handbook*, "Policies and Procedures for promotion in Academic Rank and for Tenure," Appendix A.