

Guidelines for the Appointment, Review, and Promotion of Administrative Faculty

Appointments

1. Departments/Schools must conduct full national searches for all Administrative Faculty appointments. Because of the need to reach out to specialized faculty pools, searches for Administrative Faculty will be conducted as if they were faculty appointments (not through the online Tulane Jobs portal)
2. The expectation is that Administrative Faculty will normally hold the terminal degree in their field and will have commensurate research and teaching expertise.
3. As with any other appointment, the Office of Institutional Equity and the Office of Academic Affairs must approve all appointments, including requests for search waivers.
4. Administrative Faculty appointments have staff job codes (-4) and will automatically receive staff benefits (other than faculty library and parking privileges which will be requested by Academic Affairs on a case-by-case basis). They will have regular staff accruals of vacation and sick hours as well as annual performance evaluations (with job descriptions on file at WFMO).
5. Administrative Faculty appointments will not exceed five years and may be renewed upon a review consistent with the process outlined below. An offer letter pre-approved by the Office of Academic Affairs must clearly explain the term of the appointment.
6. Although these appointments are described as primarily dedicated to program administration and some teaching and research, it is possible that an individual Administrative Faculty may be assigned additional responsibilities within the unit. Offer letters should include a clear description of all assigned responsibilities.
7. As with regular faculty appointments, the Provost's Office will review the candidate's qualifications (C.V.) and sign off on all offer letters before they are tendered.
8. If subsequent to the initial appointment, the assigned responsibilities of an Administrative Faculty change significantly, the unit should draft a new job description, obtain the faculty member's signature and forward to WFMO and the Provost's office for approval.

Reviews

1. Performance reviews of Administrative Faculty will be conducted annually. They will entail the preparation of a job description and expectations for the position against which to assess actual performance. Annual reviews will be forwarded to the Senior Vice President for Academic Affairs and Provost by March 31 of any given year.
2. Reviews for reappointment of Administrative Faculty should take place before the beginning of the terminal year of their contract. In the case of decisions to not reappoint, this gives the person time to secure other positions according to traditional academic hiring calendars. For those Administrative Faculty on one year contracts, notice of non-reappointment should be made no less than 90 days before the end of the contract.

3. The essence of the review should be an assessment of how well the faculty member has fulfilled the assigned duties (as outlined in the offer letter and/or subsequent revisions). It is expected that the primary emphasis of the review will be on administrative and teaching practice although administrative faculty are also expected to maintain a research agenda. The review dossier should include an administrative portfolio as well as teaching and research components, including copies of all published work. There is no need for external letters.
4. As with any other review process, this dossier should be compiled in a binder by the candidate and submitted to the department/school/unit of appointment.
5. The department/school/unit will generate its own assessment, which may require the creation of ad hoc review committees. The department/school/unit will vote on whether to a) reappoint for another term and/or whether to b) promote. This information will be included in the dossier.
6. The Dean/Unit Director will also make his/her own separate recommendations and include them in the dossier before forwarding to the Provost's Office for final review.
7. The outcome of the review process will determine whether the Administrative Faculty is reappointed for another term and/or promoted. For reappointments, the applicable procedures outlined above for appointment should be followed, including a new offer letter and job description if necessary.
8. If the outcome of the review process is negative and the decision is made to not reappoint or to promote for a subsequent term, the Administrative Faculty may request reconsideration by the Dean/Unit Director on the basis of significant new evidence of administrative/teaching/research excellence and/or excellence in the performance of specific duties identified in the offer letter. This reconsideration must be requested in writing before the end of the first semester of the terminal year of the contract. The Dean/ Unit Director determines whether there is sufficient new evidence to warrant reconsideration and, if so, returns the case to the department/ad hoc review committee to undertake a new review. As with the initial review, separate recommendations will be made by the department and the Dean/Unit Director to the Provost for final determination.

Criteria for Promotion

Although each school/unit must establish specific criteria for promotion, in general the expectation is that for promotion to Administrative Associate Professor or to Administrative Professor, the candidate will have established a reasonable record of research and publication productivity since the Ph.D. (and/or original appointment to the position or last promotion), an excellent record of teaching and service, if applicable, and an excellent record of administrative performance to the School/Unit.