

University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the *NSU Policy and Procedure Manual*. Forward the completed form to the Chair of the Policy and Procedure Committee email: james.smith@nicholls.edu.

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| <input checked="" type="checkbox"/> New or <input type="checkbox"/> Revised | Section Number/Title: |
| Effective date: | |
| Source of Change: | <input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input checked="" type="checkbox"/> Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies |
| Office of origin: | Academic Affairs |
| Key contact person: | Dr. Sue Westbrook, Provost and Vice President for Academic Affairs |
| Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i> | Policy and Procedure Manual, Section 2.9, Promotion and Tenure Policies |
| Policy/procedure applies to (check all that apply): | <input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above |
| Approved by: | |

REASON FOR CHANGE

Promotion and Tenure processes are an important part of a faculty member's development in the academic arena of the University. Faculty invest time and resources toward the attainment of tenure over a six-year probationary period. From time to time, it is possible that the faculty's efforts are interrupted through no personal fault. Call to military service, pregnancy and childbirth, self-illness or illness of an immediate family member, natural disasters and/or pandemics are but a few examples of instances where the tenure timeline could be interrupted. For these reasons it is proposed that a subsection be added to the University Policy and Procedure Manual under 2.9.3.3.2, Probationary Period. The proposed addition shall be 2.9.3.3.2.1, Interruption to Tenure Timeline.

Procedure(s):

PROPOSED CHANGE:

FROM

The following section specifically mentions the six-year tenure-track period. Any deviation to the six-year period should be immediately addressed following this section.

2.9.3.3.2 Probationary Period

To achieve tenure, a faculty member must complete at least a six-year (Board of Supervisors tenure policy) probationary period of continuous service at the probationary–contract tenure–track level. A year of probationary service shall mean two full academic semesters excluding the summer session. (Exceptions to this probationary period requirement are given in Section 2.9.1 e. g. h; credit for prior experience is explained in Section 2.9.2.4.)

TO: Add Section 2.9.3.3.2.1

2.9.3.3.2.1 Interruption to Tenure Timeline

Nicholls State University recognizes the necessity to comply with federal and state laws and regulations concerning leaves and job protection. Most notable of these laws and regulations are the Family and Medical Leave Act (FMLA) of 1993, National Defense Authorization Acts (NDAA) of 2008 and Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994. Each of these laws and regulations has specific coverage and entitlement provisions. Additionally, the University recognizes that significant disruptions in normal day-to-day operations, such as natural disasters, pandemics, or extended University closure can have an unforeseen impact on a faculty member’s performance in the areas of teaching, research, and service; thus, disrupting the tenure timeline. This policy does not supersede any applicable state or federal laws.

While implementing a Faculty Development Plan, should a faculty member in a tenure track appointment, within his/her probationary period, experience a covered event under the aforementioned regulations and/or occurrences, that faculty member may request an extension, in writing, to extend the probationary period by 12 months. The request is to be submitted to the faculty member’s department head immediately following the covered leave event/occurrence, but no later than the end of the next full semester of appointment following the covered event. The faculty member’s department head, along with the Dean must approve the request for extension at the College level. The final approval of the request by the Provost/ Vice President of Academic Affairs and President of the University is required before any extension will be granted. It is the intent of the policy for the request to be approved or denied within a reasonable and appropriate period of time.

Approved: 
Dr. Sue Westbrook, Provost/Vice President for Academic Affairs

Approved: 
Dr. Jay Clune, President

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| <i>For PPM Committee use only:</i> | |
| Date Reviewed by PPM Committee | |
| Date Sent to UC | |
| Date Approved by President’s Cabinet | |
| President’s Approval (signature) obtained | |
| Addition/Revision to P&P Manual (date, Section, made by) | Date: Section: Made by: |
| Date of Campus Notification | |