

# 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

<input checked="" type="checkbox"/> New or <input type="checkbox"/> Revised	<b>Section Number/Title:</b>
<b>Effective date:</b>	August 2021
<b>Source of Change:</b>	<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
<b>Office of origin:</b>	Faculty Senate
<b>Key contact person:</b>	Dr. James Stewart
<b>Name and location of related documents (forms, guidelines, samples, etc.):</b> <i>Provide electronic attachments when possible</i>	See attached
<b>Policy/procedure applies to (check all that apply):</b>	<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
<b>Approved by:</b>	

## REASON FOR CHANGE

*Please state the reason for the change in this space.*

The proposal would create a path forward for deserving faculty for whom the traditional tenure-track process is not available.

**Procedure(s):**

**PROPOSED CHANGE:**

**FROM:**

Does not currently exist.

TO:

### **2.9.3.2.2 Instructor to Senior or Distinguished Instructor**

Nicholls State University acknowledges the importance of having fixed-term, non-tenure track faculty with excellent professional credentials and appropriate academic preparation. These faculty members complement the tenured and tenure-track faculty in ensuring the University fulfills its mission of preparing students for regional and global professions via the delivery of degree programs and comprehensive learning experiences.

Listed below are the ranks for fixed-term, non-tenure track faculty members along with requisite qualifications and achievements. These ranks may be attained as part of either the appointment or promotion process.

Candidates for promotion should meet the years of service requirement associated with each rank before being considered for promotion. However, promotion is not guaranteed by minimum years of service, but, instead, is recognition of substantial contribution to the assigned instructional program.

*Individual colleges may apply more exacting standards for promotion through Instructor ranks described below.*

It is imperative for faculty at any of these ranks, and especially in their quest for promotion, to be given full consideration and support to take advantage of professional development opportunities as they relate to teaching effectiveness and engagement via service.

#### **Instructor**

Candidates for *Instructor* are not required to have any years of service at Nicholls. The Instructor position is a full-time position with an annual appointment. The candidate must possess a Master's degree in discipline or a combination of a Bachelor's degree and years of significant and relevant professional experience as it pertains to the teaching assignment.

The faculty member should demonstrate current expertise in the assigned discipline as well as potential for effective delivery of instruction.

The candidate must demonstrate engagement via service or scholarly activity as deemed appropriate by the department head.

#### **Senior Instructor**

Candidates for *Senior Instructor* should generally have served a minimum of five years as Instructor at Nicholls. A maximum of three years of teaching service outside of the University may count towards the full-time service requirement for Senior Instructor. The Senior Instructor position is a full-time position with a two-year appointment contingent upon satisfactory annual reviews. Consistent with the compensation related to moving through ranks on the tenure track, the Senior Instructor shall receive a \$1,500 increase in salary. The candidate must possess a Master's degree in discipline or a combination of a Bachelor's degree and years of significant and relevant professional experience as it pertains to the teaching assignment.

A candidate for promotion to the rank of Senior Instructor, should demonstrate current expertise in the assigned discipline and effective teaching and student learning outcomes. The candidate should demonstrate a professional contribution and commitment to high quality teaching at several levels, and engagement in course and curriculum development within the department and/or college. Consistent evidence of evaluation and revision of course content is necessary, in addition to contributing to the development of new courses that advance scholarship and/or meeting the needs of the department, discipline, and/or industry.

The candidate must demonstrate engagement via service in capacities that include committees (department, college, and university) and student advising. At the department head's discretion, service may include participation in scholarly activity. Evidence of service may include contributions to local, regional, national, and international organizations applicable to the discipline and pertinent industry.

### **Distinguished Instructor**

Candidates for *Distinguished Instructor* should generally have served a minimum of ten years as Senior Instructor at Nicholls. A maximum of six years of teaching service outside of the University may count towards the full-time service requirement for Distinguished Instructor. The Distinguished Instructor position is a full-time position with a three-year appointment contingent upon satisfactory annual reviews. Consistent with the compensation related to moving through ranks on the tenure track, the Distinguished Instructor shall receive a \$2,000 increase in salary. The candidate must possess a Master's degree in discipline or a combination of a Bachelor's degree and years of significant and relevant professional experience as it pertains to the teaching assignment.

A candidate for promotion to the rank of Distinguished Instructor, should be recognized as a model teaching faculty. The candidate must demonstrate mastery in teaching as evidenced by consistently superior student evaluations. Additional evidence of subject mastery may include teaching awards granted by alumni, college, university and/or national professional organizations. The candidate must clearly provide evidence of currency in the field and demonstrate knowledge and expertise in the classroom in engaging and innovative ways.

Distinguished Instructors often are exemplars of departmental and university citizenship, lead efforts to improve course and curricular effectiveness, guide other teaching faculty, and take extraordinary steps to assist, mentor, and engage students. This may include: assuming roles in supervising independent studies, directed student projects, participation in scholarly activity, providing advice to students about the job search process and career initiatives; and, preparing students for regional or national competitions. Often, Distinguished Instructors hold leadership roles in professional societies and serve as advisors to student organizations.

The candidate must demonstrate substantial engagement via service in capacities that include committees (department, college, and university) and student advising. Evidence of service may include contributions to local, regional, national, and international organizations applicable to the discipline and pertinent industry.

Instructors, Senior Instructors, and Distinguished Instructors as defined in this section remain subject to all other regulations and policies for "Instructors" as defined elsewhere in the Policy and Procedure Manual.

*Approved by Faculty Compensation and Morale Task Force: 3/30/2021*

*Please type revisions to current policy.*

Create variable ranks for instructors (See Attached for language).

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

Approved:   
Dr. Jay Clune, President

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