

## **SECTION 4 APPOINTMENT TO THE FACULTY**

Participation of the faculty in recruitment of their colleagues is a serious obligation. Careful consideration must be given to the nature, role, and mission of the University in order to provide programs of instruction, research, and service of the highest order for the people of the community and state. Under the guidelines established by the Board of Supervisors for the University of Louisiana System, every appointment of a member of the academic staff shall be upon the basis of qualifications and the special fitness of the individual for the work demanded by the position.

The key administrative official in recommending appointment is the department head. The faculty of the department will provide the most reliable professional judgment as to whether the appointment is deserved, and the department head must, therefore, consult thoroughly with all appropriate members of the faculty.

When there is a faculty vacancy in a department, the department head, in consultation with appropriate departmental faculty, makes a recommendation to the Dean of the College. Upon approval of the Dean, the recommendation is forwarded to the Provost. After the review and approval of the Provost, the President of the University makes a recommendation of appointment to the Board of Supervisors for the University of Louisiana System. No appointment is valid until the Board has given its formal approval of the person, the rank, the salary, and the period of employment.

In judging the suitability of an applicant for a position on the academic staff, departments should consider all aspects of professional preparation of the applicant including, but not limited to:

- a. Teaching or instructional effectiveness as judged by the opinions of qualified colleagues and associates and, where possible, by performance during an interview.
- b. Scholarship capability as evidenced by publications and/or the estimates of qualified members of the professional community.
- c. Professional dedication and the potential to function effectively within the University community.
- d. Professional experience necessary to function successfully in applied roles.

Announcements of available positions must adhere to the University's Affirmative Action Plan, bringing the position to the attention of as many potential applicants as possible. There are four types of appointments to the faculty at Southeastern. The types and descriptions are included in the *Southeastern Faculty Handbook*.

For additional details regarding the types of appointments, faculty members are encouraged to refer to the *Southeastern Faculty Handbook* Section III (Appointment to the Faculty).

[Back to the Table of Contents](#)