

**Southern University Board of Supervisors  
Tenure, Promotion and Retention Appeal Review Policy and Procedure**

**Board Policy**

**Preamble**

It is the intent of the Southern University System (System) and the Southern University Board of Supervisors (Board) to provide faculty members with access to an administrative procedure to seek redress for a denial of tenure, promotion or retention application. The faculty member may use these procedures to appeal decisions to the Board when the faculty member did not receive a favorable decision from the President of the Southern University System. The faculty member must be able to demonstrate the denial was arbitrary or capricious. It is the purpose of this tenure appeal policy and procedure to establish the means for securing prompt and equitable solutions to such appeals.

**Procedure**

1. All tenure, promotion or retention appeals to the Board will be forwarded to the Academic Affairs Committee Chairperson for consideration by the Academic Affairs Committee (Committee).
2. The appeal packet will be posted to the website for the Committee's review. The faculty member will be provided an opportunity to submit any additional written materials for the Committee's consideration.
3. The General Counsel will assist and/or advise the Committee during its review of the appeal packets.
4. The Committee will review the packet and make a recommendation to Southern University Board of Supervisors.
  - a. If the Committee needs to gather additional information, the Committee may meet in executive session unless the faculty member wants the matter discussed in an open meeting.
  - b. After the Committee reviews the appeal, the Committee shall make a recommendation to the Board of Supervisors;
    - i. to accept the recommendation of the System and deny the faculty member's appeal; or
    - ii. to recommend to the Board that the appeal has merit and one of the following two options:
      1. Refer the application the President and System for reconsideration;  
or
      2. Grant the employee tenure, promotion or retention.

**APPROVED: May 13, 2011**