



Office of
Academic Affairs

PROMOTION & TENURE PACKET ORDER

Required documentation submitted in [Elements](#)

Packet Item	Notes/Reminders
A. Applicant Provided Information (section completed by candidate)	<ul style="list-style-type: none">• Candidate should fill out or HR Analyst can fill out on behalf of candidate• Attach the following as separate files:<ul style="list-style-type: none">-Annual reviews ordered from oldest to most recent (one file)-Research statements (one file)-C.V. (The previous version of the PS 36 CV is no longer required. Faculty may use a personally preferred format.)-Course evaluations if required by college (one file)
B. External Review Letters (section completed by department)	<ul style="list-style-type: none">• Evaluation by experts outside of LSU are defined in IV.I.3.b.ii. of PS 36T.• If candidate is being considered for a higher rank than previously held, three external evaluator letters solicited by LSU are required.• Attach the 1.) sample letter soliciting outside review (Solicitation of letters should be formatted in the standard request as outlined in Appendix D of PS 36T and should avoid conflicts of interest. In cases where the candidate has stopped their tenure clock, this letter should indicate the candidate's tenure clock was stopped (see <i>stopping the Tenure Clock Procedures</i> for verbiage and PS 36T sample letter)., 2.) list of external reviewers, including their qualifications as reviewers (List should include each outside reviewer's academic rank and institution of employment. The entire C.V.s of external reviewers are not necessary) and 3.) the external letters.
C. Evaluation by Tenured/Senior Department Faculty (section completed by department)	<ul style="list-style-type: none">• The criteria for the report of a department's recommendation are defined in section IV.E.1.d.ii. of PS 36T.• Whenever the faculty panel arrives at a recommendation, attach the following documents:<ol style="list-style-type: none">1. Recommendation by Department Report: The current distribution of academic staff within the department with the vote of the eligible voting faculty (Review Appendix A in PS 36T for a table illustrating the composition of the eligible voting faculty). <i>Required</i>.



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	<p>2. Written/signed Promotion & Tenure Committee Report (majority report). <i>Required.</i> May include: Analysis and explanations, as needed, with regard to letters from outside experts, in cases when those are included. All materials in which the content of those letters are revealed or their authors identified will be presented separately and kept confidential to the extent possible as required by PS-40 and applicable law.</p> <p>-An account of the important factors underlying the panel's recommendation, including minority views, with written statements by those supporting a minority viewpoint when they so choose.</p>
D. Evaluation by Chair/Department Head (section completed by department)	<ul style="list-style-type: none">• The chair should attach their written/signed statement indicating their recommendation, explaining as necessary the terms of the contract (you are only attaching information to this section, do NOT write anything in the Review box).• If teaching is included within faculty responsibilities, evidence of tenure-worthy teaching must be included in the chair's letter of support (ex. summary of past student evaluations, teaching awards, and success of former students).
E. Secondary Unit Report, if applicable (section completed by department)	<ul style="list-style-type: none">• For joint appointments, attach recommendations from secondary units (you are only attaching information to this section, do not write anything in the Review box).
F. Candidate's Letter of Response/Rebuttal to Department Recommendation, if applicable (section completed by candidate)	<ul style="list-style-type: none">• This section serves as the candidate's acknowledgement of receipt of evaluation. The candidate should read the report and recommendation with regard to their appointment. The candidate must select the + button under the 'Candidate's Right of Response or Rebuttal' section and select 'yes' or 'no'.• If the candidate wishes to provide a formal letter of response or rebuttal, attach the letter below and move the Promotion & Tenure packet to the unit leader within seven calendar days.
G. Evaluation by College (section completed by dean)	<ul style="list-style-type: none">• Attach 1.) the dean's written recommendation with signature and 2.) the vote of the College Advisory Committee• Provost's and deans' advisory committees are explained in section<ul style="list-style-type: none">◦ VI.F. of PS 36T. To help assure rigorous and thorough reviews, advisory committees, established in advance and composed of senior faculty, will be employed by the deans of departmentalized colleges when considering recommendations for tenure with an initial appointment.• While advisory committee recommendations will not become part of appointment or review files, the dean will incorporate the vote and comments by the advisory committee in his or her recommendation.



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H. Candidate's Letter of Response/Rebuttal to Dean Recommendation, if applicable (section completed by candidate)	<ul style="list-style-type: none">• This section serves as the candidate's acknowledgement of receipt of evaluation by the dean. The candidate should read the report and recommendation with regard to their appointment. The candidate must select the + button under the 'Candidate's Right of Response or Rebuttal' section and select 'yes' or 'no' to indicate their response.• If a meeting with the dean occurs, the candidate has 10 calendar days after the meeting to submit a formal response to the unit leader and the dean for inclusion in the file. If the candidate elects not to meet with the dean, the candidate will have 10 calendar days from the receipt of the dean's letter to submit a formal response for inclusion in the file. Attach the response below and move the Promotion & Tenure packet to the unit leader.• If the candidate does not have a formal response, the candidate should submit the application to Academic Affairs Review via the 'SUBMIT' button.
I. Provost's Advisory Committee Recommendation	<ul style="list-style-type: none">• The chair of the Provost's Advisory Committee will record any comments the committee would like to pass along in the Reviews text box. (click the SAVE button to save comments)• Once the packet is reviewed and any comments are recorded, the chair should submit the application to the VP Review stage.• The PAC vote will be recorded by the committee chair on the master spreadsheet in LSU Box.