



## INSTRUCTIONS FOR PROMOTION/TENURE REVIEW REQUEST

**\*For Department/College use.**

Please keep all pages of the Promotion/Tenure Review form together and attach biographical data behind p. 9 of the form.

\*Ensure all necessary signatures have been obtained on p. 9.

Submit one original form with:

- All corresponding memos
- Every Dean Advisory Committee Recommendation Letter

### CHECKLIST FOR PROMOTION/TENURE RECOMMENDATION

	1. Confirm the faculty member's name is at the top of pages 1-3 and 6-9.
	2. Verify accuracy and/or logic of all data on the first page.
	3. Ensure the signed faculty report <i>[including recommendation, faculty distribution by rank, and voting tally of the eligible voting faculty]</i> , as well as majority and minority reports from the faculty when such reports exist are included. When applicable, check for a report from the faculty and the chair in secondary unit.
	4. Verify the candidate's formal letter of response is included when such a letter exists.
	5. Confirm the Chair's recommendation, including evaluative comments and signature is included.
	6. Ensure the Dean's recommendation, including evaluative comments and signature is included.
	7. Ensure the Graduate Council's evaluation is included (p. 8).
	<p>8. Verify the following attachments are included and in the following order:</p> <ul style="list-style-type: none"> <li>• Pages 1-9 and the corresponding memos.</li> <li>• Statement of qualifications of outside reviewers.</li> <li>• Sample letter soliciting outside review.*</li> <li>• Number of outside letters: <i>at least three and no more than one from any single institution or from candidate's major professor for graduate degree or postdoctoral advisor. If more are received, all should be forwarded.</i></li> <li>• Copies of all annual performance evaluations <i>[in order from first to last]</i>.</li> <li>• <b>C.V. and supporting documentation</b> <i>[see following pages]</i>.</li> </ul> <p><i>Note: take out any examples of work, publications, class agendas and class evaluations.</i></p>
	9. Confirm that the request is the original. Put an "O" in the upper right corner of the top page of the packet with original signatures.
	10. Ensure the effective dates of the promotion/tenure packets are based on the pay basis of the candidate.

\*Please see Policy Statement 36-T for further information.

The following statement or equivalent **MUST BE INCLUDED** in the letter to external reviewers if the candidate was granted temporary departure from tenure-track: "The candidate was granted a temporary departure from the tenure-track pursuant to University procedures and should be evaluated as if he/she were on the normal tenure-track timeframe. LSU's procedures state that faculty members shall not be disadvantaged because they elected to "stop the tenure clock" and this should not reflect negatively on the candidate."

## **C.V. AND SUPPORTING DOCUMENTATION FOR PS-36-T AND PS-36-NT**

### **1. Documentation**

*These records must be submitted with the LSU Promotion/Tenure Review Request form in the order listed through appropriate review channels. Each item should be listed only once.*

#### **1.1. History of Assignments:**

A report prepared by the chair describing assignments for teaching, scholarship, and service.

#### **1.2 Teaching:**

1.2.1 Documentation of teaching activities. Provide summary data only.

1.2.1.1 Teaching Evaluations: results of student evaluations of teaching.

1.2.1.2 Teaching history

- \* Courses taught, including interdisciplinary and off-campus courses. (Course number, title, location, semester, and enrollment)

- \* New courses developed. (Course number, title, location, semester, and enrollment)

- \* Graduate committees: chair or member

1.2.2 Listing of publications concerning instruction [Published items only]: All authors should be listed in the order they appear in the publication or manuscript.

1.2.2.1 Textbooks

- \* Entire books

- \* Laboratory manuals

- \* Portion of a book (specify exactly what portion)

1.2.2.2 Shorter Works

- \* Chapters or essays in books, except for textbooks

- \* Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals

- \* Other Publications

1.2.2.3 Edited books with scholarly introductions or notes by the editor

- \* Collections of previously unpublished material, correspondence and diaries

- \* Collections of scholarly essays

- \* New editions of previously published works

- \* Translations

1.2.2.4 Recordings

- \* Video or audio recordings produced for presentation on radio or television.

- \* Video or audio recordings produced for public distribution.

1.2.2.5 Instructional material--multimedia, electronic, etc.

1.2.2.6 Miscellaneous--Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.

1.2.3 Listing of publications concerning instruction accepted for publication but not yet published: Include all available pertinent information.

1.2.4 Participation in:

1.2.4.1 Professional Meetings, Symposia, Workshops, and Conferences on teaching (other than artistic performances): List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.

1.2.4.2 Local instructional activities (guest lectures, etc.)

1.2.5 Other instructional activities or other contributions to the profession:

1.2.5.1 Membership in professional organizations;

1.2.5.2 Administrative duties;

- 1.2.5.3 New teaching methods/material developed, etc.
- 1.2.6 Awards, lectureships, or prizes that show recognition of teaching achievement.
- 1.2.7 Research Support/Grant Activities aimed at advancing one's ability to teach: Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.

### 1.3 Scholarship:

- 1.3.1 Listing of research publications [Published items only]: All authors should be listed in the order they appear in the publication or manuscript.
  - 1.3.1.1 Books and Monographs: include place, publisher, and date of publication.
  - 1.3.1.2 Shorter Works
    - \* Chapters or essays in books, except for textbooks
    - \* Articles in refereed journals or bulletins: Journals of national and international reputation; all other refereed journals
    - \* Other Publications
  - 1.3.1.3 Edited books with scholarly introductions or notes by the editor
  - 1.3.1.4 Collections of previously unpublished material, correspondence and diaries
    - \* Collections of scholarly essays
    - \* New editions of previously published works
    - \* Translations
  - 1.3.1.5 Recordings
    - \* Video or audio recordings produced for presentation on radio or television.
    - \* Video or audio recordings produced for public distribution.
  - 1.3.1.6 Miscellaneous--Any pertinent item not covered above such as bibliographies, book bibliographies, book reviews, abstracts, other video or audio recordings, articles in non-refereed journals, etc.
  - 1.3.1.7 Electronic dissemination of research.
- 1.3.2 Listing of other publications accepted for publication but not yet published: Include all available pertinent information.
- 1.3.3 Other creative and artistic contributions: Those faculty members whose job expectations consist of creative activities (e.g., creation of works of art; participation in dramatic productions; presentation of recitals; performances; exhibits; etc.) should provide evidence of these activities and their significance. Dates and places should be designated. Creative activities should be listed in order of importance as follows:
  - 1.3.3.1 Original works presented: plays, poetry, musical compositions, art, designs, completed projects (interior design, architecture, landscape architecture, etc.)
  - 1.3.3.2 Other creative activities: contributions to theatrical productions, guest artist in solo or collaborative presentations in juried competitions.
- 1.3.4 Participation in Other Professional Meetings, Symposia, Workshops, and Conferences (other than artistic performances): List the meetings, date, and location, and indicate the nature of the participation, e.g., reading a paper, critiquing, organizing, or chairing sections.
- 1.3.5 Other scholarly or creative activities or other contributions to the profession:
  - 1.3.5.1 Membership in professional organizations;
  - 1.3.5.2 Administrative duties;
  - 1.3.5.3 New standard testing methods, new design of equipment, etc.
- 1.3.6 Other awards, lectureships, or prizes that show recognition of scholarly or artistic achievement.

- 1.3.7 Other research Support/Grant Activities: Activities should be enumerated by clearly describing funding proposals which were submitted and projects which were funded.
- 1.3.8 Theses/dissertations directed: (Numbers only)
- 1.3.9 Major areas of research interest. (This item submitted to University Administration for informational purposes ONLY.)

**1.4 Service:**

- 1.4.1 Student organizations advised.
- 1.4.2 Recruitment of students and faculty.
- 1.4.3 University service: department, college, university, and Faculty Senate committees.
- 1.4.4 Professional service:
  - 1.4.4.1 Advisory boards, commissions, or agencies.
  - 1.4.4.2 Journals edited, manuscripts refereed, books and proposals reviewed.
- 1.4.5 Other external service:
  - 1.4.5.1 Art shows/science fairs judged.

**2. Supporting Material**

These materials remain in the department until the review process is finalized but may be requested by a reviewer at any subsequent stage of the review process. Such material may include:

- 2.1 Teaching portfolios, including course syllabi, teaching philosophy, instructional material developed, etc.;
- 2.2 Comments and letters of commendation from students, peers, etc.
- 2.3 Copies of papers and evidence of other scholarly activities;
- 2.4 Examples of creative and artistic work;
- 2.5 Appointment letters to commissions, review panels, etc.

***\*Promotion/Tenure Review Request is listed as separate document.***