



Office of
Academic Affairs

PROMOTION & TENURE PACKET ORDER

Packets must be assembled in this order prior to submission in [Box](#)

| Packet Item | Notes/Reminders |
|---|---|
| 1. Promotion/Tenure Review Request form (pg. 1) | <ul style="list-style-type: none">• Ensure that “Stop the tenure clock”, “Non-mandatory Review”, and/or “Early Review” is indicated in the top right corner of the document (if applicable).• Check to make sure all information is correct. |
| 2. Evaluation by Tenured/Senior Department Faculty (pg. 2) | <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.• <input type="checkbox"/> Whenever the faculty panel arrives at a recommendation, the report will reflect the deliberations of the faculty panel and will include:<ol style="list-style-type: none">1. A tally of the eligible voting faculty (Review Appendix A in PS 36T for a table illustrating the composition of the eligible voting faculty).2. The number of eligible voting faculty who did not vote.3. Analysis and explanations, as needed, with regard to letters from outside experts, in cases when those are included. All material in which the content of those letters is revealed or their authors identified will be presented separately and kept confidential to the extent possible as required by PS-40 and applicable law.4. 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. |
| 3. Promotion & Tenure Committee Report (Majority) | <ul style="list-style-type: none">• Ensure that report is signed. |
| 4. Minority Report (if applicable) | For joint appointments, include recommendations for secondary units (if applicable) |
| 5. Evaluation by Chair/Department Head (pg. 3) | <ul style="list-style-type: none">• The chair will write his or her own statement indicating his or her recommendation, explaining as necessary the terms of the contract.• 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). |
| 6. Candidate’s Letter of Response/Rebuttal to Department recommendation (if applicable) | |



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| 7. Evaluation by Dean/Director (pg. 3) | <ul style="list-style-type: none">• 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.• Ensure that the dean/director's recommendation letter provides the vote of the Dean's Advisory Committee.• Ensure that dean's signature is included. |
| 8. Graduate Council Vote page (pg. 3) | |
| 9. Sample letter soliciting outside review | <ul style="list-style-type: none">• 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 that the candidate's tenure clock was stopped (see <i>stopping the Tenure Clock Procedures</i> for verbiage and PS 36T sample letter). |
| 10. List of External Reviewers | <ul style="list-style-type: none">• The list of reviewers and their qualifications can be combined into a single document and qualifications may be provided under each reviewer listed. |
| 11. Qualifications of External Reviewers | <ul style="list-style-type: none">• The statement of qualifications should include each outside reviewer's academic rank and institution of employment.• The entire C.V.s of external reviewers are not necessary. |
| 12. External letters | <ul style="list-style-type: none">• Evaluation by experts outside of LSU are defined in IV.1.3.b.ii. of PS 36T.• For initial appointments with tenure, the outside letters of evaluation must satisfy the criteria listed in IV.1.3.b.ii. of PS 36T.• If the candidate is being considered for a lateral position in rank and tenure from a comparable institution, at least one external evaluation letter solicited by LSU is required.• If candidate is being considered for a higher rank than previously held, three external evaluator letters solicited by LSU is required. |
| 13. Candidate's annual reviews | <ul style="list-style-type: none">• Order from oldest to most recent.• Include all reviews that are available. |
| 14. Candidate's statement (if applicable) | |
| 15. Candidate's C.V. | |