

# LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

October 1, 2007

Revision: 2

## PROMOTION AND TENURE

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### I. PURPOSE

This policy establishes the guidelines and criteria that govern the promotion and tenure of LSU Agricultural Center research and extension faculty. It is applicable to the following ranks and their equivalents:

**Field Faculty** (term faculty appointments)

Assistant Agent, Associate Agent, Agent

**Tenure/Tenure-Track Faculty** (indeterminate faculty appointments)

Assistant Professor, Associate Professor, Professor

**Other Non-Tenure-Track Faculty** (term faculty appointments)

Assistant Professor-Extension, Assistant Professor-Research, Associate Professor-Extension, Associate Professor-Research, Professor-Extension, Professor-Research

Validation of scholarly pursuit on the part of the faculty member involves objective peer, supervisor, and/or clientele review as appropriate. The following sections provide details on general promotion and retention review procedures.

### II. PROMOTION CRITERIA

Central to the accomplishment of the mission of the LSU Agricultural Center is a faculty with high levels of technical, educational, and public service skills. General expectations with respect to position, function, and performance for all faculty must be organizationally consistent, well defined and articulated to all faculty if the organization is going to be effective in its mission. Scholarship forms the basis for performance expectations as outlined in this policy.

Scholarship means the relevance, manner and effectiveness of faculty in the execution of extension, research and/or service activities. Scholarship includes program creativity, discovery, delivery, initiative, evaluation and service activities that contribute to the existing body of knowledge and improve the understanding, communication, delivery and adoption of ideas or concepts based on technical findings. Faculty programs and activities are to be needs driven and science-based. The results are to be value enhancing for AgCenter clientele. Because inputs, protocols, methods and outputs associated with extension, research and service activities vary, it

is important that there be clarity with respect to the global expectations for each that reflects scholarship of the individual in the AgCenter.

The following sections address scholarship with respect to each of the functional areas that contribute to the mission of the LSU AgCenter. A current job description that reflects the title and responsibility of the individual faculty member will serve as a reference point from which to begin the evaluation.

**A. Extension**

Faculty with extension appointments are expected to develop and implement mission-based educational programs that have a positive impact on clientele. Included in this expectation are individual diligence, creativity, initiative, teamwork with extension and research faculty, and demonstrated leadership in combination with intellectual vigor to achieve favorable results. The focus of scholarship in extension is grounded in subject matter proficiency, outreach initiatives and technology transfer that leads to adoption, program innovation and continued faculty development activities as appropriate for position responsibilities. Evaluation criteria and evidence of scholarship in work will be used to determine promotion. Examples of these activities are presented in Appendix A.

**B. Research**

Faculty with research appointments are expected to conduct applied and/or basic mission-based research. This includes the efficient development and delivery of scientific knowledge inclusive of teamwork with extension and research faculty, intellectual property, and services resulting from basic, adaptive, and applied research conducted by single scientists or teams. These should add to the existing body of knowledge and improve understanding, communication, and delivery of new and enhanced concepts. The focus of scholarship in research will be based on project description and position responsibilities. Evidence of these will include authorship of publications, development of intellectual property, external funding activities, professional and clientele presentations and faculty development activities. Examples of research scholarship criteria are contained in Appendix A.

**C. Service**

Service, as a subset of the above functions, is expected of each faculty member in areas pertaining to the conduct and effectiveness of the LSU AgCenter's mission. Such activities are to be conducted in a manner that reflects the scholarly expectations of the faculty member's position responsibilities. Included in this expectation is participation on internal and external committees, taskforces and outreach activities that enhance delivery and conduct of the faculty members' position responsibilities. Examples of service activities are found in Appendix A.

**III. DOCUMENTATION REQUIREMENTS AND TIMEFRAME**

Preparation and submission of the appropriate documentation to initiate promotion and tenure proceedings is the responsibility of the faculty member. This will generally follow consultation with his/her immediate supervisor.

Documentation will include the official Promotion/Tenure Review Request Form and supporting documentation to adequately demonstrate that the faculty member meets the required criteria. Also included will be a copy of the current job description.

The specific time frame for submission and review of promotion documentation will be detailed in memoranda distributed annually. Faculty will be provided a date (typically in June or July) and method by which they must report their intention to submit a promotion and tenure request. Generally, completed promotion and tenure documents will be due in late summer. The entire process, including approval by the LSU Board of Supervisors, is usually completed in April of the following year.

All candidates have the right to initiate a review in any year. A candidate may voluntarily withdraw from a review at any stage prior to the submission of recommendations to the president. Such withdrawal must be in writing.

#### **IV. REVIEW AND APPROVAL PROCESS**

It is the responsibility of the faculty member’s supervisor to ensure that adequate feedback is available to the faculty member in years leading up to preparation of the promotion and tenure document. The supervisor, as part of annual reviews and in routine interactions, should counsel the faculty member on professional development and progress toward promotion and tenure. The supervisor may appoint a mentor or mentoring committee to meet on a regular basis with the faculty member to offer suggestions and constructive criticism.

##### **A. Unit Review**

Promotion documentation must be reviewed and a vote taken of all higher ranking agents or tenured professors, as appropriate, in the candidate’s primary unit (parish, region, station, department, school, etc.).

<p><b>1. TENURE TRACK FACULTY</b></p> <p>a. If there are fewer than five higher ranking faculty in the primary unit, appropriate higher ranking faculty from a similar knowledge area or discipline from outside the unit must be added by the unit administrator (department head, school director, regional director or equivalent) to bring the review committee to at least five members.</p> <p>b. The immediate supervisor and/or department head/regional director, school director or equivalent must identify faculty members at other universities with similar</p>	<p><b>2. EXTENSION AGENTS</b></p> <p>a. For extension parish agent positions, the voting members must include at least one higher ranking faculty member who has the same program assignment (50% or more 4-H, FCS, or agriculture) as the candidate. If necessary, a higher-ranking faculty member with the same program assignment from outside the unit must be included.</p> <p>b. the immediate supervisor and/or regional director must identify faculty member(s) external to the parish faculty with</p>
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<p>responsibilities and of higher rank to serve as <u>external reviewers</u>. At least five external reviews are required for tenure-track positions.</p> <p>i. The faculty member may recommend individuals who should be considered as external reviewers.</p> <p>ii. The immediate supervisor should consult with the eligible voting faculty members to identify the final list of external reviewers.</p> <p>iii. Considerations in identifying appropriate external reviewers should include such factors as the ranking of the proposed reviewer's employing institution, involving multiple institutions, and avoiding reviewers who have had a past employment or student/advisor relationship with the candidate.</p>	<p>similar responsibilities and of higher rank to serve as <u>external reviewer(s)</u>.</p>
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3. The final list of external reviewers must be submitted to the vice chancellor for approval. The list should be accompanied by a short biography or explanation of credentials of each suggested reviewer.
4. When soliciting input, the immediate supervisor will send to the external reviewers approved by the vice chancellor a completed set of promotion forms along with the job description, and other documents deemed to be important in an unbiased review of the individual's evaluation for promotion along with a letter outlining the reviewer's role in the review process. Copies of prior evaluations will not be sent. The documents must be sent with a cover letter outlining the reviewer's role in the review process (see Appendix C).
5. Input from external reviewers must be made available to the voting faculty members prior to their discussion and vote.
6. The candidate will not be advised of the names of the external reviewers nor will information in their letters be divulged to the candidate.
7. The sample letters found in Appendix C should be used as a guide for preparing letters soliciting input from external reviewers.
8. External clientele reviewers may also be solicited for field faculty and tenure track faculty from clientele (including commodity based groups) within the candidate's knowledge area or discipline.

9. The vote and *overall evaluation* must be recorded on the Promotion/Tenure Request Form.
  - a. The form must specify the number voting for and against, the number abstaining, and the number absent (as opposed to simply documenting whether the overall vote was “for” or “against”). All eligible voting faculty members in the unit must be accounted for.
  - b. Similarly, the *overall evaluation* should generally be prepared by the unit’s voting members and represent their overall assessment (as opposed to listing the feedback from each voting member).
  - c. For tenure-track faculty, a committee must be appointed from within the primary unit to write a faculty majority opinion letter that will be approved by the voting faculty within the primary unit and will be included in the promotion packet that goes forward. This letter will list perceived strengths and deficiencies of the candidate and should reflect the votes and evaluations of both the primary unit and same discipline reviewers.
10. The unit head may be present for the faculty discussion, but his/her role is generally to provide procedural or factual information.
11. The unit head will advise the faculty member of the outcome of the unit review. Additionally, prior to forwarding the P&T request to the HRM Office, the unit head will provide the faculty member with copies of the unit head evaluation and the unit committee evaluation. The faculty member will have an opportunity to provide a written response to be included with the final P&T request.

**B. Campus Review Committees**

There will be two *campus* committees: faculty and unit heads. These committees will review and make recommendations on promotion documents for each AgCenter faculty member. For tenure track positions, the committees’ review and recommendation will also include the issue of tenure.

1. The unit head committee will consist of all department heads, regional directors, and other unit heads of comparable rank designated by the vice chancellors or chancellor to serve on this committee.
2. The faculty committee will be based on the following criteria.
  - a. The faculty committee will consist of 22 members, half from the rank of professor and half from the rank of agent.
  - b. Only those committee members with the rank of professor will review documents for professorial ranks. Only those committee members with the rank of agent will review documents for agent ranks.

- c. It is intended that the committee be representative of the AgCenter's various disciplines, functions, organizational units, etc. In selecting committee members, the following are considerations.
  - provide for a wide range of disciplines
  - provide appropriate representation from both extension and research functions
  - provide representation from both departments and regions (including stations and parishes)
  - provide representation across regions and departments
  - promote the principles of equal employment opportunity
3. Selection of the faculty committee annually will be as follows:
  - a. Five (5) members of the elected faculty council from the ranks of **full** professor and **full** agent. The chancellor will select the five members from a list of members submitted by the vice chancellors for extension and research (or their designee(s)) in consultation with the Faculty Council officers.
  - b. Seventeen (17) additional committee members. The chancellor will select the seventeen members from a list of eligible names submitted by the vice chancellors for extension and research (or their designee(s)) in consultation with the Faculty Council officers.
4. The charge of the two campus promotion and tenure committees is as follows:
  - a. to provide an objective review and recommendation.
  - b. to ensure that review and recommendation are in accordance with performance criteria of PS-42
  - c. to ensure that review and recommendation are based on the assigned responsibilities and function of the position
  - d. to help provide consistency for the campus as a whole
5. Only committee members present at the committee review meeting will be eligible to vote.
6. The committee should include positive and negative comments for improvement and feedback to any person up for review.
  - a. If the overall vote is negative, these comments are required.
  - b. Comments will not become part of the packet, but will be sent to the individual candidate, the unit head and the appropriate vice chancellor(s).
7. If a P&T request being considered by the Campus Faculty Review Committee is for a faculty member in the professorial ranks who is from a unit not represented on the committee, the unit head should have a representative from the unit review committee attend

the portion of the Campus Faculty Review Committee meeting during which that P&T request will be heard. The role of the representative will be informational to:

- a. answer questions the committee may have about the request and/or
  - b. make a short presentation (about 5 minutes) addressing the individual's background, accomplishments, and the unit committee's rationale for its recommendation.
8. The chancellor and vice chancellors and/or their designees will meet with each committee annually to discuss the above responsibilities.
  9. The intent of this policy is for each campus committee member to be given only one vote on the promotion and tenure of any faculty member. Therefore, campus committee members who voted on the promotion and tenure of a faculty member at the unit level may participate in campus committee discussion on that faculty member, but may not cast a vote at the campus committee level.

### **C. Documentation and Recommendations**

The votes and evaluation of all LSU AgCenter faculty described above must be recorded on the Promotion/Tenure Request Form. The documentation must be reviewed and a recommendation made from each administrative level as applicable: parish chair or resident coordinator; department head, regional director, school director or equivalent; campus review committees; vice-chancellor(s); and chancellor. The documentation is then submitted to the president for approval and, if approved, to the Board of Supervisors.

1. The candidate faculty member will be advised in a timely manner by the unit head (regional director, department head or equivalent), either orally or in writing, of the recommendation at the unit level before forwarding the documentation to the next level. At the next levels, the candidate will be advised, either orally or in writing, of a negative recommendation before forwarding the documentation to the next level.
2. A candidate faculty member who wishes to continue the process following a negative recommendation or to discontinue the process following a positive recommendation must do so in writing.
3. A negative recommendation at any level does not prevent the request from being forwarded to the next level if the faculty member wishes to continue the process.
4. It is expected that the individual at each administrative level will consider the recommendation and information provided at previous levels. It is also expected that information may be solicited from others with knowledge of the employee's work, such as field coordinators, assistant and associate vice chancellors, and clientele.

### **D. Optional Review by Faculty in Related Areas**

A faculty member may request that his/her promotion documents be reviewed by AgCenter faculty members outside his/her unit who have a related area of responsibility. This review is

optional to the faculty member and generally should be discussed in advance with the unit head. It is in addition to the required external reviews and campus review committees. This review may be useful under several circumstances, such as where the faculty member has extensive AgCenter collaborative projects outside their unit and the input of collaborators who are knowledgeable of the candidate's accomplishments would be beneficial or where the other faculty in the unit generally are not in the same specific discipline as the faculty member being considered for promotion and/or tenure. The recommendations of the related area faculty will be returned to the unit head and will be made available for consideration during all levels of review.

1. The review must be requested in writing and received in the unit head's office (department head, regional director, school director or equivalent) by the deadline established annually by the chancellor's office.
2. The unit head will identify a reasonable number of faculty members, not to exceed ten, who the unit head deems to have a related area of responsibility. The final list will be submitted to the appropriate vice chancellor for approval.
3. The promotion documents will be forwarded to the related area faculty with a request that they review the documents and provide a recommendation. Their recommendations will be returned to the unit head.
4. The faculty member in question may suggest names for this committee. Those suggestions must be submitted at the same time as the written request for this review.

## **V. FIELD FACULTY PROMOTION REVIEW PROVISIONS**

Promotion provisions of this section are applicable only to the following ranks: assistant agent, associate agent and agent. The purpose of the review is to assess the faculty member's progress toward achieving scholarship in extension work.

The agents of higher rank in the faculty member's primary unit must review eligible field faculty in the unit no later than the end of the third year in rank. The review committee must include a minimum of five faculty of higher rank from the primary unit. In units without the required number of eligible faculty members, eligible faculty from outside the primary unit must be added by the unit's regional director. Following the review, the committee will provide a list of additional achievements, if any, needed to meet promotion criteria.

Assistant agents may serve on annual term appointments no longer than seven years within rank. Additional education and experience requirements for faculty in agent ranks and the maximum timeframes for meeting those requirements are contained in Appendix B. Faculty in agent ranks who do not meet the requirements of Appendix B will be terminated. Appropriate promotion documents demonstrating all requirements for promotion have been met must be submitted by the faculty member in time to allow for the full review and approval process and meet the notice requirements set forth by the vice-chancellor and director of extension. Failure by a faculty member to submit the required documents will not extend the time allotted for term appointments to be reviewed. Such failure may cause denial of promotion and may ultimately lead to termination.

## **VI. TENURE-TRACK FACULTY PROMOTION REVIEW PROVISIONS**

Tenure provisions of this section are applicable only to the following professorial ranks: assistant professor, associate professor and professor. The purpose of the review is to assess the faculty member's progress toward gaining tenure and to provide additional guidance where needed.

The tenured faculty in the candidate's primary unit must review faculty in tenure-track positions no later than the end of the third year in rank. This pre-tenure review committee must include a minimum of five tenured faculty from the primary unit. In units without the required number of eligible faculty members, appropriate faculty from outside the primary unit must be added by the unit's administrator (department head, school director, regional director or equivalent). The report of the review committee will include a list of additional achievements, if any, needed to meet promotion/tenure criteria. Copies of the documentation must be forwarded to the unit/department head or regional director.

Promotion and/or tenure reviews for non-tenured assistant professors, associate professors, and professors must be conducted no later than the latest time that will allow for completion of the process and at least a one-year notification of non-reappointment if necessary. Assistant professors may serve a maximum of seven years in that rank. Associate professors and professors may serve a maximum of five years in that rank without tenure.

Nothing in this set of procedures prevents the unit head from holding more frequent reviews and more frequent reviews are encouraged.

The official Promotion/Tenure Review Request Form and supporting documentation must be submitted by the faculty member in time to allow for the full review and approval process and to meet the notice requirements of Section 2 of the By-Laws of the LSU Board of Supervisors. Failure by a faculty member to submit the required documents will not extend the time allowed on tenure-track, term appointments. Such failure may be cause for denial of tenure and may ultimately lead to termination.

## **VII. OTHER PROVISIONS**

Promotion and tenure decisions will be made in accordance with the provisions of LSU System PM-23 and the By-Laws of the LSU Board of Supervisors. Notice requirements are made in accordance with Section 2 of the By-Laws.

Promotion and tenure evaluations should be based on expectations that reflect the relative apportionment of time commitment on the candidate's job description. When evaluating candidates with split appointments the voting faculty should base their decisions on productivity indicators that are commensurate with, and appropriate for the relative extension, teaching, and/or research appointments of the candidates.

Faculty on joint appointments with the LSU and A&M College must also meet that campus's academic performance criteria applicable to the LSU and A&M College portion of their appointment.

Employees with a joint appointment with another campus should complete one set of promotion and/or tenure documents only. If the primary appointment is with the AgCenter, the format used should be that of the AgCenter. If the primary appointment is with another campus, the format used may be that of the other campus. Note that for joint teaching appointments, regardless of the percent appointment, the following criteria will apply to the AgCenter research and/or extension functions.

Faculty who are not in positions assigned to the extension or research functions may be reviewed under this policy based on criteria applicable to their position.

All candidates have the right to initiate a review in any year. A candidate may voluntarily withdraw from a review at any stage prior to the submission of recommendations to the president. Such withdrawal must be in writing.

Access to records will be governed by AgCenter PS-7, Confidentiality of Personnel Records.

A faculty member will have voting rights only in the primary unit, unless that faculty member has been asked to participate in the review process in another unit, typically because that unit lacks an adequate number of eligible faculty.

No faculty member may vote for the same candidate in more than one unit or make a formal recommendation at more than one level.

Preparation and submission of the appropriate documentation to initiate promotion and tenure proceedings is the responsibility of the faculty member. Failure to properly submit the appropriate documentation will not serve to extend applicable timeframes and deadlines.

Promotion and tenure decisions will be made in accordance with principles of equal employment opportunity and may not be based on age, disability, national origin, race, religion, color, sex, creed, sexual orientation, veteran's status, or marital status.

This policy statement does not increase or diminish the legally enforceable rights of the AgCenter and its employees. In such matters provisions in PS-38 and PS-39 may be applicable.

**APPENDIX A.**  
**CRITERIA AND DOCUMENTATION FOR PROMOTION  
AND/OR TENURE REQUESTS**

**The standard Promotion and Tenure Form must be completed for each request. The request should incorporate the criteria for promotion and/or tenure described below and address the requested documentation. Note the following additional instructions.**

- *Please keep all pages of the promotion/tenure review form together and attach biographical data behind Page 4 of the form.*
- *The required number of copies will be specified in annual instructions.*
- *It is recommended that documentation be included in the order provided for in PS-42 and that it be well organized and labeled.*
- *Attach to the documentation a copy of the current job description.*
- *The documentation should reference publications and similar documents, but the documents themselves should not be attached in their entirety, if at all.*
- *Employees with a joint appointment with another campus should complete one set of promotion and/or tenure documents only, though copies must be sent to administrative offices on both campuses. If the primary appointment is with the AgCenter, the format used should be that of the AgCenter. If the primary appointment is with another campus, the format used may be that of the other campus. Note that for joint teaching appointments, regardless of the percent appointment, the following criteria will apply to the AgCenter research and/or extension functions.*

**CRITERIA AND DOCUMENTATION FOR THE EXTENSION FUNCTION**

The extension faculty member's educational program must be in agreement with his/her current job description and the LSU AgCenter mission. The purpose of the program is to bring about change in clientele by adoption of recommended practices. Effective educational programs should stimulate intellectual interest and enthusiasm, apply innovative teaching methods, be responsive to critical issues and produce results that can be effectively evaluated. Essential to effective educational program planning, execution and evaluation is the clientele/user group advisory process. Service to the AgCenter, LSU System and the community is expected of each faculty member. **Required documentation is as follows:**

**Extension Activities - fully describe extension activities and impact and address the following items.**

1. Documentation of major program areas and initiatives
2. Advisory process and critical issue responsiveness
3. Innovative teaching methods, knowledge and application of new technology (verification programs, method and result demonstrations, etc.)
4. Program delivery effectiveness demonstrated by evaluation, change, and adoption
5. Development and presentation of research-based materials
6. Publications (print and electronic)
7. Mass media, web page development and maintenance

8. Cooperation/collaboration with other faculty
9. External funding, material support and grants
10. Refereed journal articles
11. Presentations at professional and clientele targeted conferences
12. Participation in and leadership of professional organizations/committees
13. Continued coursework, in-service training, sabbaticals, professional improvement
14. Participation in public policy and community issues
15. Awards and recognition
16. Multi-institution, agency, and state collaboration
17. Other scholarly or creative activities or other contributions to the profession

**Service Activities – as appropriate to the position, describe activities and address the following:**

1. Organizations advised
2. Recruitment of students and faculty
3. University service (department, region, station, parish, committees, etc.)
4. Professional service
5. Other external and community service

### **CRITERIA AND DOCUMENTATION FOR THE RESEARCH FUNCTION**

**Research Program** -- The faculty member's research program must be in agreement with their CRIS project descriptions, responsibilities of their position description, and the overall AgCenter mission. The program should be comprehensive and appropriately focused. The short or long-term benefits and probable impacts on clientele should be considered. The faculty member should be engaged in appropriate collaborative research where possible and appropriate.

**Publications (including web based)** -- A faculty member should produce a variety of publication types as senior or co-author that present new findings to the scientific community and the public. Publications may present new knowledge, new methods or be editorial contributions, and should have some impact on the discipline. The most important of these are peer-reviewed research articles in the significant journals of the discipline. Such publications validate program success and bring national and international recognition to the program. Books and book chapters are also significant publications. Other suitable publications include bulletins, circulars, proceedings, abstracts and popular press.

**Grant activity** -- Faculty should seek extramural funding from several agencies and sources as individuals, teams and collaborative projects. Sources of grant funding include federal and state competitive granting agencies (NSF, NRI, USDA, CSREES, IFAFS, LADEQ, 8G); commodity boards and unrestricted grants.

**Professional improvement activities** -- Faculty should participate in and provide leadership in national, international, regional and state professional society meetings including annual meetings of the profession. Participation levels can include volunteered or invited presentations (oral or poster), society officer, session chair or organizer). Faculty should participate in

professional seminars and technical workshops as a participant or organizer and use sabbaticals as appropriate.

**Outreach** -- Faculty members are expected to interact with clientele groups to the mutual benefit of the clientele, faculty member and LSU AgCenter. Outreach activities include speaker at producer-oriented forums, contact with clientele at field days and individual on-site visits to address specific problems, trade shows and expos, cooperation/ collaboration with Extension specialists and field agents (training meetings, research activities and demonstrations).

**Service Activities** -- Service to the faculty member's unit, the LSU AgCenter, other LSU campuses, professional organizations and societies, and the community is an important component of professional responsibility. All faculty members are expected to participate in service activities in areas pertaining to the conduct and effectiveness of the LSU AgCenter's mission. These activities may include community activities such as judging science fairs, visiting schools to promote the discipline and/or AgCenter programs, serving as major professor, committee member, or mentor of graduate students, community involvement (only as it relates to the AgCenter mission), participation in local service clubs (Lions, Rotary), serving on LSU AgCenter Committees such as: ACE, Promotion and Tenure, Faculty Council, commodity groups, strategic planning, unit or departmental committees, and others as appropriate; serving in regional and national professional organizations such as editor, associate editor or reviewer of journals, officer or session chair; serving as a resource for clientele in the state or region. Other service activities would include direct clientele contact through field days and other presentations, assisting field agents and other professional with preparation and presentation of educational material, and maintaining educational websites.

**Required documentation is as follows:**

**Research Activities - fully describe research activities and impact and address the following items.**

1. Listing of research publications (published items only)
2. Listing of other publications accepted for publication but not yet published
3. Other creative and artistic contributions
4. Participation in professional meetings, symposia, workshops, and conferences (other than artistic performances)
5. Other scholarly or creative activities or other contributions to the profession
6. Other awards, lectureships, or prizes that show recognition of scholarly or artistic achievement
7. Research support/grant activities
8. Theses/dissertations directed (numbers only)
9. Major areas of research interest
10. Outreach – field days, trade-shows, direct clientele contact
11. Cooperative/collaborative efforts with other faculty
12. Community involvement (as it relates to the AgCenter mission)
13. Overall program impact

**Service Activities – as appropriate to the position, describe activities and address the following:**

1. Organizations advised
2. Recruitment of students and faculty
3. University service (department, region, station, parish, committees, etc.)
4. Professional service
5. Other external and community service

### **CRITERIA AND DOCUMENTATION FOR THE TEACHING FUNCTION**

Faculty with a joint appointment with another campus for the teaching function must also address the teaching function as appropriate by submitting the **documentation** listed below. Note that the other campus's guidelines for teaching documentation may be consulted.

1. Documentation of teaching activities and effectiveness
2. Listing of publications concerning instruction
3. Listing of publications concerning instruction accepted for publication but not yet published
4. Participation in professional meetings, symposia, workshops, and conferences on teaching and local instructional activities
5. Other instructional activities or other contributions to the profession
6. Awards, lectureships, or prizes that show recognition of teaching achievement
7. Support/grant activities

**APPENDIX B.**  
**EXPERIENCE AND EDUCATION REQUIREMENTS**  
**FOR PROMOTION OF EXTENSION AGENTS**

LSU System PM-23 establishes the minimum requirements for appointment and promotion involving the ranks of assistant agent, associate agent, and agent. This Appendix establishes additional LSU Agricultural Center education and experience requirements.

1. The maximum period a faculty member may serve at the assistant agent rank is seven (7) years. Assistant agents who have not met all necessary requirements in time for promotion to the rank of associate agent by the end of seven years will be terminated.
2. In addition to meeting criteria for promotion in Appendix A, promotion to the rank of associate agent requires (a) a minimum of three (3) years of extension experience (as of the July 1 *prior* to submission of the promotion documents) and (b) a masters degree or 15 hours of successful graduate level coursework in an appropriate discipline.
3. Promotion to the rank of agent requires (a) a minimum of eight (8) years of extension experience (as of the July 1 *prior* to submission of the promotion documents) and (b) a masters degree in an appropriate discipline.
4. No faculty member will be promoted to the agent rank (full) without a master's degree.
5. An agent will have three (3) years from date of employment to be admitted to graduate school or he/she will be terminated.
6. An agent will have two years from date of employment to complete the two required extension courses or he/she will be terminated.
7. It is the extension faculty member's responsibility to meet the above requirements.

**APPENDIX C.**  
**SAMPLE LETTERS**

***Sample Letter to External Reviewer I***  
***Typically for Reviewers External to the LSU System***

Dear \_\_\_\_\_:

[Candidate name], who is currently a [academic rank – assistant/associate professor or assistant/associate agent] in the [unit], is being considered for promotion to [proposed rank] [with tenure – *professorial ranks only*]. [She/he] has a \_\_\_\_% research, \_\_\_\_% extension, and \_\_\_\_ teaching%\* appointment. I would appreciate your help in evaluating [her/his] contributions through your response to the following:

State if you know the candidate personally. If so, how long and in what capacity have you known the candidate?

Rank the candidate against other scholars in the same discipline with similar time in rank.

Comment upon the degree of recognition already achieved by the candidate in [his/her] discipline, noting any distinctive contributions.

Evaluate the scope and significance of the candidate's scholarly interests and activities in terms of their importance and [his/her] promise for further growth as a scholar.

Comment on the candidate's contributions to [his/her] discipline.

Evaluate the candidate's degree of university and professional service.

Provide any additional insights that may be helpful in evaluating the candidate for promotion [and/or tenure].

For your convenience, I have enclosed [candidate name's] vitae, job description, and supporting materials.\* I would appreciate a reply by [ DATE ].

Published LSU Agricultural Center policy stipulates that letters of evaluation will be regarded as confidential and will not be provided to the candidate. Unless you state explicitly that the letter is not to be regarded as confidential, your letter and identify will be shared only with those individuals who are authorized to review and make recommendation on the candidate. The only exception to this policy would come in the event of a direct court order to release the data on a specific candidate to that candidate or his/her representative(s).

The LSU Agricultural Center appreciates your help in this matter. If you need further information, please contact me at [phone #], [fax #], or [email address].

Sincerely,

Unit Head

**\*Do not send copies of evaluations, letters of recommendation or other materials of a similar nature.**

**Sample Letter to External Reviewer II**  
***Typically for Reviewers External to the Unit, But Not the***  
***AgCenter – Generally Applies to Agent Ranks***

Dear \_\_\_\_\_:

[Candidate name], who is currently an extension [academic rank – assistant/associate agent] in the [unit], is being considered for promotion to [proposed rank]. I would appreciate your help in evaluating [her/his] contributions through your response to the following:

State if you know the candidate personally. If so, how long and in what capacity have you known the candidate?

Rank the candidate against other scholars in the same area with similar time in rank.

Comment upon the degree of recognition already achieved by the candidate in [his/her] area, noting any distinctive contributions.

Evaluate the scope and significance of the candidate's scholarly interests and activities in terms of their importance and [his/her] promise for further growth as a scholar.

Comment on the candidate's contributions to [his/her] area.

Comment on the candidate's contributions to [his/her] clientele.

Evaluate the candidate's degree of university and professional service.

Provide any additional insights that may be helpful in evaluating the candidate for promotion [and/or tenure].

For your convenience, I have enclosed [candidate name's] vitae, job description, and supporting materials.\* I would appreciate a reply by [ DATE ].

Published LSU Agricultural Center policy stipulates that letters of evaluation will be regarded as confidential and will not be provided to the candidate. Unless you state explicitly that the letter is not to be regarded as confidential, your letter and identify will be shared only with those individuals who are authorized to review and make recommendation on the candidate. The only exception to this policy would come in the event of a direct court order to release the data on a specific candidate to that candidate or his/her representative(s).

Thank you for your help in this matter. If you need further information, please contact me at [phone #], [fax #], or [email address].

Sincerely,

Unit Head

**\*Do not send copies of evaluations, letters of recommendation or other materials of a similar nature.**

**Sample Letter to External Reviewer III**  
***Typically for Reviewers External to the AgCenter***  
***Who Are Clientele – Generally Applies to Agent Ranks***

Dear \_\_\_\_\_:

[Candidate name], who is currently an extension [academic rank – assistant/associate agent] in the [unit], is being considered for promotion to [proposed rank]. I would appreciate your help in evaluating [her/his] contributions through your response to the following:

State if you know the candidate personally. If so, how long and in what capacity have you known the candidate?

If possible, rank the candidate against other faculty members you are familiar with who have similar job responsibilities and time in rank.

Comment upon the degree of recognition already achieved by the candidate in [his/her] area, noting any distinctive contributions.

Evaluate the scope and significance of the candidate's activities in terms of their importance and [his/her] promise for further development.

Comment on the candidate's contributions to [his/her] clientele.

Provide any additional insights that may be helpful in evaluating the candidate for promotion [and/or tenure].

For your convenience, I have enclosed [candidate name's] vitae, job description, and supporting materials.\* I would appreciate a reply by [ DATE ].

Published LSU Agricultural Center policy stipulates that letters of evaluation will be regarded as confidential and will not be provided to the candidate. Unless you state explicitly that the letter is not to be regarded as confidential, your letter and identify will be shared only with those individuals who are authorized to review and make recommendation on the candidate. The only exception to this policy would come in the event of a direct court order to release the data on a specific candidate to that candidate or his/her representative(s).

Thank you for your help in this matter. If you need further information, please contact me at [phone #], [fax #], or [email address].

Sincerely,

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