

## LSU Agricultural Center Promotion and Tenure Checklist for Faculty Members and Unit Heads

**Notes: This document is not a substitution for reading the contents of PS-42 and PS-42 takes precedence in case of any conflict.**

*The purpose of this checklist is to assist employees only. It is not required and is not submitted with P&T documents.*

Done	Item/Step	Approx. Due Dates	Person Responsible		
			Faculty Member	PC/RC*	RD/DH*
	Faculty member who intends to submit a P&T request should discuss it with their PC/RC (if applicable) and RD/DH.	April-May-June	X		
	Faculty member submits P&T document cover page to HRM with copies to PC/RC and RD/DH as notice of intent to submit a P&T request.	June-July	X		
	RD/DH establishes dates for faculty member to: (a) Submit suggestions for external reviewers and additional unit reviewers (if needed) (b) Submit completed P&T package	May-June			X
	Faculty member prepares supporting documents and submits draft copies to PC/RC and RD/DH.	May-June	X		
	RD/DH finalizes unit review committee, <i>ensuring that criteria in Section IV.A. of PS-42 is met.</i>	June-July			X
	RD/DH compiles external reviewer names, <i>ensuring compliance with PS-42 Sections IV.A. Unit head must consider suggestions from the faculty member and must consult with the unit eligible voting faculty members to compile final list of external reviewers.</i> For tenure-track positions, RD/DH submits external reviewer names for Program Leader approval. <i>Faculty member is <b>not</b> advised of names of external reviewers.</i>	June-July			X
	PC/RC and RD/DH make any corrections and suggestions for revisions and resolve this with faculty member.	July		X	X
	Faculty member finalizes promotion package.	July	X		
	RD/DH send promotion package to external reviewers <i>with PS-42 Appendix C letter. Faculty member is <b>not</b> advised of names of external reviewers.</i>	July			X
	RD/DH sends promotion package to unit reviewers.	July-August			X
	RD/DH sends external reviewer responses to unit committee (but <u>not</u> to faculty member).	August-Sept			X
	Unit committee meets.	August-Sept			
	Unit committee develops a joint evaluation to enter on form.	August-Sept			
	RD/DH completes their section of form and also ensures that unit review section is properly completed including itemizing votes for each category and accounting for all faculty in unit.	August-Sept			X
	RD/DH notifies faculty member of outcome of unit review and gives faculty member copies of unit level P&T eval.	Sept.			X
	Faculty member has opportunity to provide written response to accompany P&T request.	Sept.	X		
	<b>Unit sends electronic copy of P&amp;T request and 5 hard copies to HRM.</b>	<b>Sept.</b>	X		X

\*PC/RC = Parish Chair/Resident Coordinator or equivalent.

\*RD/DH = Regional Director/Department Head/School Director or equivalent.

*Faculty members are encouraged to discuss their P&T request with their supervisors throughout the process. Faculty are reminded that a negative recommendation at any step automatically stops the process unless the faculty member sends prompt written notification that he/she wishes to continue the process. Conversely, as long as the recommendation at a given step is positive, the process continues to the next step unless the faculty member sends prompt written notification that he/she wishes to stop the process.*