

## Promotion and Tenure Notes for Faculty Members

1. Documentation.
  - a. Documentation should cite your publications and similar materials, but you should not attach complete copies of the actual publications.
  - b. Documentation should not include copies of annual evaluations. This also means copies of unit head comments from annual evaluations should not be included.
  - c. Documentation should be neat and free of typographical errors.
  
2. Cover Page of P&T Document. Faculty members who intend to submit a P&T request are asked to submit the completed cover page of the P&T form to the HRM Office by **Friday, July 1, 2022** in order to:
  - a. Ensure the department head or regional director knows the request is planned so they can appoint necessary committees and provide guidance to the faculty member.
  - b. Allow the HRM Office and vice chancellor offices to check eligibility requirements so time is not spent on the process if the faculty member is not eligible.
  - c. Allow the cover page to be checked and corrected *before* it is used in the review process. \*\*\*Be sure the cover page is neatly prepared (it must be typed) as this will be the document ultimately forwarded to all levels.
  
3. The final original P&T request completed through the department/region level is due to HRM by **Friday, Sept. 16, 2022**. Send one electronic copy and 5 hard copies. Units are welcome to send one copy of the document to HRM ahead of time so it can be reviewed before the final copies are made.
  
4. **NOTE:** *For faculty on **joint appointments** under the College of Agriculture you will only send the P&T request to the LSU AgCenter HRM office. The review process will be coordinated through the AgCenter HRM office to include the A&M review as well and **the AgCenter will route P&T requests to the A&M campus.** For joint appointments with other A&M colleges, if greater than 20% of the appointment is with the other college, the **unit** must also route the request to that college based on their deadline dates. If the appointment is less than 20%, you should notify the other college of the proposed action since there will be an additional salary cost if the promotion is approved.*
  
5. Fastening P&T Requests. **Clip together the P&T request copies** – please don't staple or bind.

6. **Critical Promotion and Tenure Dates Established by AgCenter/LSU System**

Fri., July 1 Fri., Sept. 16  Late October November	<ul style="list-style-type: none"> <li>• Initial Notice/Page 1 of P&amp;T form due in HRM</li> <li>• P&amp;T electronic copies and 5 hard copies due in HRM - process must be complete through the unit head level</li> <li>• Campus Faculty Review Committee meeting</li> <li>• Campus Unit Head Review Committee meeting</li> <li>• P&amp;T requests to Program Leaders and Executive Assoc Dean</li> <li>• P&amp;T requests to Vice President and Dean</li> <li>• P&amp;T requests for joint appointments to LSU A&amp;M Campus</li> </ul>
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7. Salary Increases Associated with Promotions. The following chart shows the current salary increases associated with promotions. These are subject to change.

Promoted To – Title	Percent Increase	FY Fixed Increment	9-Mo. Fixed Increment
to Assoc Agent/Asst Prof	4% of 06/30 salary	\$2400	\$2000
to Agent/Assoc Prof	4% of 06/30 salary	\$3200	\$2500
to Professor	4% of 06/30 salary	\$4400	\$3500

*Promotion increase = % increase (of 06/30) salary plus a fixed increment, as shown (use either fiscal year or 9-month year chart as appropriate for the faculty member's appointment).*

## Promotion and Tenure Notes for Unit Heads

*Unit Heads are extensively involved in the promotion and tenure process.*

- a. Provide ongoing guidance to the faculty member on his/her performance beginning with the offer of appointment. Throughout the unit level P&T process, provide guidance so that the final request is of high quality.
- b. Work with the faculty member to prepare and submit the P&T request at the appropriate time.
- c. Provide the faculty member with critical due dates to accomplish all required steps. The unit head must establish a due date for the faculty member's initial P&T request that allows time to forward it to external reviewers (as required below) and receive their input before the unit committee meets. The unit committee meeting must be held early enough to allow the committee to finalize its group evaluation, the unit head to subsequently review all documentation and prepare his/her evaluation, the faculty member to subsequently have an opportunity to review and respond to the unit comments (see "I" below) and the complete document to be received in HRM by **September 16**. HRM establishes the date annually. A **sample calendar** of due dates is shown below.

S	July 1	<i>Initial P&amp;T draft due to unit head, unit head sends suggested reviewers to vice chancellor.</i>
A		
M	July 6	<i>Unit head provides comments back to faculty member, unit head appoints faculty committee.</i>
P		
L	July 8	<i>Faculty member submits corrected P&amp;T request to unit head.</i>
E	July 13	<i>Unit head sends P&amp;T request to external reviewers allowing several weeks for review and feedback.</i>
C		
A	August 10	<i>Feedback received from reviewers, feedback and P&amp;T package sent to unit committee.</i>
L		
E	August 24	<i>Unit committee meets.</i>
N		
D	Sept 4	<i>Unit head completes his/her P&amp;T evaluation and forwards complete unit review evaluation (committee and unit head evaluations) to faculty member.</i>
A		
R	Sept 11	<i>Faculty member response, if any, due.</i>
	Sept 16	<b><i>P&amp;T package finalized, copies made, and documents forwarded to HRM in time for receipt by September 16.</i></b>

- d. Appoint unit committee in accordance with **Section IV.A of PS-42**:

Promotion documentation must be reviewed, and a vote taken of senior faculty in the candidate's primary unit (parish, region, station, department, school, etc.). Relative to agent ranks, the vote is taken of all higher-ranking agents. Relative to professorial ranks, the vote is taken of tenured faculty senior in rank to the candidate, with tenured associate professors considered to be of higher rank than tenure-track associate professors. In addition, if a tenure-track or tenured faculty member has a joint appointment between two units, eligible faculty from the secondary unit should be added to the review committee so that the final committee reflects the approximate percentage appointment in each unit. The head of the primary unit will determine the number of additional faculty needed from the secondary unit. He/she will contact the head of the secondary unit to obtain an adequate number of names of faculty to be added to the committee. This is optional for other non-tenure track professorial ranks.

1. Tenure Track Faculty
  - a. If there are fewer than five senior faculty in the primary unit, appropriate senior 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.
  - b. If the faculty member holds a joint appointment between two AgCenter units, add faculty from the secondary unit as stated above.

2. Extension Agents

- 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.
- b. 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.

- e. **Arrange for external reviewers for TENURE-TRACK positions in accordance with Section IV.A of PS-42. Follow the provisions very carefully. Note that while 4 external reviewers are required, it has been recommended that unit heads solicit input from several extra reviewers to allow for some who may not respond.**

- c. The immediate supervisor and/or department head/regional director, school director or equivalent must identify faculty members at other universities with similar responsibilities and of higher rank to serve as external reviewers. For tenure-track positions there must be at least four external reviewers who meet this criteria.
  - i. The faculty member may recommend individuals who should be considered as external reviewers.
  - ii. The immediate supervisor should consult with the eligible voting faculty members to identify the final list of external reviewers.
  - 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.

3. For professorial ranks, the final list of external reviewers must be submitted to the appropriate program leader (the program leader whose area aligns with that of the faculty member) for approval. The list should be accompanied by a short biography or explanation of credentials of each suggested reviewer.

- f. **Arrange for external reviewers for FIELD FACULTY (non-tenure track) positions in accordance with Section IV.A.4 of PS-42 below. There must be a minimum of 3 reviewers. Follow the provisions very carefully.**

c. the immediate supervisor and/or regional director must identify faculty member(s) external to the parish faculty with similar responsibilities and of higher rank to serve as external reviewer(s). A minimum of three external reviewers is required.

- g. **Section IV.A. of PS-42 contains a provision allowing for other external clientele reviewers from clientele or commodity-based groups. Note that these reviewers are in addition to those provided for above in Sections IV.A.3 and 4.**

5. External reviewers may also be solicited for field faculty and tenure track faculty from clientele or commodity based groups within the candidate's knowledge area or discipline.

- h. **Other provisions of Section IV relative to external reviewers are important to note:**

1. For professorial ranks, the final list of external reviewers must be submitted to the appropriate program leader (the program leader whose area aligns with that of the faculty member) for approval. The list should be accompanied by a short biography or explanation of credentials of each reviewer.

2. The candidates are ***not*** advised of the names of the external reviewers, nor can information in their letters be divulged to the candidate.
3. When soliciting input, the unit head will send the approved external reviewers a complete 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 of PS-42.

**i. The unit head also provides guidance to the unit committee. The committee must function as follows:**

- i. Meet as a group.
- ii. Review the P&T documentation and the external review input.
- iii. Conduct an anonymous vote.
- iv. Record the number of votes: for, against, abstaining, absent. It is *not* acceptable to simply record whether the overall vote was for or against. There must be a full accounting of the committee's vote.
- v. Write a unit committee P&T evaluation of the candidate. Typically, one person in the group is designated to write a draft. The draft is then forwarded to the other members of the group for comment so that a final version can be agreed upon. It is *not* acceptable for each committee member to write their own evaluation and for that collection of evaluations to serve as the overall committee evaluation, nor should copies of any individual evaluations be included in the P&T package. However, a committee member who disagrees with the evaluation may write a dissenting evaluation which will be included with the final documentation.

**j. The unit head writes his/her own P&T evaluation based on his/her independent review of the P&T request and the input of the unit committee and all reviewers.**

**k. In accordance with *Section C.1 of PS-42* below, the unit head must advise the faculty member of the outcome of the unit review. The unit head must provide the faculty member with copies of his/her evaluation and the unit committee evaluation prior to forwarding it to the HRM Office. The faculty member has the opportunity to provide a written response to be included with the materials.**

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.

**l. The unit head ensures that the final original P&T request complete through the department/region level are received in the HRM Office by **September 16, 2022**. HRM must receive an electronic copy and five (5) hard copies. Units have the option of sending one copy of the document to HRM ahead of time so it can be reviewed before the final copies are made.**