

**Agenda**  
**Workshop for Faculty & Administrators**  
**Academic Advancement**  
**LSUHSC School of Medicine**  
**Dr. Janis G. Letourneau, MD**  
**Associate Dean for Faculty & Institutional Affairs**  
**Children's, EKLMC, and UMC**

1. Introduction – Goal of the Workshop
2. Relationship of Appointment and Advancement
3. The Guidelines and Criteria for P&T
4. Deadlines
5. Preparation of the Packet
6. The Recommended CV
7. The Outside Letter
8. The Role of the Department Head
9. The Role of the Department Committee
10. Evaluation by the SOM APC
11. Pitfalls – Track Switching, Spilt Opinions, Appeals
12. Questions (and Answers)