Agenda
Workshop for Faculty & Staff
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 Advancement
4. Deadlines
5. The Role of the Department Head
6. The Role of the Department Committee
7. The Role of the Business Office/Support Staff
8. Preparation of the “Revised” Packet
9. Structured Summary of Personal Statement
10. The Required CV
11. The Letters of Recommendation
12. Evaluation by the SOM APC
13. Pitfalls – Track Switching, Spilt Opinions, Appeals
14. Questions (and Answers)