Agenda
Workshop for Faculty & Staff
Academic Advancement
LSUHSC School of Medicine
Dr. Janis G. Letourneau, MD
Associate Dean for Faculty & Institutional Affairs
March 19, 2014 and April 15, 2014

1. Introduction – Goal of the Workshop 
   Dr. Letourneau
2. Relationship of Appointment and Advancement 
   Dr. Letourneau
3. The Guidelines and Criteria for Advancement 
   Dr. Letourneau
4. Deadlines 
   Dr. Letourneau
5. The Role of the Department Head 
   Drs. Haas and Vander Heide
6. The Role of the Department Committee 
   Dr. Levitzky
7. The Role of the Business Office/Support Staff 
   K. Jorgenson/L. Coe
8. Preparation of the Packet 
   K. Jorgenson/L. Coe
9. Structured Summary of Personal Statement 
   Dr. Letourneau
10. The Required CV 
    Drs. Kapusta and Clark
11. The Letters of Recommendation 
    Drs. Levitzky and Clark
12. Evaluation by the SOM APC 
    Drs. Kapusta and Clark
13. Pitfalls – Track Switching, Split Opinions, Appeals 
    Dr. Letourneau
14. Questions (and Answers) 
    Dr. Letourneau