



Health Sciences Center

SCHOOL OF MEDICINE IN NEW ORLEANS

PROMOTIONS INSTRUCTIONS **2008-2009**

Date: April 14, 2008

To: All Department Heads
All Business Managers

From: Janis G. Letourneau, M.D.
Associate Dean for Faculty and Institutional Affairs

We will be adhering to the same general calendar for the promotions and tenure process this year. The School of Medicine Appointments and Promotions Committee will deliberate on Promotions and Tenure in late October or November and the Administrative Council will deliberate in December. Final recommendations by Chancellor's Office, System Office and LSU Board of Supervisors are subsequently done. Consequently, it is very important that your department begins the process now, as departmental committees require time for judicious consideration and as letters of recommendation must be sought for each candidate. Please follow the instructions attached and comply with the information required on the Systems Promotion/Tenure Form.

The form and the cover sheet are available on the Faculty Affairs web site. The completed forms must be in the Dean's Office, **533 Bolivar Street, Room 360**, no later than **September 19, 2008**. **Do not place forms in a binder or other hard-covered protector.**

INSTRUCTIONS

LSU Systems Promotion and Tenure Form

Follow the biographical data format exactly! **If not followed exactly, the forms will be returned; the System Office requires precise adherence to the format.** If an item, such as Item 2, is not applicable, then type in Not Applicable.

PAGE 1 - LSU Systems Form

- A. For campus (at top right of the page): All forms should read **LSU Health Sciences Center – New Orleans (LSUHSC - NO)**.
- B. Date submitted: **September 19, 2008**
- C. For College: All Departments should type in **School of Medicine - New Orleans**.
- D. Appointment Status: Check either **tenured** or term. If you are not sure, reference the Bylaws or PM 23 and check the employment history. Please be accurate. Graduate faculty status is awarded and confirmed by the School of Graduate Studies only; please contact them if you have questions about that.
- E. For Pay Basis: For all salaried faculty, full time or part time, check FY (Fiscal Year). For gratis faculty, type (gratis) below this line: a gratis box is available on the electronic version of the form. (Academic year appointments are not made on this campus.)
- F. Reviewed for: Check as many lines that apply. For example, if the promotion is from Assistant Professor to Associate Professor with Tenure, type in the appropriate rank in the space provided, then check both the “promotion” line and the “tenure” line. Also, for example, if the action is for tenure for an Associate Professor and a promotion is not involved, then check the “tenure only” line.
- G. Effective Date: Type in **July 1, 2009**
- H. For education: Place the **most recent first**. This section should only list **degree-granting educational experiences**.
- I. For professional experience: Place the **most recent first**. This **does not** include hospital appointments, fellowship or residency training, or non-academic appointments.
(PLEASE NOTE - clinical faculty should attach an additional sheet entitled **ADDITIONAL INFORMATION**. This is the page that includes residency training programs, board certifications and licensure information. A template is available on the Faculty Affairs Web Site.)

PAGE 2 – LSU Systems Form

- A. Type candidate's name at the top of the page.
- B. Evaluation: This section must be completed for **all faculty candidates**. An appointed spokesperson from the departmental faculty writes the evaluation. This evaluation **is signed** by that departmental spokesperson.

Please note that a vote by the departmental faculty or a group of representatives (constituting the Departmental Promotions Committee) (see #4) must be taken and recorded at the bottom of this page. The composition of the departmental committees is described in the Appointments, Promotions and Tenure Guidelines and Criteria.

1. For an individual being promoted from instructor to assistant professor, all full-time assistant professors, associate professors and professors are eligible to evaluate and vote.
2. For an individual being promoted from assistant professor to associate professor with tenure, all tenured associate professors and professors are eligible to evaluate and vote.

3. For a tenured individual being promoted from associate professor to professor, all tenured professors are eligible to evaluate and vote.
4. *Finally, it is permissible for departments with a large number of faculty to have a committee comprised of full professors given the task of doing the faculty evaluation. Either the vote of the committee **or** the entire departmental faculty committee **must** be shown on the System form, below the recommendation from the faculty. **Please note:** Votes that are not unanimously favorable or are unfavorable, should be explained in the text of the departmental committee evaluation.*

C. Current distribution of academic staff: Place the number of full-time faculty in the blanks where appropriate. Place the number of part-time faculty in parentheses below each appropriate blank.

PAGE 3 – LSU Systems Form

Place the candidate's name at the top of the page.

The Department Head places his evaluation on this page. Additional pages may be attached. If a candidate has joint or multiple appointments, all department heads and center directors must submit an evaluation, in addition to that of the department head of the primary academic department.

NOTE: Department Heads **SHOULD NOT** rank the candidates. Do not complete the related statement on the form.

PAGE 4 – LSU Systems Form

Place the candidate's name at the top of the page.

ADDITIONAL COMMENTS:

A. Submit the promotion packets in the following sequence (no reprints):

1. Numbered LSU Systems promotion form pages, in order.
(If a candidate has a joint appointment with another department, the head of the secondary department(s) must also evaluate the candidate on an additional page 3 and this page must be included with the promotion form. This means a promotion form may contain more than one page 3.)
2. "Additional information" page, **if applicable**.
3. Bibliographical data (as requested on the cover sheet for the Systems form.)
4. Curriculum Vitae.
5. Teaching and Administrative Portfolio.
6. Letters of Recommendation (refer to Guidelines and Criteria for Promotions and Tenure – **all candidates** will require letters of recommendation).
7. Signature page.

B. Submit the original (signed in blue ink) and Ten (10) copies of all documentation.

C. If these forms are not completed properly, they will be returned for correction. If the forms are completed before **September 19, 2008**, please send them to the Dean's Office, 533 Bolivar Street, Room 360 for review. No late packets will be accepted and no exceptions are made.