



# Health Sciences Center

SCHOOL OF MEDICINE IN NEW ORLEANS

**INSTRUCTIONS**  
**REQUEST FOR ACADEMIC ADVANCEMENT**  
**2023 – 2024**

**(Effective date of Promotion: July 1, 2024)**

**Date:** March 3, 2023

**To:** All Department Heads  
 All Business Managers  
 ALL SOM Faculty Members

**From:** Stephanie N. Taylor, MD  
 Interim Senior Associate Dean for Faculty and Institutional Affairs

It's that time of year again and it is important that departments to begin the academic review process early. Departmental committees require time for judicious consideration and letters of recommendation must be received for each candidate. We have considered our deadlines based on the reviews required by the Dean's Office, Appointment and Promotions Committee (APC), Chancellor's Office and the LSU Systems/President's office. **Late packets will not be accepted.**

Packet materials are available on the School of Medicine Faculty Affairs webpage and detailed instructions are included in this memo. Additional instructions have also been added to the example Promotion and Tenure Review Request form for clarification and enhancement of packet accuracy and completeness. **One copy** of the entire packet must be submitted to the Dean's Office (**2020 Gravier Street, Room 521**), no later than **Friday, September 1, 2023**.

After Dean's office review and completion of all requested revisions, **submit the original (signed in blue ink) and two copies to the office. A scanned PDF** of the packet should also be sent to Dawanna Menzies (dmenzie@lsuhsc.edu). In addition, note that all packets will be reviewed by the LSU Systems/President's Office and annual faculty reviews are now required as a component of the packet.

**Please use binder clips** and include required documents only. (No paperclips, staples, publication reprints, binders, hard cover protectors, etc.)

**\*\*DATES AND TIMES FOR WORKSHOPS ARE INCLUDED IN THE EMAIL\*\***

## **INSTRUCTIONS**

### **LSU Health – New Orleans Promotion/Tenure Review Form**

Please use the templates and follow the format exactly! **If not followed exactly, the forms will be returned.** Do not use the terminology “Not Applicable” on this document.

#### **PAGE 1 - LSU Health - New Orleans Promotion/Tenure Review Form**

Please include the employee ID for use by Human Resources.

- A. “Date submitted” line on all packets should be **September 1, 2023**. (\*\*Note – This is the date packets are due in the Dean’s office only. Departments have earlier due dates.
- B. For Campus (at top right of the page): Please type: LSUHSC - NO
- C. For School: Please Select Medicine from the drop-down menu
- D. **Appointment Status:** Use drop-down menu to select. Select either tenured or term. If you are not sure, please have employment status verified by department. Graduate faculty status is awarded only following application to the School of Graduate Studies; please contact them if you have questions about status.
- E. **For Pay Basis:** Use drop-down menu to select. For all salaried faculty members, select either full time or part time. For gratis faculty members (including those on Professional Service Agreements), select gratis.
- F. **YEARS IN LSU SERVICE – FACULTY SERVICE AT LSU ONLY**  
**\*\*Note – F, G and H are three of the most common sections that require revision each year. These instructions have been clarified.**
- G. **YEARS IN PRESENT RANK – LSU AND OTHER SCHOOL(S) IN PRESENT RANK**
- H. **YEARS ELSEWHERE – OUTSIDE SCHOOL AT PRESENT RANK NOT CONCURRENT WITH LSU SERVICE**
- I. **Reviewed for:** Use drop-down menu to select many categories as are relevant. For example, if the proposed advancement is from Assistant Professor to Associate Professor with Tenure, select the appropriate rank, then select 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, select the “tenure only” line.
- J. **Effective Date of Promotion:** **July 1, 2024.**
- K. **For education:** List the most recent first (reverse chronological order). This section should only list degree-granting educational experiences.
- L. **For professional experience:** Place the most recent first (reverse chronological order). This **does not** include hospital appointments, departmental assignments (such as course director, program director, hospital center or department directorships), 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 (with dates). A template is available on the Faculty Affairs Web Site.)

## PAGE 2 – LSU Health – New Orleans Promotion/Tenure Review Form

- A. Include 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 committee writes the evaluation. Include the members of the departmental committee at the beginning of the evaluation. The evaluation should be **signed in blue** by the 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 fulltime 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. Non-tenured faculty members cannot evaluate and vote on candidates being considered for tenure granting.
5. *Finally, it is permissible for departments with a large number of faculty members 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:** Include the number of full-time faculty members in the blanks where appropriate. Also include the number of part-time faculty in parentheses below each appropriate blank. **Do not include gratis faculty.**

## **PAGE 3 – LSU Health - New Orleans Promotion/Tenure Review Form**

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

The Department Head places his/her evaluation on this page. Additional “page 3’s” 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. The evaluation from the primary department head should be included first. Department heads and center directors should also **sign in blue**.

**PAGE 4 – LSU Health - New Orleans Promotion/Tenure Review Form**

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

**ADDITIONAL COMMENTS:****A. Submit the promotion packets in the following sequence:**

1. Numbered LSU Health - New Orleans Promotion/Tenure Review Form in order. *(If a candidate has a joint faculty appointment, the head of the secondary department(s) must also evaluate the candidate on an additional page 3 and be included in the Promotion and Tenure Request form. Therefore, a promotion form may contain more than one page 3.) A second packet does not need to be submitted to the secondary department promotions committee.*
2. Section Chief Evaluation (if applicable)
3. “Additional information” page, if applicable.
4. **Curriculum Vitae** – meant to be informative, detailed and complete, but not oppressive. **(The template uses red font notes which are intended to be instructive and should be deleted from the final version.)** Do not use NA or not applicable for sections for which you have no entry material; simply delete that section and move to the next. **Please include page numbers.** Do not list every hour of CME that has been earned. Do not list every journal article that you have reviewed. The “Biographical Data” submitted in earlier years is NOT required and must not be included.
5. **Department Head Annual Reviews**
6. **Teaching Portfolio.** For the School of Medicine, include only the Structured Summary of Personal Statement (**limited to two pages**). **Please note that the Teaching Portfolio will now be in Portrait Orientation and not landscape. In addition, please remove the top yellow row and all italics. These are only instructional or suggestions of what to include in each section.**
7. **Letters of Recommendation** (refer to Guidelines and Criteria for Promotions and Tenure – all candidates require letters of recommendation).
8. Signatory page. Sign in Blue

**B. Submit all documents in the following formats after review in the Dean’s Office** and all suggested corrections have been made: **Electronic PDF File**, an original hard copy (signed in blue ink) and 2 copies.

**C. If these materials are not prepared properly, they will be returned for revisions. If the forms are completed **before Friday, September 1, 2023**, please send them to the Dean’s Office, 2020 Gravier St. (Lion’s Building), Room 521 for review. **No late packets will be accepted and no exceptions will be made.****