**Department of Otolaryngology Academic Advancement Deadlines**

**Academic year 2023-2024**

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

Notify Dr. Nuss of your interest in going up for

Promotion and discuss in Annual Review Meeting March/ April 2022

Attend Academic Advancement Workshop

 (dates to be sent by Dean’s office) Spring 2023

Candidates update Curriculum Vitae using LSU template

 and submit names for Letter of Recommendation

 requests to Dr. Nuss March 2023

Updated Curriculum Vitae, Educator Portfolio/Personal

 Statement and Letters of Recommendation due to

 department administrative staff April 30, 2023

Departmental Committee Meeting with complete

 packet (including Letters of Recommendation) May/June 2023

Department Chairman Review/Recommendation July 2023

Department administration reviews and completes

 packet before submitting to Dean’s office for Preliminary

 Review August 2023

All promotions packets due to the Dean’s office September 2023

Final confirmation of advancement from Chancellor

 Approval Letter July 1, 2024

**\*\*More information regarding the LSU School of Medicine’s Promotion and Tenure Review can be found online at** [**https://www.medschool.lsuhsc.edu/faculty\_affairs/promotions\_and\_tenure.aspx**](https://www.medschool.lsuhsc.edu/faculty_affairs/promotions_and_tenure.aspx)