



# Health Sciences Center

SCHOOL OF MEDICINE IN NEW ORLEANS

**INSTRUCTIONS**  
**REQUEST FOR ACADEMIC ADVANCEMENT**  
**2018 – 2019**  
**(Effective date July 1, 2019)**

**Date:** December 18, 2018

**To:** All Department Heads  
All Business Managers

**From:** Richard DiCarlo, M.D.  
Senior Associate Dean for Faculty and Institutional Affairs

It is important that your department begins the academic review process early. Departmental committees require time for judicious consideration and letters of recommendation must be sought for each candidate. We have carefully considered our deadlines, based on the reviews required by the Chancellor's Office and LSU System. **NO LATE PACKETS WILL BE ACCEPTED.** Please follow the instructions attached.

The materials are available on the Faculty Affairs web site; forms have been modified to simplify preparation and to enhance accuracy and completeness. The completed (**Electronic PDF, Original and 3 copies**) material must be in the Dean's Office, **2020 Gravier Street, Room 521**, no later than **September 7, 2018**. **Do not place forms in a binder or other hard-covered protector. Do not include reprints of publications or other extraneous materials. Please do not use paper clips on the packets. You may staple or use Binder Clips**

**\*\*DATES AND TIMES FOR WORKSHOPS WILL BE ANNOUNCED IN EARLY JANUARY\*\***

## **INSTRUCTIONS**

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

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**

For campus (at top right of the page): All forms should read **LSUHSC - NO**. **Please include the employee ID for use by HRM.**

A. Date submitted: **September 7, 2018.**

- B. For Campus: All Departments should type in **School of Medicine - New Orleans**.
- C. Appointment Status: Use drop down menus 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.
- D. 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.
- E. Reviewed for: Use drop down menu to select, selecting as 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.
- F. Effective Date: **July 1, 2019**.
- G. For education: List the **most recent first**. This section should only list **degree-granting educational experiences**.
- H. For professional experience: Place the **most recent first**. 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 writes the evaluation. This evaluation **is signed in blue** 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. 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 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.

**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 (no reprints):

1. Numbered LSU Health - New Orleans Promotion/Tenure Review Form 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. **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. 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.
4. **Teaching Portfolio.** For the School of Medicine, include only the Structured Summary of Personal Statement **(limited to two pages)**. The domain specific components are NOT to be included here, although individual departments may require them for review by the departmental committee.
5. **Letters of Recommendation** (refer to Guidelines and Criteria for Promotions and Tenure – all candidates require letters of recommendation).
6. Signature page.

- B. Submit all documents in the following formats: **Electronic PDF File**, an original hard copy (signed in blue ink) and 3 copies.

- C. If these materials are not prepared properly, they will be returned for correction. If the forms are completed **before Friday September 7, 2018**, 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 are made.