

INSTRUCTIONS
REQUEST FOR ACADEMIC ADVANCEMENT
2026 – 2027
(Effective date of Promotion: July 1, 2027)

Date: March 6, 2026

To: Department Heads
Business Managers/Administrative Staff
SOM Faculty Members

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

It's that time of year again, and it is important that departments 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), Senior Vice Chancellor's Office and the LSU System/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 CV and the Promotion and Tenure Review Request templates 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 **Monday, August 31, 2026.**

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 evaluations are 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 Note – Page 1 and the bottom of Page 2 need to be confirmed by the business manager or administrative staff prior to packet submission. Page 1 must be checked in PeopleSoft prior to packet submission and the departmental composition of faculty on Page 2 should be completed by the business manager or administrative staff.

- A. **“Date submitted”** line on all packets should be **August 31, 2026**. (**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. Choose Track and Pathway from the drop-down menu
- E. **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.
- F. **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.
- G. **YEARS AND MONTHS 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. Please include the number of years and months.**
- H. **YEARS AND MONTHS IN PRESENT RANK – LSU AND OTHER SCHOOL(S) IN PRESENT RANK**
- I. **YEARS AND MONTHS ELSEWHERE – OUTSIDE SCHOOL AT PRESENT RANK NOT CONCURRENT WITH LSU SERVICE**
- J. **YEARS AND MONTHS TIME IN RANK ON JUNE 30, 2027 – This represents the time in rank the candidate would be at the time the promotion would be granted.**
- K. **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.

- L. **Effective Date of Promotion:** **July 1, 2027**
- M. **For education:** List the **most recent first** (reverse chronological order). This section should only list **degree-granting educational experiences**.
- N. **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 chair or representative from the departmental promotions committee writes the evaluation. Include the members of the departmental committee names, academic rank and tenure status at the beginning of the evaluation. The evaluation should be **signed in blue** by the departmental promotions committee chair or representative.

Please note that a vote by the departmental faculty or a group of representatives (constituting the Departmental Promotions Committee) (see #4 below) 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 completing the evaluation page. The Promotions Committee vote **must** be shown on the System form, below the recommendation from the Promotions Committee. **Please note: Votes that are not unanimously favorable or are unfavorable, should be explained in the text of the departmental committee evaluation section.***
- C. **Current distribution of academic staff:** The section should be completed by the business manager or administrative 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 joint 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 joint department promotions committee.*
2. **“Additional information”** page, if applicable.
3. **Promotion Personal Statement** - Required for all candidates
4. **Promotion Educator Portfolio** - Required for candidates seeking promotion on the Clinician Educator Pathway or Instruction Track
5. **Promotion Research Statement** - Required for candidates seeking promotion on the Clinician Scientist or Research Track
6. **Curriculum Vitae** – meant to be informative, detailed and complete, but not exhaustive. **(The template uses red font notes which are intended to be instructive and should be deleted from the final version.)** Do not use N/A 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.**
7. **Annual Faculty Evaluations** – All evaluations since hire for promotion from Assistant Professor to Associate Professor, if available. For promotion to Professor, only the Faculty Evaluations since the previous promotion are required. If HR and departmental evaluations are available, only include the department head/section chief annual evaluation. Only include HR evaluation form if department head/section chief evaluations do not exist. Do not include both. **Only include the last three years of evaluations.**
8. **Letters of Recommendation** (refer to Guidelines and Criteria for Promotions and Tenure – all candidates require letters of recommendation).
9. **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, Monday, August 31, 2026**, 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.**