

Dear Faculty,

This document is a summary of links and frequently asked questions and answers from the revised Promotion and Tenure Guidelines informational sessions in Spring 2025. A few aspects are highlighted here, but please review all: [Promotions and Tenure](#) guidelines and materials. We are available to answer questions and to meet for discussion.

Thank you,

The Office of Faculty and Institutional Affairs

Frequently Asked Questions:

LSU School of Medicine Promotion and Tenure Guidelines

1. [Recording of Information Session](#) (34:07 minutes)
2. **Tracks and Pathways:**
 - Can I change my pathway? Yes. As your academic career develops (for example taking on a leadership position or a shift in research duties), you may transition to a different pathway. The annual review with your department head is a great time to consider your pathway.
 - What quantity of scholarly activity do I need to achieve to be promoted? The charts on pages 4 to 6 of Promotion Guidelines indicate the levels of engagement needed for promotion on each track.
3. [Curriculum Vitae \(CV\):](#)
 - Has the CV template changed? Yes, the CV template was updated in 2024. Please note formatting guidance (in red).
4. [Personal Statement:](#)
 - What should be in my personal statement? The statement should be a one-page self-reflection on your professional development and engagement as it relates to the quantity, quality, and level of engagement required for promotion on the selected track and pathway.
5. **Letters of Recommendation:**
 - To apply for promotion to xxx rank, how many of my letters need to be from out of state? Out of institution? Out of department? There is a chart (see page 35 of Promotion Guidelines) which delineates the types of letters needed depending on the rank being sought.
 - Who should write a letter of recommendation? Individuals who hold an academic rank equal to or above the rank to which you are applying.
 - The chart says three letters, why am I asked for more names? The deadlines are firm, so to ensure enough letters arrive before the deadline it is best to ask for additional letters.
6. [Important Dates:](#) All deadlines are firm.
 - Spring/Early Summer 2025 Departmental planning & collecting recommendation letters
 - Summer 2025 – Recommendations of Depart. Committees & Chairs
 - Friday, August 29, 2025 – Packets are due in the Dean's Office
 - September 2025 – Packets are reviewed and modified as necessary

- October 2025 – Appointment and Promotions Committee makes recommendations
- November 2025 – Appeals, if necessary, to APC
- December 2025 – Administrative Council makes recommendations
- December 2025 – Packets are due in Chancellor's Office
- January 2026 – Vice Chancellor of Academic Affairs and Chancellor Reviews and recommendations
- June 2026 – Final confirmation of advancement from Chancellor