

LSU Agricultural Center Promotion and Tenure Checklist

Notes: This document is not a substitution for reading the contents of PS-42 and PS-42 takes precedence in case of any conflict.

The purpose of this checklist is to assist employees only. It is not required and is not submitted with P&T documents.

Done	Item/Step	2008 Due Dates	Person Responsible							
			Fac. Mem	PC/RC*	RD/DH*	Unit Comm	HRM	V-C	Chnc	
	Chancellor's Office sends out initial notice with specific overall due dates.	June 1								X
	It is recommended that a faculty member who intends to submit a P&T request discuss it with his/her PC/RC (if applicable) and RD/DH.	June	X							
	Faculty member submits P&T document cover page to HRM with copies to PC/RC and RD/DH as notice of intent to submit a P&T request.	July 1	X							
	Eligibility is reviewed, any necessary corrections made to cover page and it is returned to faculty member with copies to PC/RC and RD/DH. Feedback is given as appropriate.	July 13					X	X		
	If faculty member wants process to include a related area faculty review, he/she notifies the RD/DH.	July 13	X							
	RD/DH establishes dates for faculty member to: (a) Submit suggestions for external reviewers and additional unit reviewers (if needed) (b) Submit related area reviewer names, if applicable (c) Submit completed P&T package					X				
	Faculty member prepares supporting documents and submits copies to PC/RC and RD/DH.		X							
	RD/DH finalizes unit review committee, <i>ensuring that criteria in Section IV.A. of PS-42 is met.</i>					X				
	RD/DH compiles external reviewer names, <i>ensuring compliance with PS-42 Sections IV.A.3, 4 and 5.</i> For tenure-track positions, RD/DH submits external reviewer names for V-C approval.					X				
	RD/DH finalizes related area reviewers if needed.					X				
	PC/RC and RD/DH make any corrections and suggestions for revisions and resolve this with faculty member.					X	X			
	Faculty member finalizes promotion package.		X							
	RD/DH send promotion package to external reviewers <i>with PS-42 Appendix C letter.</i>					X				
	RD/DH send promotion package to related area reviewers if applicable.					X				
	RD/DH sends promotion package to unit reviewers.					X				
	RD/DH sends external reviewer and related area reviewer responses to unit committee.					X				
	Unit committee meets.						X			
	Unit committee develops a joint evaluation to enter on form.						X			
	RD/DH completes their section of form and also ensures that unit review section is properly completed including itemizing votes for each category and accounting for all faculty in unit.					X				

Done	Item/Step	2007 Due Dates	Person Responsible						
			Fac. Mem	PC/RC*	RD/DH*	Unit Comm	HRM	V-C	Chnc
	RD/DH notifies faculty member of outcome of unit review gives copies of unit level P&T eval.				X				
	Faculty member has opportunity to provide written response to accompany P&T request.		X						
	Unit makes 36 copies of final P&T request and sends original and 36 copies to HRM.	Oct 17	X		X				
	Copies sent to campus faculty review committee.	Approx. Nov. 1					X		
	Copies sent to campus unit head review committee.	Approx. Nov. 1					X		
	Campus faculty review committee meets to review all AgCenter P&T documents and give their recommendation on each.	Tues. after Thanksgiv.. – Dec. 2							
	Campus unit head review committee meets to review all AgCenter P&T documents and give their recommendation on each.	<i>Tentative</i> Wed. after Annl. Conf.							
	P&T requests sent to vice chancellors	Dec 14							
	Vice chancellor office notifies any faculty member who received a negative recommendation at campus committee level.	Late Dec.-early Jan.						X	
	Vice chancellors review P&T documents and make recommendations.	Early January						X	
	Vice chancellor offices notify any faculty member who received a negative recommendation.	Early January						X	
	Chancellor reviews P&T documents and makes recommendations.	Mid-January							X
	Chancellor's office notifies any faculty member who received a negative recommendation.	Mid-January							X
	For each joint appointment, campus HRM offices "join" both sets of campus recommendations into one document to be submitted to the System.	Mid-January					X		
	P&T documents sent to LSU System (President's Office) for review and final action.	Mid- to late Jan.					X		X
	LSU System takes final action, approving or disapproving.	March							
	Approved actions are ratified by LSU Board of Supervisors.	April							
	Faculty are notified of approval.	April						X	X
	Promotions with corresponding raises become effective July 1, 2008 and are usually reflected in the July paycheck.	July							

*PC/RC = Parish Chair/Resident Coordinator or equivalent

*RD/DH = Regional Director/Department Head/School Director or equivalent

Faculty members are encouraged to discuss their P&T request with their supervisors throughout the process.

Faculty are reminded that a negative recommendation at any step automatically stops the process unless the faculty member sends prompt written notification that he/she wishes to continue the process. Conversely, as long as the recommendation at a given step is positive, the process will continue to the next step unless the faculty member sends prompt written notification that he/she wishes to stop the process.

AgCenter HRM Office – 05/2007