

Promotion and Tenure Notes for Faculty Members

1. Documentation.
 - a. Documentation should cite your publications and similar materials, but you should not attach complete copies of the actual publications.
 - b. Documentation should not include copies of annual evaluations. This also means copies of unit head comments from annual evaluations should not be included.
 - c. Documentation should be neat and free of typographical errors.

2. Cover Page of P&T Document. Faculty who intend to submit a P&T request are asked to submit the completed cover page of the P&T form to the HRM Office by Monday, July 1, 2008 in order to:
 - a. Ensure the department head or regional director knows the request is planned so they can appoint necessary committees and provide guidance to the faculty member.
 - b. Allow the HRM Office and vice chancellor offices to check eligibility requirements so time is not spent on the process if the faculty member is not really eligible.
 - c. Allow the cover page to be checked and corrected *before* it is used in the review process. ***Be sure the cover page is neatly prepared (have office personnel type it if necessary) as this will be the document ultimately forwarded to all levels.

3. The final original P&T request and 36 copies with review complete through the department/region level will be due in the HRM Office by Friday, October 17, 2008. Units have the option of sending one copy of the document to HRM ahead of time so it can be reviewed before the final copies are made.

4. **NOTE:** *For faculty on **joint appointments**, a copy of the P&T request must also be sent to the appropriate office on the other campus according to their instructions. The review process on the two campuses will be conducted simultaneously and the two sets recommendations "joined" at the chancellor level. The AgCenter does not route P&T requests to other campuses. The original of the P&T request should be sent to the campus with the primary appointment. The other campus will use a copy.*

5. Fastening P&T Requests. Clip together the original copy of the P&T request – don't staple or bind it. The 36 copies may be stapled or otherwise bound.

6.

Critical Promotion and Tenure Dates Established by AgCenter/LSU System	
Mon., July 2	Initial Notice/Page 1 of P&T form due in HRM
Fri., October 26	P&T original request and 36 copies due in HRM
Date: ???	For joint employees, P&T request per other campus instructions
Tues., November 27	Campus Faculty Review Committee meeting
Wed., December 12	Campus Unit Head Review Committee meeting
Fri., December 14	P&T requests to vice chancellors
January	P&T requests to chancellor
January	P&T requests to LSU System president's office

7. Salary Increases Associated With Promotions. The following chart shows the current salary increases associated with promotions. These are subject to change.

Promoted To - Title	Percent Increase	FY Fixed Increment	9-Mo. Fixed Increment
to Assoc Agent/Asst Prof	4% of 06/30 salary	\$2400	\$2000
to Agent/Assoc Prof	4% of 06/30 salary	\$3200	\$2500
to Professor	4% of 06/30 salary	\$4400	\$3500

Promotion increase = % increase (of 06/30) salary plus a fixed increment, as shown (use either fiscal year or 9-month year chart as appropriate for the faculty member's appointment).

OTHER NOTES:

Promotion and Tenure Notes for Unit Heads

Unit Heads are extensively involved in the promotion and tenure process.

- a. **Provide ongoing guidance to the faculty member on his/her performance beginning with the offer of appointment. Throughout the unit level P&T process, provide guidance so that the final request is of high quality.**
- b. **Work with the faculty member to prepare and submit the P&T request at the appropriate time.**
- c. **Provide the faculty member with critical due dates to accomplish all required steps.** The unit head must establish a due date for the faculty member's initial P&T request that allows time to forward it to external reviewers (as required below) and receive their input before the unit committee meets. The unit committee meeting must be held early enough to allow the committee to finalize its group evaluation, the unit head to subsequently review all documentation and prepare his/her evaluation, the faculty member to subsequently have an opportunity to review and respond to the unit comments (see "I" below) and the complete document to be received in HRM by **October 17**. A sample calendar of due-dates is shown below:

<i>S</i>	<i>August 1</i>	<i>Initial P&T draft due to unit head, unit head sends suggested reviewers to vice chancellor.</i>
<i>A</i>		
<i>M</i>	<i>August 8</i>	<i>Unit head provides comments back to faculty member, unit head appoints faculty committee.</i>
<i>P</i>		
<i>L</i>	<i>August 15</i>	<i>Faculty member submits corrected P&T request to unit head.</i>
<i>E</i>	<i>August 20</i>	<i>Unit head sends P&T request to external reviewers allowing several weeks for review and feedback.</i>
<i>C</i>		
<i>A</i>	<i>Sept 20</i>	<i>Feedback received from reviewers, feedback and P&T package sent to unit committee.</i>
<i>L</i>		
<i>E</i>	<i>Sept 27</i>	<i>Unit committee meets.</i>
<i>N</i>	<i>Oct 3</i>	<i>Unit committee finalizes group P&T evaluation and forwards to unit head.</i>
<i>D</i>	<i>Oct 10</i>	<i>Unit head completes his/her P&T evaluation and forwards complete unit review evaluation (committee and unit head evaluations) to faculty member.</i>
<i>E</i>		
<i>R</i>	<i>Oct 17</i>	<i>Faculty member response, if any, due.</i>
	<i>Oct 26</i>	<i>P&T package finalized, copies made, and documents forwarded to HRM in time for receipt by Oct 26.</i>

- d. **Appoint unit committee in accordance with Section IV.A. of PS-42:**

Promotion documentation must be reviewed and a vote taken of all higher ranking agents or tenured professors, as appropriate, in the candidate's primary unit (parish, region, station, department, school, etc.).

1. If there are fewer than five higher ranking faculty in the primary unit, appropriate higher ranking faculty from a similar knowledge area or discipline from outside the unit must be added by the unit administrator (department head, school director, regional director or equivalent) to bring the review committee to at least five members.
2. For extension parish agent positions, the voting members must include at least one higher ranking faculty member who has the same program assignment (50% or more 4-H, FCS, or agriculture) as the candidate. If necessary, a higher-ranking faculty member with the same program assignment from outside the unit must be included.

- e. **Arrange for external reviewers for TENURE-TRACK positions in accordance with Section IV.A.3 of PS-42. Follow the provisions very carefully. Note that while 5 external reviewers are required, it has been recommended that unit heads solicit input from several extra reviewers to allow for some who may not respond.**

3. For **tenure-track positions**, the immediate supervisor and/or department head/regional director, school director or equivalent must identify faculty members at other universities with similar responsibilities and of higher rank to serve as **external reviewers**. At least five external reviews are required for tenure-track positions.

- a. The faculty member may recommend individuals who should be considered as external reviewers.
- b. The immediate supervisor should consult with the eligible voting faculty members to identify the final list of external reviewers.
- c. Considerations in identifying appropriate external reviewers should include such factors as the ranking of the proposed reviewer's employing institution, involving multiple institutions, and avoiding reviewers who have had a past employment or student/advisor relationship with the candidate.
- d. The final list should be submitted to the vice chancellor for approval. The list should be accompanied by a short biography or explanation of credentials of each suggested reviewer.
- e. When soliciting input, the immediate supervisor will send to the external reviewers approved by the vice chancellor a completed set of promotion forms along with the job description, and other documents deemed to be important in an unbiased review of the individual's evaluation for promotion along with a letter outlining the reviewer's role in the review process. Copies of prior evaluations will not be sent. The documents must be sent with a cover letter outlining the reviewer's role in the review process (see Appendix C).
- f. Input from external reviewers must be made available to the voting faculty members prior to their discussion and vote.
- g. The candidate will not be advised of the names of the external reviewers nor will information in their letters be divulged to the candidate.

h. The sample letters found in Appendix C should be used as a guide for preparing letters soliciting input from external reviewers.

f. **Arrange for external reviewers for FIELD FACULTY (non-tenure track) positions in accordance with Section IV.A.4 of PS-42 below. Follow the provisions very carefully.**

4. For **field faculty**, the immediate supervisor and/or regional director must identify faculty member(s) external to the parish faculty with similar responsibilities and of higher rank to serve as **external reviewer(s)**.

- a. The candidate will not be advised of the names of the external reviewers nor will information in their letters be divulged to the candidate.
- b. The sample letters found in Appendix C should be used as a guide for preparing letters soliciting input from external reviewers.

g. **Section IV.A.5 of PS-42 contains a provision allowing for other external clientele reviewers from clientele or commodity based groups. Note that these reviewers are in addition to those provided for above in Sections IV.A.3 and 4.**

5. External reviewers may also be solicited for field faculty and tenure track faculty from clientele or commodity based groups within the candidate's knowledge area or discipline.

h. The unit head also provides guidance to the unit committee. The committee must function as follows:

- i. Meet as a group.
- ii. Review the P&T documentation and the external review input.
- iii. Conduct an anonymous vote.
- iv. Record the number of votes: for, against, abstaining, absent. It is *not* acceptable to simply record whether the overall vote was for or against. There must be a full accounting of the committee's vote.
- v. Write a unit committee P&T evaluation of the candidate. Typically, one person in the group is designated to write a draft. The draft is then forwarded to the other members of the group for comment so that a final version can be agreed upon. It is *not* acceptable for each committee member to write their own evaluation and for that collection of evaluations to serve as the overall committee evaluation, nor should copies of any individual evaluations be included in the P&T package. However, a committee member who disagrees with the evaluation may write a dissenting evaluation which will be included with the final documentation.

i. The unit head writes his/her own P&T evaluation based on his/her independent review of the P&T request and the input of the unit committee and all reviewers.

j. In accordance with *Section C.1 of PS-42* below, the unit head must advise the faculty member of the outcome of the unit review. The unit head must provide the faculty member with copies of his/her evaluation and the unit committee evaluation prior to forwarding it to the HRM Office. The faculty member has the opportunity to provide a written response to be included with the materials.

1. The candidate faculty member will be advised in a timely manner by the unit head (regional director, department head or equivalent), either orally or in writing, of the recommendation at the unit level before forwarding the documentation to the next level. At the next levels, the candidate will be advised, either orally or in writing, of a negative recommendation before forwarding the documentation to the next level.

k. The unit head ensures that the final original P&T request and 36 copies with review complete through the department/region level are received in the HRM Office by Friday, October 17, 2008. Units have the option of sending one copy of the document to HRM ahead of time so it can be reviewed before the final copies are made.

l. NOTE: For faculty on joint appointments, a copy of the P&T request must also be sent to the appropriate office on the other campus according to their instructions. The review process on the two campuses will be conducted simultaneously and the two sets of recommendations "joined" at the chancellor level. The AgCenter does not route P&T requests to other campuses. The original of the P&T request should be sent to the campus with the primary appointment. The other campus will use a copy.