LSU Health NEW ORLEANS
School of Allied Health Professions

INSTRUCTIONS
REQUEST FOR ACADEMIC ADVANCEMENT

INSTRUCTIONS

LSU System Promotion and Tenure 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 System Form

A. For Campus (at top right of the page): All forms should read **LSU Health Sciences Center – New Orleans (LSUHSC - NO)**.

B. For College: All departments should type in **School of Allied Health Professions - New Orleans**.

C. For Appointment Status: 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: 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. For Request Review for: Select 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. For Effective Date: **July 1, of the following year**

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.

PAGE 2 – LSU System 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 with input from appropriate faculty. This evaluation **is signed** by that departmental spokesperson.

Please note that a vote by the departmental faculty or a group of representatives (see below) must be taken and recorded at the bottom of this page.

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. If the department does not include faculty at or above the rank the candidate seeks, a committee must be formed with faculty at the appropriate level from within the University. Members of the committee will be selected based upon input from the department head, candidate, and dean. This committee will complete the Evaluation by the Tenured/Senior Departmental Faculty section of the LSU System form.

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 comprising 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 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.

PAGE 3 – LSU System 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 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 System Form
Include the candidate's name at the top of the page.

ADDITIONAL COMMENTS (see Promotion and Tenure Procedures, Standards & Criteria):

A. Include dossier materials in the following sequence. Compile the dossier electronically using Adobe Acrobat, with each section bookmarked and labeled, leaving blank sections for the LSU System form and letters of recommendation (if applicable).

   1. Numbered LSU System form pages, 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.)

      a. The candidate should complete page 1 of the LSU System form and submit to the department head (or dean if the candidate is a department head). The department head (or dean) will complete pages 2 and 3, inserting additional pages if necessary, and insert a scanned copy into the dossier. The department head should submit the original System form to the dean (see below).

   2. "Additional information" page, **if applicable**.

   3. Curriculum vitae – meant to be informative, detailed and complete, but not oppressive. (**An SAHP CV template is available on the SAHP faculty webpage at http://alliedhealth.lsuhsc.edu/Admin/facultyresources.aspx**). 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.

   4. **Letters of recommendation** (refer to Promotion and Tenure Procedures, Standards, & Criteria – candidates for promotion to associate professor and professor on both tenure and clinical tracks require letters of recommendation).

      a. Scanned color copies of letters of recommendation should be inserted into the dossier by the department head after receiving the dossier from the candidate. Original letters (which may have been emailed) are submitted to the dean's office (see below).

   5. Annual faculty evaluations for the most recent 3 years**.**

   6. Section-specific narratives and supporting documents for research, teaching, and service**.**

   7. **Signature page** confirming that the candidate has read and followed the guidelines provided for dossier preparation, SAHP LSU System form instructions, and curriculum vitae format.

B. Submit original unstapled copies of the LSU System form, curriculum vitae, and letters of recommendation (if necessary) to the dean's office, room 424, 411 S. Prieur St. Email the completed dossier using **LSU Health FileS** (https://files.lsuhsc.edu/) to the chair of the School of Allied Health Professions Promotion and Tenure Committee. The dossier must be

submitted by October 1. If these materials are not prepared properly, they will be returned for correction. No late dossiers will be accepted, and no exceptions are made.

C. The dean completes his or her evaluation on page 3 of the LSU System form after a recommendation is made by the Promotion and Tenure Committee.