

LSU Agricultural Center

PROMOTION/TENURE REVIEW REQUEST

Refer to PS-42 for Complete Instructions

The following documents, in the order provided, should be included in the P&T package submitted to the HRM Office.

1. Typed P&T cover page – if possible, this should be the original page that was forwarded to HRM in July, annotated by HRM, and returned to the faculty member.
2. Pages 2-5 of the P&T form, completed through the unit head (department head/regional director or equivalent) review step.
3. Job description.
4. Faculty member documentation in the order it is listed in PS-42, Appendix A. It is suggested that divider pages be included between major sections. It is preferred that this simply be a white sheet of paper showing the section heading.
5. External reviewer letters.

Other items to note:

1. **JOINT APPOINTMENTS:**
 - a. For faculty on **joint appointments** under the College of Agriculture, you will send the P&T copies only to the AgCenter HRM Office. The HRM Office will be responsible for transmitting the appropriate copies to the Dean's Office.
 - b. For faculty on **joint appointments** with **other** colleges (e.g., Engineering, Vet Medicine, etc.), it will be necessary for you to route the appropriate number of copies to those colleges according to their established timelines.
2. Note to units - please mark the original in some manner.
3. P&T packages should be neat, well-organized, and free from typographical errors.
4. P&T packages should **not** include copies of prior unit head performance evaluations.

**THE LOUISIANA STATE UNIVERSITY SYSTEM
LSU Agricultural Center
PROMOTION/TENURE REVIEW REQUEST**

For Administrative Use Only:

ID: _____ **Campus:** _____% LSU AgCenter _____% LSU A&M
Joint with LSU A&M? Yes or No **Joint with multiple LSU AgCenter units?** Yes or No

Please TYPE all responses.

Faculty Member Name: _____

Functions: _____% Extension/LCES _____% Research/LAES [] Also joint with College of Ag, LSU and A&M
_____ % Other: _____

Dept/Region/Unit: _____ **Parish/Station (if applicable):** _____

Present Rank/Title: [] Assistant Professor [] Associate Professor [] Assistant Agent [] Associate Agent
[] Other: _____

Present Appointment Status: [] Tenured [] Term(non-tenured) Years of Service (as of July 1, 2023): _____

Date Appointed to AgCenter: ____/____/____ Years in LSU System: _____

Date Appointed to Present Rank: ____/____/____ Years in Present Rank: _____

Pay Basis: [] Fiscal Year-12 mos. Years Elsewhere: _____
[] Academic Year-9 mos. Other: _____

Graduate Faculty Status: [] Member [] Associate [] None [] Not applicable

REQUESTED ACTION: *Effective Date of July 1, 2024*

[] **Promotion to rank of:** [] Associate Professor [] Professor [] Associate Agent [] Agent

[] **Tenure**

[] **Tenure only** [] Other: _____

For Extension Positions Only (see PS-42 for details):

Required Extension Courses Complete? _____ Graduate Courses Complete (15 hrs. or Masters)? _____

Education: Institution: _____ Degree: _____ Date Awarded: _____

Institution: _____ Degree: _____ Date Awarded: _____

Institution: _____ Degree: _____ Date Awarded: _____

Other: _____

Professional Experience (including LSU System experience):

Institution/Employer: _____ Rank _____ Period of Appointment _____

Signature below indicates intention to submit P&T request shown above.

SIGNATURE: _____

Date: _____

CANDIDATE: _____

EVALUATION BY FACULTY (Refer to AgCenter PS-42 for requirements, eligibility, and procedures for voting faculty.) The individual's qualifications should be evaluated based on his/her assigned job responsibilities as per other applicable policy statements, evaluation documents, and job descriptions. As appropriate based on those assigned job responsibilities, the following areas should be considered for each reviewing authority to make a valid and discriminating judgment. (1) instructional ability; (2) research scholarship and accomplishments; (3) extension scholarship and accomplishments; (4) participation in unit, regional, and campus activities, as appropriate; and (5) service.

Current distribution of academic staff within the parish/station/department:

Professor(s): _____ Associate Professor(s): _____ Assistant Professor(s): _____ Instructor(s): _____

Agent(s): _____ Associate Agent(s): _____ Agent(s): _____

Were AgCenter faculty member(s) from outside the unit added to the review process to provide for review by at least five higher-ranking faculty? Yes [] or No []

If this faculty member is in a tenure-track professorial rank and also holds a joint appointment between two AgCenter units, were members from the secondary unit added to the primary unit committee to reflect the faculty member's percentage appointment? Yes [] or No [] or Not Applicable []

Was it necessary to add to the review process an AgCenter faculty member from outside the unit to provide for review by at least one higher-ranking faculty member with the same program assignment (50% or more 4-H, FCS or Agriculture)? Yes [] or No []

The vote of the faculty on the proposed action: _____ Favorable _____ Opposed _____ Abstained _____ Absent

CANDIDATE: _____

Promotion/Tenure Form

EVALUATION BY PARISH CHAIR/RESIDENT COORDINATOR (if applicable)

Recommended

Not Recommended _____
Parish Chair/Resident Coordinator Date

EVALUATION BY UNIT HEAD/REGIONAL DIRECTOR

In accordance with Section IV.A.11 of AgCenter PS-42, the unit head must advise the faculty member of the outcome of the unit review. Prior to forwarding the P&T request to the HRM Office, the unit head must provide the faculty member with copies of the unit head evaluation and the unit committee evaluation. The faculty member must have an opportunity to provide a written response to be included with the final P&T request.

Have these provisions been met?

Recommended

Not Recommended _____
Department Head/School Director/Regional Director Date

CANDIDATE: _____

Promotion/Tenure Form

OTHER REQUIRED EVALUATIONS (i.e., department/region/college/unit/division)

Name	Title	Unit/Division
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Recommended Not Recommended

_____ Signature

_____ Date

EVALUATION BY EXECUTIVE ASSOCIATE DEAN – for joint appointments with College of Agriculture

Recommended Not Recommended

_____ Signature

_____ Date

EVALUATION BY PROGRAM LEADERS

Recommended Not Recommended

_____ Signature

_____ Date

CANDIDATE: _____

EVALUATION BY CAMPUS REVIEW COMMITTEES

CAMPUS FACULTY REVIEW COMMITTEE

The vote of the faculty on the proposed action: _____ Favorable _____ Opposed _____ Abstained _____ Absent

Recorded by – Print Name

Signature

Date

CAMPUS UNIT HEAD REVIEW COMMITTEE

The vote of the faculty on the proposed action: _____ Favorable _____ Opposed _____ Abstained _____ Absent

Recorded by – Print Name

Signature

Date

PROGRAM LEADER REVIEW

The vote of the faculty on the proposed action: _____ Favorable _____ Opposed _____ Abstained _____ Absent

Recorded by – Print Name

Signature

Date

CANDIDATE: _____

EVALUATION BY VICE PRESIDENT FOR AGRICULTURE/DEAN OF COLLEGE OF AGRICULTURE

Recommended Not Recommended _____
Vice President/Dean Date

PRESIDENT (Per PM-69)

Recommended Not Recommended _____
President Date

CANDIDATE: _____

OTHER CAMPUS ACTION – This page for joint appointments only.

SPLIT-APPOINTMENT CAMPUS ACTION:

A. Evaluation by Campus Review Committee or Other Official:

	1	2	3	4	5	Reviewers
A						_____
B						_____
C						_____
D						_____
E						_____

B. Action recommended by other campus review official: Recommended Not Recommended

_____	_____	_____
Signature	Title	Date

C. Other campus recommendations:

Recommended

Not Recommended _____

Vice President & Provost	Date
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Recommended

Not Recommended _____

Chancellor/President	Date
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