



# SCHOOL OF PUBLIC HEALTH, LSUHSC- NEW ORLEANS

## INSTRUCTIONS REQUEST FOR ACADEMIC ADVANCEMENT **2017 – 2018 (Effective Date: July 1, 2018)**

Date: March 10, 2017  
To: Program Directors  
From: Donald E. Mercante, PhD  
Associate Dean for Academic Affairs

It is important that preparation of promotion and tenure materials begin early as program review committees require time for judicious consideration and as letters of recommendation must be sought for each candidate. Deadlines are based on the reviews required by the Chancellor's Office and LSU System. **NO LATE PACKETS WILL BE ACCEPTED.** Please carefully follow the instructions attached; as changes have been made recently.

These materials are available on the Faculty Resources page of the school's web site; forms have been modified to simplify preparation and to enhance accuracy and completeness. The completed **Electronic PDF** of the promotion packet containing the Program Director and Program Senior faculty reviews recorded on the LSU Health - New Orleans Form must be emailed by the Program Director to the Associate Dean for Academic Affairs no later than **September 29, 2017.**

### INSTRUCTIONS

#### **LSU Health – New Orleans 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 Health – New Orleans Form**

A. For campus (at top right of the page): All forms should read **LSU Health Sciences Center – New Orleans (LSUHSC - NO)**. **Please include the employee ID for use by HRM.**

B. Date submitted: **September 29, 2017.**

C. For School: All Programs should select **Public Health**

D. Appointment Status: Use drop down menus to select. Select either **tenured** or **term** (non-tenure). If you are not sure, please have employment status verified by program director or business manager. Graduate Faculty status is awarded only following application to the School of Graduate Studies. Please contact Leigh Smith-Vaniz at extension 3-2211 or visit the School of Graduate Studies website to verify status.

E. For Pay Basis: Use drop down menu to select. For all salaried faculty members, select

either **full time** or **part time**. For gratis faculty members (including those on Professional Service Agreements), select **Gratis**. (Adjunct faculty would be considered as non-tenured, part-time or gratis faculty depending upon whether compensation is received.)

F. Request Reviewed for: Use drop down menu to select, selecting 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.

G. Effective Date: **July 1, 2018**.

H. For education: List the **most recent first**. This section should only list **degree-granting educational experiences**.

I. For professional experience: Place the **most recent first**. This **does not** include hospital appointments, school assignments (such as course director, program director, hospital center or program directorships), fellowship or residency training, or non - academic appointments. (Please note - clinical faculty should attach an additional sheet entitled ADDITIONAL INFORMATION. This is the page that includes residency training programs, board certifications and licensure information. A template is available on the Faculty web page.)

## **PAGE 2 – LSU Health – New Orleans Form**

A. Include candidate's name at the top of the page.

B. Evaluation: This section must be completed for **all faculty candidates**. A spokesperson from the program faculty appointed by the program director writes the evaluation based on the criteria specified on the system form. This evaluation **is signed** in blue ink by that program spokesperson.

**Please note that a vote by the program faculty or a group of representatives (constituting the Program Promotions Committee) (see #4) must be taken and recorded at the bottom of this page. The composition of the program committees is described in the Appointments, Promotions and Tenure Guidelines and Criteria.**

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.
4. Non-tenured faculty members cannot evaluate and vote on candidates being considered for tenure granting.
5. *Finally, if a program does not have at least five (5) faculty members eligible to evaluate and vote, then the Associate Dean for Academic Affairs will appoint one or more tenured*

*professors from the school to the committee. The vote of the 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 program committee evaluation. If additional space is required for the program committee review, a supplemental page may be included.*

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 Health – New Orleans Form**

A. Include candidate's name at the top of the page.

B. The Program Director places his/her evaluation and recommendation 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 program director of the primary academic program.

C. This evaluation **must be signed** in blue ink by the Program Director.

D. The Dean for the School of Public Health also places his/her evaluation and recommendation on this page. Additional "page 3's" may be attached.

E. This evaluation **must be signed** in blue ink by the Dean.

### **PAGE 4 – LSU Health – New Orleans Form**

A. Include candidate's name at the top of the page.

B. The votes of the members of the SPH Promotion and Tenure (APT) Committee are recorded as letter grades (A-F) on this page. The Committee's recommendation is indicated by the appropriate check box on page 4.

C. This evaluation **must be signed** in blue ink by the chair of the APT Committee.

### **ADDITIONAL COMMENTS:**

#### **PACKET SEQUENCE:**

A. Submit the promotion packets in the following sequence (no reprints):

1. Numbered LSU Health – New Orleans form pages, in order.

*(If a candidate has a joint appointment with another program, the head of the secondary program(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.)*

2. "Additional information" page, **if applicable** (clinical track candidates).
3. Curriculum Vitae – meant to be informative, detailed and complete, but not oppressive. **(The red font notes are instructive and should be deleted from the final version.** 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. The "Biographical Data" submitted in earlier years is NOT required and must not be included.)
4. Portfolio of Teaching, Administrative, Public Health Practice, and Services.
5. Letters of Recommendation (refer to Guidelines and Criteria for Promotions and Tenure – **all candidates** require letters of recommendation). The Associate Dean for Academic Affairs will send out and receive all letters of recommendation to reviewers selected from the consensus list provided by the program and candidate.
6. Signature page (**signed in blue ink**).

B. Office of Academic Affairs will forward promotion documents along with review letters to program directors for programmatic review by **September 1, 2017**.

C. **Final submission for School APT review:** All documents must be prepared following the sequence described in (A) above and submitted as a single Electronic PDF File, containing **all signatures written in blue ink**, to the Office of Academic Affairs by **September 29, 2017**.

D. If these materials are not prepared properly, they will be returned for correction. **No late packets will be accepted and no exceptions are made.**

## Preparing Promotion Materials for External Review

### **Please Read Carefully**

**External Letters of Review:** Requests for outside letters of review will no longer come from Program Directors. The Office of Academic Affairs will request and receive all letters. The Program Director and faculty candidate for advancement will each submit five names of potential external peer reviewers, in accordance with promotion and tenure guidelines. Before submitting the list of potential reviewers, the Program Director and faculty candidate should meet and agree on the list of reviewers. The list of potential reviewers is forwarded by the Program Director to the Associate Dean for Academic Affairs no later than **Monday, May 15, 2017**.

**External Review Packets:** The candidate's completed **CV** using the standardized format, **Portfolio** (Teaching, Administrative, Public Health Practice, and Service), and **three (3) publication reprints** of the candidate's choosing must be provided in **PDF format** to the Associate Dean for Academic Affairs no later than **Monday, May 15, 2017**.

**Business Managers:** Business managers will be available to help with preparing documents, particularly the LSU System form. Please work with your Program Directors and business manager before submitting packet for advancement.