

PROMOTION & TENURE PACKET ORDER

***Please arrange and submit each Promotion & Tenure packet in the order listed below.**

***Packets must be assembled in this order prior to submission to HRM.**

Check	Packet Item	Note(s) / Reminder(s)
	1. Promotion/Tenure Review Request form (pg. 1)	<ul style="list-style-type: none"> • Ensure that “Stop the tenure clock”, “Non-mandatory Review”, and/or “Early Review” is indicated in the top right corner of the document (if applicable). • Check to make sure all information is correct.
	2. Evaluation by Tenured/Senior Department Faculty (pgs. 2-5)	
	3. Promotion & Tenure Committee Report (Majority)	<ul style="list-style-type: none"> • Ensure that report is signed.
	4. Minority Report (if applicable)	
	5. Evaluation by Chair/Department Head (pg. 6)	<ul style="list-style-type: none"> • Ensure that chair/department head’s signature is included.
	6. Candidate’s Letter of Response/Rebuttal to Department recommendation (if applicable)	
	7. Evaluation by Dean/Director (pg. 7)	<ul style="list-style-type: none"> • Ensure that the dean/director’s recommendation letter provides the vote of the Dean’s Advisory Committee. • Ensure that dean’s signature is included.
	8. Graduate Council Vote page (pg. 8)	
	9. Signature page (pg. 9)	
	10. Sample letter soliciting outside review	<ul style="list-style-type: none"> • In cases where the candidate has stopped their tenure clock, this letter should indicate that the candidate’s tenure clock was stopped (see <i>Stopping the Tenure Clock Procedures</i> for verbiage and PS36-T sample letter).
	11. List of External Reviewers	
	12. Qualifications of External Reviewers	<ul style="list-style-type: none"> • The list of reviewers and their qualifications can be combined into a single document and qualifications may be provided under each reviewer listed. • The entire C.V.s of external reviewers are not necessary.
	13. External letters	
	14. Candidate’s annual reviews	<ul style="list-style-type: none"> • Order from oldest to most recent. • Include all reviews that are available.
	15. Candidate’s statement (if applicable)	
	16. Candidate’s C.V.	<ul style="list-style-type: none"> • History of Assignments provided first (see PS36-T <i>Supporting Documentation</i> for format).

Please contact Nikki McNamara by email at ndunn@lsu.edu or by phone at (225) 578-6623 with any questions.