# **LSU School of Education Promotion and Tenure Procedural Guidelines**

LSU School of Education Promotion and Tenure Committee follows published University policies and procedures as delineated in PS-36-T (Appendix A). All candidates for promotion and tenure are expected to adhere to these University-level guidelines. In addition, candidates must adhere to the expectations outlined by the Promotion and Tenure Guidelines of the College of Human Sciences and Education (Appendix B). The guidelines in this SOE-level document clarify the timelines and procedures regarding the promotion and tenure process that are specific to the School of Education.

**Assistant Professors: Annual Review.**

***Materials due date: Each February, due date assigned by Director.***

In addition to the Director’s annual faculty review and report, a review committee comprised of the SOE tenured faculty will also conduct a separate review of the candidate’s job performance in March of each year prior to promotion and tenure (with the exception of the Third Year Review; see below). The Promotion and Tenure Committee will review the faculty member’s annual evaluation materials, provide feedback to support the faculty member’s progress towards promotion, and prepare a written report to be shared with the faculty member. The report then becomes part of the employee file.

As part of this review, the Chair of the Promotion and Tenure Committee will invite the faculty member to a meeting where the written report is shared. The faculty member’s mentor will also be invited to attend this meeting. The faculty member is also encouraged to invite an additional tenured faculty member of their choice to attend the meeting and participate in the discussion.

**Assistant Professors: Third Year Review**.

***Materials due date: First Monday in February during the year of review.***

Third year review materials are due to the SOE Director by the first Monday in February of the candidate’s third year in the rank of Assistant Professor. The following documents are due in electronic format and sent via e-mail:

1. The candidate’s personal statement summarizing scholarship, teaching, and service
2. A curriculum vita
3. A curriculum vita with accomplishments listed and organized according to PS-36 guidelines (see Appendix A)
4. A completed CHSE Promotion and Tenure Minimum Expectations table with completed assigned point values (see Appendix B)
5. A completed table listing additional information about peer-reviewed journals in which research has appeared (includes journal name, distribution, peer-reviewed status, acceptance rate, and target audience) (see Appendix C)
6. If work has appeared in a book, a completed table containing Name of text and authors; type of text; publisher, review process, and the WASS-SENSE Level Ranking (see Appendix D)
7. An electronic dossier providing evidence of accomplishments. All dossier materials should be submitted in electronic format (preferably through DropBox, Box, or another electronic document sharing platform). The dossier should be organized in the following manner:
	1. **Folder labeled: Scholarship**
		1. **Subfolder labeled: Summary of Publications**. This folder will contain a document with tables: complete listing of all journal articles; complete listing of all book chapters; complete listing of all books or other scholarly works
		2. **Subfolder labeled: Copies of Publications and Scholarly Works**. This folder includes all publications listed on previous table; for example, there can be one subfolder containing links to all published journal articles and one subfolder containing links to all book chapters (or books)
		3. **Subfolder labeled: Summary of Conference Presentations**. This folder will contain a table with a listing of all conference presentations
		4. **Subfolder labeled: Copies of Conference Presentations**. This folder includes documentation of conference attendance (e.g., copies of conference program) and links to conference presentations/papers
		5. **Subfolder labeled: Summary of Grant Activity**. This folder contains a document that includes a table listing a summary of all grant activity
		6. **Subfolder labeled: Copies of Grant Activity.** This folder will contain links to document grant activity
		7. Other subfolders with links to scholarship not listed above (e.g., academic awards, book authorship, other scholarly work) can also be included.
	2. **Folder labeled: Teaching**
		1. **Subfolder labeled: Courses Summary**. This folder contains a table listing all courses taught while at LSU including semester taught and number of students enrolled
		2. **Subfolder labeled: Teaching Evaluations**. This folder includes teaching evaluations for every course taught while at LSU
		3. **Subfolder labeled: Copies of Syllabi**. This folder will contain syllabi from every course taught while at LSU
		4. **Subfolder labeled: Student Committee Work**. This folder includes a table listing graduate and undergraduate advisement activities. Please list student name, role on committee, and student status.
		5. Other subfolders with links to teaching accomplishments not listed above.
	3. **Folder labeled: Service**
		1. **Subfolder labeled: National/International Service**. This folder contains evidence to document national/international service (e.g., editorial board member, advisory board member, national committee chair)
		2. **Subfolder labeled: Regional or State-level Service**
		3. **Subfolder labeled: Local or Community-based Service**
		4. **Subfolder labeled: University-level Service**
		5. **Subfolder labeled: Service to College, Department, or Unit**
		6. Other subfolders with links to service accomplishments not listed above.

* 1. Additional folders may be included with links to any additional materials not captured in the above 3 major categories.

**Assistant Professors: Promotion to Associate Professor with Tenure**

***By May 1 during the spring prior to year of review, submit via e-mail to Director of SOE:***

1. A list of at least 10 potential external reviewers. See PS-36T for external evaluator requirements;
2. Current curriculum vita;
3. Personal statement outlining the candidate’s scholarship, teaching, and service;
4. Selected publications to be included in the dossier to be sent to external reviewers (electronic format preferred).

***By September 1 of review year, submit via e-mail to Director of SOE:***

1. The candidate’s personal statement summarizing scholarship, teaching, and service;
2. A curriculum vita;
3. A curriculum vita with accomplishments listed and organized according to PS-36 guidelines (see Appendix A);
4. A completed CHSE Promotion and Tenure Minimum Expectations table with assigned point values (see Appendix B);
5. A completed table listing additional information about peer-reviewed journals in which research has appeared (includes journal name, distribution, peer-reviewed status, acceptance rate, and target audience) (see example in Appendix C);
6. If work has appeared in a book, a completed table containing Name of Text and Authors; type of text; publisher, review process, and the WASS-SENSE Level Ranking (see Appendix D);
7. An electronic dossier providing evidence of accomplishments. All dossier materials should be submitted in electronic format (preferably through DropBox, Box, or another electronic document sharing platform). The dossier should be organized in the following manner:
	1. **Folder labeled: Scholarship**
		1. **Subfolder labeled: Summary of Publications**. This folder will contain a document with tables: complete listing of all journal articles; complete listing of all book chapters; complete listing of all books or other scholarly works
		2. **Subfolder labeled: Copies of Publications and Scholarly Works**. This folder includes all publications listed on previous table; for example, there can be one subfolder containing links to all published journal articles and one subfolder containing links to all book chapters (or books)
		3. **Subfolder labeled: Summary of Conference Presentations**. This folder will contain a table with a listing of all conference presentations
		4. **Subfolder labeled: Copies of Conference Presentations**. This folder includes documentation of conference attendance (e.g., copies of conference program) and links to conference presentations/papers
		5. **Subfolder labeled: Summary of Grant Activity**. This folder will contain a document that includes a table listing a summary of all grant activity
		6. **Subfolder labeled: Copies of Grant Activity**. This folder will contain links to document grant activity
		7. Other subfolders with links to scholarship not listed above (e.g., academic awards, book authorship, other scholarly work) can also be included
	2. **Folder labeled: Teaching**
		1. **Subfolder labeled: Courses Summary**. This folder contains a table listing all courses taught, including semester taught and number of students enrolled
		2. **Subfolder labeled: Teaching Evaluations**. This folder includes teaching evaluations for every course taught while at LSU
		3. **Subfolder labeled: Copies of Syllabi**. This folder will contain syllabi from every course taught while at LSU
		4. **Subfolder labeled: Student Committee Work.** This folder includes a table listing graduate and undergraduate advisement activities. Please list student name, role on committee, and student status.
		5. Other subfolders with links to teaching accomplishments not listed above
	3. **Folder labeled: Service**
		1. **Subfolder labeled: National/International Service.** This folder contains evidence to document national/international service (e.g., editorial board member, advisory board member, national committee chair)
		2. **Subfolder labeled: Regional or State-level Service**
		3. **Subfolder labeled: Local or Community-based Service**
		4. **Subfolder labeled: University-level Service**
		5. **Subfolder labeled: Service to College, Department, or Unit**
		6. Other subfolders with links to service accomplishments not listed above.

* 1. Additional folders may be included with links to any additional materials not captured in the above 3 major categories.

**Associate Professors: Promotion to Professor**

1. The first step in the promotion process is to meet with the School Director and/or the Chair of the Promotion and Tenure committee by **March 15** of the spring prior to the intended year of review;
2. **Pre-Review**. The candidate has the option for a non-mandatory pre-review by the P&T Committee. If the candidate chooses to request a pre-review, they should provide the following materials via e-mail to the SOE Director by **April 1**:

-Curriculum vita;

-Personal statement outlining the candidate’s scholarship, teaching, and service.

Following a review of these materials, the Committee will take a vote to recommend whether or not the candidate should move forward with the rest of the review process. The Director will provide the candidate with the results of the vote and any relevant feedback. Regardless of the results of the vote, the candidate can then decide whether to move forward with the following steps of the process.

1. The candidate will be instructed to provide the following materials to SOE Director via e-mail:

**By May 1 during the spring prior to year of review:**

1. A list of at least 10 potential external reviewers. See PS-36T for external evaluator requirements;
2. Current curriculum vita;
3. Personal statement outlining the candidate’s scholarship, teaching, and service;
4. Selected publications to be included in the dossier to be sent to external reviewers.

**By September 1 of review year, organized in electronic format and submitted to SOE Director:**

1. The candidate’s personal statement summarizing scholarship, teaching, and service;
2. A curriculum vita;
3. A curriculum vita with accomplishments listed and organized according to PS-36 guidelines (see Appendix A);
4. A completed CHSE Promotion and Tenure Minimum Expectations table with assigned point values (See Appendix B);
5. A completed table listing additional information about peer-reviewed journals in which research has appeared (includes journal name, distribution, peer-reviewed status, acceptance rate, and target audience) (see example in Appendix C);
6. If work has appeared in a book, a completed table containing Name of Text and Authors; type of text; publisher, review process, and the WASS-SENSE Level Ranking (see example in Appendix D);
7. An electronic dossier providing evidence of accomplishments. All dossier materials should be submitted in electronic format (preferably through DropBox, Box, or another electronic document sharing platform). The dossier should be organized in the following manner:
	1. **Folder labeled: Scholarship**
		1. **Subfolder labeled: Summary of Publications**. This folder will contain a document with tables: complete listing of all journal articles; complete listing of all book chapters; complete listing of all books or other scholarly works
		2. **Subfolder labeled: Copies of Publications and Scholarly Works**. This folder includes all publications listed on previous table; for example, there can be one subfolder containing links to all published journal articles and one subfolder containing links to all book chapters (or books)
		3. **Subfolder labeled: Summary of Conference Presentations**. This folder will contain a table with a listing of all conference presentations
		4. **Subfolder labeled: Copies of Conference Presentations**. This folder includes documentation of conference attendance (e.g., copies of conference program) and links to conference presentations/papers
		5. **Subfolder labeled: Summary of Grant Activity.** This folder will contain a document that includes a table listing a summary of all grant activity
		6. **Subfolder labeled: Copies of Grant Activity**. This folder will contain links to document grant activity
		7. Other subfolders with links to scholarship not listed above (e.g., academic awards, book authorship, other scholarly work) can also be included
	2. **Folder labeled: Teaching**
		1. **Subfolder labeled: Courses Summary.** This folder contains a table listing all courses taught, including semester taught and number of students enrolled
		2. **Subfolder labeled: Teaching Evaluations**. This folder includes teaching evaluations for every course taught while at LSU
		3. **Subfolder labeled: Copies of Syllabi**. This folder will contain syllabi from every course taught while at LSU
		4. **Subfolder labeled: Student Committee Work**. This folder includes a table listing graduate and undergraduate advisement activities. Please list student name, role on committee, and student status.
		5. Other subfolders with links to teaching accomplishments not listed above.
	3. **Folder labeled: Service**
		1. **Subfolder labeled: National/International Service**. This folder contains evidence to document national/international service (e.g., editorial board member, advisory board member, national committee chair)
		2. **Subfolder labeled: Regional or State-level Service**
		3. **Subfolder labeled: Local or Community-based Service**
		4. **Subfolder labeled: University-level Service**
		5. **Subfolder labeled: Service to College, Department, or Unit**
		6. Other subfolders with links to service accomplishments not listed above

* 1. Additional folders may be included with links to any additional materials not captured in the above 3 major categories.

Appendices

Appendix A: Link to LSU PS-36-T (Note Appendix E of document) <https://www.lsu.edu/policies/ps/ps_36t.pdf>

Appendix B: Link to CHSE Promotion and Tenure Guidelines

<https://www.lsu.edu/chse/faculty-staff-support/chsepromotionandtenureguidelinesmay2016.pdf>

Appendix C: Sample Table for reporting journal information

**EXAMPLE**

|  **Journal Information** |
| --- |
| **Journal**  | **Distribution**  | **Peer-Reviewed**  | **Acceptance Rate**  | **Audience**  |
| *International Journal of Educational Leadership Preparation*  | International  | Yes | 15% | Scholar, Teachers  |
| *The ALAN Review*  | National  | Yes | 25% | YA lit-school, Library, University  |
| *English Education*  | National  | Yes | 6-10% | Scholarly, Teachers  |

**Note: The following tier rankings are used by the College Committee.**

 **Tier 1 = Acceptance rate of 25% or <**

 **Tier 2 = Acceptance rate of >25%**

Appendix D: Sample table for book publisher information

See: <http://www.sense.nl/gfx_content/documents/ABCDE-indeling%20Scientific%20Publishers%20SENSE_approved_May_2009.pdf>

SENSE Ranking of Academic Publishers

For book publishers there is no internationally accepted system of ranking. Therefore, the SENSE Research School has developed and approved its own ranking of scientific book publishers – based on a list used by the research school CERES, which has been adjusted for SENSE in close consultation with the SENSE community.

**Level I publication**

1. Refereed book publications published by the world’s top publishers – A few top-notch international publishers.
2. Refereed book publications published by the world’s semi-top publishers - Good international publishers.
3. Refereed book publications published by other publishers- Decent international publishers and excellent national publishers.

**Level II publications**

1. Published for an academic audience – published by major international organizations and good national publishers.
2. Mainly published for a non-academic (general) audience – published by national organizations and small local publishers.

**EXAMPLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Book Information** |  |  |
| **Name of Text and Authors**  | **Type of Text** | **Publisher**  | **Review Process**  | **WASS-SENSE Level Ranking**  |
| *Book Title or Name of Book Chapter/Book title*  | Edited? Scholarly introduction, conclusion?  | Name of publisher | How was proposal reviewed? –(Blind Reviewed Editorial Board Reviewed?) How was Final Manuscript reviewed? Blind Peer Reviewed? Editorial Board Reviewed?  | List level (see list on Sense webpage linked above) |