

**College of Human Sciences & Education**  
**Louisiana State University and A&M College**  
**Non-Tenure-Track Faculty Promotion Procedure Manual**

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## **Review Process**

### **Phase I: Preparing for the Review**

Promotion reviews for non-tenure-track faculty are non-mandatory. A promotion review may be proposed by the unit leader, proposed by a member of the appropriate faculty review committee, or requested by the faculty member. The unit leader will provide timely notification to the appropriate faculty review committee. After consideration by the review committee, the unit leader will immediately advise the candidate of the decision. The faculty review committee may be the entire eligible voting faculty or a subset thereof, led by someone other than the unit leader. When outside experts are to be asked for letters of evaluation, the review committee will take part in their selection. Most non-tenure-track faculty promotion reviews do not require evaluations by experts outside LSU.

Evaluation by experts outside LSU is required in any cases when scholarship is a substantial part of the job duties, or when the recognition and repute of the candidate's scholarship beyond the campus are important to the case for promotion. The candidate should submit brief biosketches of proposed external evaluators for approval. The submission should include:

- Name, address, and e-mail address of each evaluator
- Academic rank and institution of employment
- Direct link to their professional profile
- Direct link to their CV (if available)
- A brief statement of their qualifications
- Statement of suitability

The CHSE Director of Faculty Affairs will review the recommended external reviewers' lists and make necessary recommendations before submitting to the Dean for final approval. The main idea is to provide enough information so that the Dean's office can vet the potential evaluators and approve them. The list should describe the professional experience of the evaluators and their impact on the field or on teaching or service in general.

### ***Template for Information Requested on External Evaluator Bios***

- Name: First and Last Names, PhD
- Rank:
- University:
- Address:
- Email:
- Website:
- Brief biography (summarize expertise, scholarly record, & visibility in 5-10 sentences):

***External Evaluator Solicitation Letter***

The letter from the unit leader should follow the PS-36nt procedures in soliciting external evaluation letters. A sample letter is available within the PS-36nt document. In the event when an external evaluator previously conducted a review on the candidate and the letter is an updated version of the one provided within the past 2 years, a copy of the original evaluation should be provided.

**Phase II: The Review**

***School Level***

Faculty Review Committee

School Director

***College Level***

CHSE Promotion and Tenure Committee

Dean

## **Review Packet**

List of distinct items needed in P&T packet files from departments, in the following order:

- Promotion request or nomination
- Signed faculty review committee evaluation on letterhead (school-level)
- Signed evaluation from unit leader on letterhead (school-level)
- Signed statement from candidate that they have read the faculty review committee and unit leader reports and have had a chance to reply if they choose
- If applicable, candidate's letter in response to unit leader reports sent within 7 days and then forwarded to the Dean's office
- Record of the vetting process of external evaluators
- If applicable, qualifications of evaluators,
  - include the biosketches submitted for approval to the Dean's Office
- If applicable, copies of each external evaluation
- Copies of all previous annual evaluations since hire or last appointment
- Copies of all teaching evaluations since hire date or since previous promotion
- History of candidate's assignments provided by the unit leader, which can be
  - inserted as a separate page
- Candidate's CV
- CHSE minimum requirements spreadsheet
- List of supplemental materials that are NOT included in the primary file
  - Candidate-generated statements of teaching, service, and research (if applicable)
  - Copies of publications or other work products
  - Examples of creative and artistic work, if applicable
  - Teaching portfolios, including syllabi, teaching philosophy, instructional material developed, etc.
  - Comments and letters of commendation from students, peers, etc.
  - Appointment letters to commissions, review panels, etc.

## **Performance Expectations**

### **Minimum Standards**

#### ***Overview***

Louisiana State University and A&M College, hereafter referred to as LSU, has published the general criteria for initial appointments, reappointments, annual reviews, and promotions for non-tenure-track faculty (PS-36-NT: [https://www.lsu.edu/policies/ps/ps\\_36nt.pdf](https://www.lsu.edu/policies/ps/ps_36nt.pdf)). The purpose of this manual is to provide the perspective of the College of Human Sciences and Education (CHSE) regarding minimum criteria for promotion. Accordingly, this manual does not reiterate all the information contained in the aforementioned materials, but it does clarify minimum performance expectations within the College for non-tenure-track faculty positions. As such, this manual is intended to enhance internal communication within the College concerning performance expectations as well as clarify the College's promotion standards within the context of the larger University. School Directors and faculty mentors are encouraged to use this document to guide junior non-tenure-track faculty as they strive to meet standards for promotion. The manual can be used in the annual review process to evaluate candidate's progress toward meeting and exceeding the minimum performance expectations. Additionally, the manual provides structure when delivering feedback during formal annual reviews and throughout the mentoring process.

This manual extends one that was developed by an ad hoc CHSE Promotion and Tenure Guidelines Committee in 2014. Ultimately, it was decided that the document would delineate minimum expectations for promotion across the College, and that each of the five schools would then develop their own school-level documents to further clarify criteria for promotion within the respective school. Such school-level documents could delineate minimum expectations for the school that exceed the College-level expectations, but these expectations must, at minimum, be equal to the minimum expectations outlined within the College-level manual.

In 2025-2026, this Non-Tenure-Track Faculty Promotion Procedure Manual was reviewed and updated by an ad hoc CHSE Task Force to ensure alignment with LSU's institutional goals of becoming a Top 50 public research university, the University's strategic plan, and national benchmarks associated with the Association of American Universities (AAU). The Task Force was composed of the five School Directors, the five school-level faculty review committee chairs, the Associate Dean for Research and Innovation, the Associate Dean for Academic Programs and Institutional Effectiveness, the Senior Assistant Dean of Administration, and the Director of Faculty Affairs. This collaborative effort was further informed by input from a wide variety of stakeholders. The revised guidelines reflect a shared commitment to academic excellence, research prominence, inclusive pedagogy, and meaningful service that advances both the mission of LSU and the broader public good.

After much deliberation the ad hoc CHSE Task Force ultimately settled on defining minimum performance expectations across the College. In so doing, the CHSE Task Force defined the minimum quantity of very high quality outputs that a candidate would need to document when applying for promotion within the College. As such, it is important to emphasize that a candidate who merely achieves the minimum standards outlined in this document in terms of quantity, might still not meet the overall threshold for successful promotion. Accordingly, candidates seeking promotion are strongly advised to set personal achievement goals beyond the minimum standards outlined in this document.

Furthermore, it is important to note that these standards reflect the current benchmarks that are currently in place when evaluating the records of promotion candidates at the College level. Therefore, this document reflects minimum standards, as defined at the time of its development, and it should be routinely modified to best reflect performance standards.

### ***Minimum Criteria for Promotion***

In accordance with PS-36nt, the evaluation of CHSE non-tenure-track faculty should include assessments of teaching, service, and scholarship. The table below outlines minimum expectations for non-tenure-track faculty within the "Professor of Practice" and "Professor of Research" designations, which were developed with the following workload expectations in mind:

- Assistant/Associate/Professor of Professional Practice: 0% Scholarship/ 80% Teaching/ 20% Service
- Assistant/Associate/Professor of Research: 80% Scholarship/ 0% Teaching/ 20% Service

The minimum required points for each subsection are simply double (i.e., a 2.0 multiplier) the workload percentages for each area of evaluation (e.g., a faculty member with a 20% service expectation would need a minimum of 40 points in the category of service). A minimum point system was drafted to account for any differences that might occur via the College's flexible workload policy. Minimum point values can be adjusted when assignments deviate from the workload designations identified (e.g., when an individual uses grant funding to replace instructional duties with research duties).

College of Human Sciences and Education Non-Tenure-Track Faculty Promotion Point Values for Minimum Expectations							
RESEARCH		Point value	Prof Practice		Prof Research		Notes
			Asst- Assoc	Assoc- Full	Asst- Assoc	Assoc- Full	
MINIMUM REQUIRED POINTS			0	0	160	160	
Tier One Journal Articles	1st author/senior corresponding author	10			y	y	Must have at least 1 top tier journal and 1 sole author or two 1 <sup>st</sup> or senior corresponding author; focused line of research
	2nd author	8			y	y	
	Contributing author	3			y	y	
Tier Two Journal Articles	1st author/senor corresponding author	5			y	y	
	2nd author	4			y	y	
	Contributing author	1.5			y	y	
Book Chapters (Academic Press)	1st author	10			y	y	
	2nd author	8			y	y	
	Contributing author	3			y	y	
Book Chapters (Non-academic Press)	1st author	5			y	y	
	2nd author	4			y	y	
	Contributing author	1.5			y	y	
Books, Academic Press	Single author	100			y	y	
	Co-author	50			y	y	
	Edited	40			y	y	
	Co-edited	20			y	y	
Books, Non- academic	Single author	40			y	y	
	Co-author	20			y	y	
	Edited	15			y	y	
	Co-edited	10			y	y	
Conference Presentations (30 points maximum)	International/National meeting	2			y	y	
	Regional/state meeting	1			y	y	
Grants & Contract Proposal Submitted but not funded (15 point maximum)	International/national competitive	0.5 point per \$10,000 proposed to a maximum of 10 points			y	y	

	Other	0.5 point per \$20,000 proposed to a maximum of 5 points			y	y	
Grants & Contract Proposal Funded	International/national competitive	1 point per \$10,000 funded			y	y	
	Other	1 point per \$20,000 funded			y	y	
TEACHING		Point value	Prof Practice		Prof Research		Notes
			Asst- Assoc	Assoc- Full	Asst- Assoc	Assoc- Full	
MINIMUM REQUIRED POINTS			160	160	0	0	
Courses taught on load with satisfactory evaluations (overload teaching may be considered)		1.25 point per credit hour	y	y			Not including summer or intersession
New course development (new to catalog)		10	y	y			
Converting traditional course to online format and online course restructuring (must meet published LSU Online quality standards)		5	y	y			
Service-Learning/CXC course (each section taught)		3	y	y			
Undergraduate and Graduate Advising/Mentoring	Chair (co-chair), doctoral completer	4 (3)	y	y			
	Member, doctoral completer	2	y	y			
	Chair (co-chair), master's or honors Completer	2(1.5)	y	y			



	Member, master's or honors completer	1	y	y			
	Primary mentor, prof certification completer	0.5	y	y			
Journal articles regarding teaching or clinical practice	1st or senior corresponding author	5	y	y			
	Contributing author	2.5	y	y			
Presentations regarding teaching or clinical practice (30 points maximum)	International/National conference	2	y	y			
	Regional/State	1	y	y			
Textbooks - major press (teaching or clinical practice)	1st author or editor	40	y	y			
	Contributing author or editor	20	y	y			
Book chapters (teaching or clinical practice)	1st author	5	y	y			
	2nd author	4	y	y			
	Contributing author	1.5	y	y			
SERVICE		Point Value (per year of service)	Prof Practice		Prof Research		Notes
			Asst- Assoc	Assoc- Full	Asst- Assoc	Assoc- Full	
MINIMUM REQUIRED POINTS			40	40	40	40	
University Service	Chair, school committee	3	y	y	y	y	
	Member, school committee	1	y	y	y	y	
	Chair, college committee	4	y	y	y	y	
	Member, college committee	1	y	y	y	y	
	Chair, univ committee	5	y	y	y	y	
	Member, univ committee	2	y	y	y	y	
	Student group advisor	2	y	y	y	y	
	Uni (college) award	2(1)	y	y	y	y	
	Degree/concentration administration	2	y	y	y	y	
	Accreditation reporting	1	y	y	y	y	
	Primary facilitator for community partnership	1	y	y	y	y	

	Grants and Contracts proposed (by Prof Practice faculty)	0.5 point per \$10,000 proposed to a maximum of 10 points	y	y			
	Grants and Contracts funded (by Prof Practice faculty)	1 point per \$10,000 funded	y	y			
Professional Service	National committee chair	4	y	y	y	y	
	National committee member	2	y	y	y	y	
	National office	5		y	y	y	
	Regional committee chair	2	y	y	y	y	
	Regional committee member	0.5	y	y	y	y	
	Regional office	3	y	y	y	y	
	State/local committee chair	1	y	y	y	y	
	State/local committee member	0.25	y	y	y	y	
	State/local office	1.5	y	y	y	y	
	Journal manuscript reviews	1	y	y	y	y	
	Conference proposal reviews	0.5	y	y	y	y	
	Grant proposal reviews	1	y	y	y	y	
	Journal Editor or co-editor	5		y	y	y	
	Journal Editorial Board member, guest-editor, or associate/section editor	2	y	y	y	y	
	Maintenance of Professional Credentials/Certification/License	1	y	y	y	y	
	Site visit chair (member) of professional accreditation	2.5(1)	y	y	y	y	

### ***Modification of These Guidelines***

It is anticipated that this manual will require regular review and modification. Such a review could be prompted by the CHSE Dean, a majority vote of the CHSE Advisory Committee on Promotion, Tenure, and Retention, or a majority vote of the School Directors. In such instances, the CHSE Dean shall establish and seat a new ad hoc CHSE Promotion Task Force to review and potentially modify the College's promotion guidelines.

### Timeline of the Promotion Process

Regular Cycle	Off Cycle	Steps
Jan – April	Aug-Dec	<b>Candidate</b> informs Director of the intention of going up
By 05/15	By 12/05	<b>Candidate/School-level promotion committee</b> submit list of potential reviewers to Director.
05/15 – 06/01	By 12/12	<b>Director</b> submits list of potential reviewers to Dean.
06/01 – 06/15	12/12-01/09	<b>Director</b> sends emails to potential reviewers until at least # agree.
By 07/30	By 01/09	<b>Director</b> sends the packet (candidate statement, CV, reprints) to reviewers.
By 08/30	By 02/20	<b>Director</b> compiles the finalized packet and notifies School-level faculty review committee that packet is ready for review. Packet includes: annual reviews, external letters, minimum requirements spreadsheet, CV, candidate statement and external letters.
By 09/30	By 03/06	<b>Faculty review committee</b> meets and prepares report and submits to the Director.
By 10/30	By 03/15	<b>Director</b> completes evaluation, finalizes the packet, meets with the candidate, and forwards the packet and the evaluation to the Dean.
By Early-November*	By Late March*	<b>College-level Promotion &amp; Tenure Committee</b> meets and makes recommendation to the Dean.
By Mid-November*	By Early April*	<b>Dean</b> meets candidate and forwards the recommendation to OAA.

\*Actual dates vary annually. Please see the Office of Academic Affairs website for detailed timelines for regular cycle and off cycle process:

<https://www.lsu.edu/academicaffairs/promotion-tenure/index.php>