

### SUBMIT A PROMOTION & TENURE PACKET FOR REVIEW (FACULTY SUBMISSION STAGE)

The promotion & tenure review assessment launches in the MY ACTIONS box of the applicant's Elements' homepage.

- Click 'Start' under **Start your Promotion & Tenure Packet**.

#### Homepage

##### MY ACTIONS (11)



#### Start your 2025 - 2026 Promotion & Tenure (Regular Cycle)

Your "2025 - 2026 Promotion & Tenure (Regular Cycle)" exercise is ready for you to start. Please review the form and start your submission. **Start »**

- In the Faculty Submission stage, you will complete fields and upload documents in section **A. Applicant Provided Information**. Once this section is complete, you will submit the packet to the **External Letters** stage.
- Click **A. Applicant Provided Information**.

#### 2025 - 2026 Promotion & Tenure (Regular Cycle)

< EXIT EXERCISE



#### Introduction

##### Introduction

< PREVIOUS

NEXT >

##### Overview

##### A. Applicant Provided Information

F. Candidate's Letter of Response/Rebuttal to...

H. Candidate's Letter of Response/Rebuttal to Dean...

As noted from PS 36T, the university seeks to employ and maintain faculty with superior qualifications to advance its mission and to nurture and support the work of those faculty members. The decision to award tenure is of distinguished and central importance. The university will do so only through a rigorous, careful process of examination and deliberation. Accordingly, the decision to tenure entails the presumption of professional excellence. It implies the expectation of an academic career that will develop and grow in quality and value, and one that will be substantially self-supervised and self-directed.

- Click **+** to add attachments. Faculty annual reviews (one file order from earliest review to most recent review), CV, candidate statement and course evaluations (if required by college) should be loaded in this section.



#### A. Applicant Provided Information

##### Introduction

< PREVIOUS

NEXT >

##### Overview

##### A. Applicant Provided Information

F. Candidate's Letter of Response/Rebuttal to...

H. Candidate's Letter of Response/Rebuttal to Dean...

All uploaded content must comply with LSU's [Policy Statement 31: Digital Resources and Content Accessibility](#). An accessibility check must be conducted prior to submitting any Promotion & Tenure documents to Elements. Reference [Online Communication 1](#) [LSU Online Accessibility](#) for instructions on how to conduct an accessibility check.



#### Attachments

Candidate should attach the following documents:

1. Candidate's annual reviews dating back to initial LSU appointment or most recent promotion (order oldest to most recent)
2. Candidate's course evaluations...

...see more



No attachments have been added for this section. Add...



- Click the drop-down menu and select the 'Type' of file you want to attach.
- Drag and drop the file in the 'Choose a file' box or click 'browse' to select the file.

**Add an attachment**

Type

Choose one ▼

Choose a file \*

Drag file here or browse to choose

CANCEL SAVE

- Click 'SAVE'.

**Add an attachment**

Type

Candidate's Annual Reviews ▼

Choose a file \*

2019 to 2024 faculty annual reviews.pdf

Description

CANCEL SAVE

- Documents should appear in the Attachments section with the file name and type. Click the eye icon to open attachments and confirm they loaded correctly.

**Attachments**

Candidate should attach the following documents:

- Candidate's annual reviews dating back to initial LSU appointment or most recent promotion (order oldest to most recent)
- Candidate's course evaluations...

...see more

1 attachment

**2019 to 2024 faculty annual reviews.pdf**  
 Uploaded on 14 Aug 2025 10:35 | 16 kB

1

**Type**  
 Candidate's Annual Reviews

- Once required documents are attached, provide answers to questions in the **Candidate Information**, **Education History** and **Professional Experience** sections (this replaces the previous paper cover page).
- Click the + icon to open each section.

**Candidate Information**

Warning: the Elements system can timeout while you are entering information on the Promotion & Tenure application. To avoid losing your information, click the 'Save' button periodically while filling out each section. If you get the error message 'You do not have sufficient privileges to complete this page.', you have been logged out of the system and will need to log back in.

This list has no items **Add...**

**Education History**

To add additional degrees, first save and exit after adding the initial degree. Second click the + icon for each additional degree.

Warning: the Elements system can timeout while you are entering information on the Promotion & Tenure application. To avoid losing yo...see more

- Fields with ! are required fields and must be completed in order to save the information.

**Essential Information**

! LSUID	897456123 <span style="float: right;">✓</span>
! College	College of Art & Design ▼
! Department	Architecture <span style="float: right;">✓</span>
! Present rank:	Assistant Professor <span style="float: right;">✓</span>
Last appointment date (For tenure-track assistant professors only. Per appointment in Workday.)	17 Aug 2020 <span style="float: right;">✓</span> 📅 ✕
! Review for the promotion to rank of:	Associate Professor <span style="float: right;">✓</span>
! Application for:	Promotion with tenure ▼
! Current appointment status:	Tenure-track ▼
! Pay basis:	Academic year (9 month appc ▼
! Years of service in LSU system?	5 <span style="float: right;">✓</span>
! Years of service in present rank?	5 <span style="float: right;">✓</span>

- Once you have completed entering the information in the section, click the 'Save and exit' button.

[Review Processes](#) > [2025 - 2026 Promotion & Tenure \(Regular Cycle\)](#) > [A. Applicant Provided Information](#)

### Candidate Information

Add Item [Cancel](#) **Save** **Save and exit**

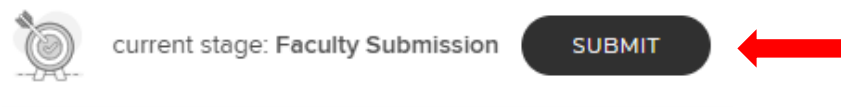
Essential Information

⚠ LSUID 897456123 ✓

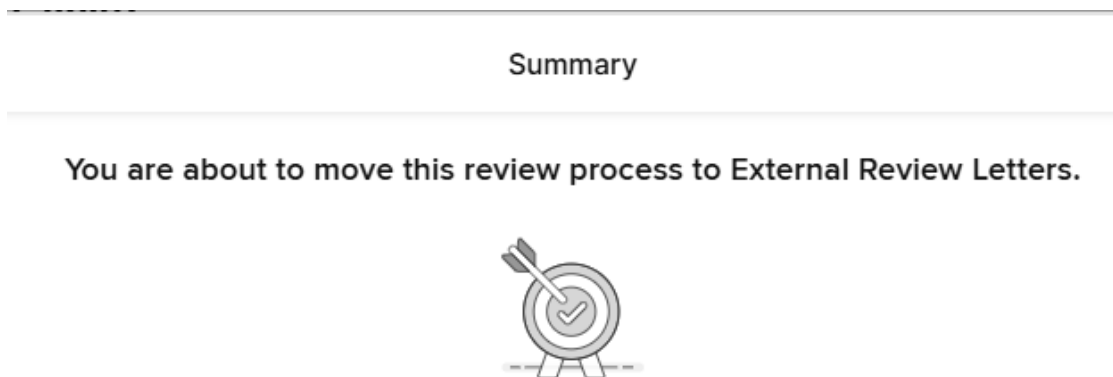
⚠ College College of Art & Design ▼

⚠ Department Architecture ✓

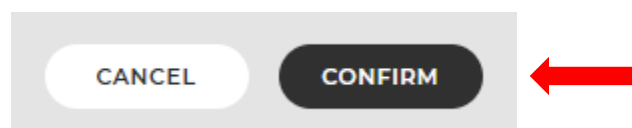
- Once you have entered in the all the necessary information in sections Candidate Information, Education History and Professional Experience, click the **SUBMIT** button.



- The Summary page will appear with the following message: 'You are about to move this review process to External Review Letters'.



- Click **CONFIRM**.




- The 'current stage' displayed in the upper right corner of the screen will change to **External Review Letters**. This means your promotion and tenure packet is now with the department for review. External letter writer information is confidential and therefore the candidate does not have access to see this stage.

- Once the packet routes to the Unit Review stage and the unit leader provides their review, the packet will route back to the candidate at the '**Candidate's Letter of Response/Rebuttal**' stage.
- When the packet appears back in the candidate's MY ACTION box, click '**Continue**'.



### Continue your 2025 - 2026 Promotion & Tenure Packet (Regular Cycle)


Your "2025 - 2026 Promotion & Tenure Packet (Regular Cycle)" exercise is in progress. Please continue with your submission. **Continue »** 

- Click on **F. Candidate's Letter of Response/Rebuttal to the Department Head Recommendation** in the lefthand menu.

Introduction


Overview


A. Applicant Provided Information



**F. Candidate's Letter of Response/Rebuttal to...** 

H. Candidate's Letter of Response/Rebuttal to Dean...

- Click the + icon.



**Candidate's Right of Response or Rebuttal**







- Select yes or no from the 'I would like to provide a response/rebuttal to the unit's recommendation' dropdown box.

**Essential Information**

 **I would like to provide a response/rebuttal to the unit's recommendation:**

**Response to unit leader recommendation:**

[Select an option]


- If you would like to provide a response to the review, type the response in the provided textbox and click 'Save and exit'.

- Click **SUBMIT** to move the packet to the Dean Review stage.

current stage: Candidate's Letter of Response/Rebuttal (unit recommendation) **SUBMIT** >

- Select 'Dean Review'.

- Click the acknowledgement check box and then click 'CONFIRM'.

### Summary

You are about to move this review process to Dean Review.

Please check the following box to proceed:


☒ Upon submission, I acknowledge the following: i. I am aware of the contents of my file and have had the opportunity to bring it up-to date and to provide my annual report; ii. I have been notified of and had the opportunity to read the unit leader's evaluation; iii. I have exercised, or else waived, my rights to discuss the evaluation with the unit leader; and iv. I understand that by submitting my review directly to the dean, I acknowledge that I do not wish to provide a formal letter of response or rebuttal to the unit leader.




Please consider addressing the following issues:

#### A. Applicant Provided Information


##### Education History

 List has no items selected


##### Professional Experience

 List has no items selected

#### F. Candidate's Letter of Response/Rebuttal to Department Recommendation (if applicable)

 Section has no attachments

#### H. Candidate's Letter of Response/Rebuttal to Dean Recommendation (if applicable)

 Section is missing key information ?

CANCEL

CONFIRM

- The current stage will change to 'Dean Review'.



current stage: **Dean Review**

- Upon completion of the dean's review, the packet will route back to the candidate at the 'Candidate's Letter of Response/Rebuttal (dean recommendation)' stage.
- The packet will reappear in the candidate's MY ACTIONS box. Click 'Continue'.



#### Continue your 2025 - 2026 Promotion & Tenure Packet (Regular Cycle)

Your "2025 - 2026 Promotion & Tenure Packet (Regular Cycle)" exercise is in progress. Please continue with your submission. **Continue »**

- Click 'H. Candidate's Letter of Response/Rebuttal to Dean Review' in the lefthand menu.

Introduction

Overview

A. Applicant Provided Information

F. Candidate's Letter of Response/Rebuttal to...

H. Candidate's Letter of Response/Rebuttal to Dean...

- Click the + icon in the Information section.



Information



- Select 'yes' or 'no' to the 'I would like to provide a response/rebuttal to the dean's recommendation' dropdown box and write your response if you select to give one.

#### Essential Information

**⚠ I would like to provide a response/rebuttal to the dean's recommendation:**

Response to dean recommendation:

[Select an option] ▼

- Click the 'Save and exit' button.

### H. Candidate's Letter of Response/Rebuttal to Dean Recommendation (if applicable)

All uploaded content must comply with LSU's [Policy Statement 31: Digital Resources and Content Accessibility](#). An accessibility check must be conducted prior to submitting any Promotion & Tenure documents to Elements. Reference [Online Communication \ LSU Online Accessibility](#) for instructions on how to conduct an accessibility check.

Information

[Cancel](#)

[Save](#)

[Save and exit](#)

- Click 'SUBMIT'

current stage: Candidate's Letter of Response/Rebuttal (dean recommendation)

SUBMIT | >

- Select 'Dean Review' if you had a response to the dean's recommendation. Select 'Academic Affairs Review' if you did not have a response to the dean's recommendation.

Recommendation) SUBMIT | v

Dean Review

Academic Affairs Review

- Click the acknowledgement check box and then the **CONFIRM** button. *Note: this is the final step for the candidate to complete in the submission process.*

### Summary

You are about to move this review process to Academic Affairs Review.

Please check the following box to proceed:


- ☒ Upon submission, I acknowledge the following: i. I have been notified of and had the opportunity to read the dean's evaluation and do not have a response. I choose to send my review directly to Academic Affairs.




Please consider addressing the following issues:

#### A. Applicant Provided Information

##### Education History

 List has no items selected


##### Professional Experience

 List has no items selected

#### F. Candidate's Letter of Response/Rebuttal to Department Recommendation (if applicable)

 Section has no attachments

#### H. Candidate's Letter of Response/Rebuttal to Dean Recommendation (if applicable)

 Section has no attachments

CANCEL

CONFIRM