

LSU
College of Science

PROMOTION & TENURE PROCESS TIMELINE
For faculty up for P&T during Fall 2024 (effective AY 25-26)

Due Date	Action	Responsible Party
Wednesday, May 1, 2024	Names of faculty to be reviewed for P&T during AY 24-25 are due to Maria with proposed list of external reviewers	Department
Monday, August 26, 2024	Fall 2024 P&T applications launch in Elements; HR Contacts should populate fields in Section A for faculty candidates in Elements (All fields formerly on P&T Request Form)	Department
Friday, September 13, 2024	Name of departmental representative to serve on the AY 24-25 College P&T Committee due to Megan	Department
Friday, September 13, 2024	HR Contacts to provide Faculty Headcount to Maria for P&T purposes	Department
Thursday, October 3, 2024	Suggested due date for Fall 2024 P&T candidates to complete Section A & upload attachments in Elements	Department
Tuesday, October 15, 2024	Fall 2024 P&T Draft Packets due to Maria (Sections A-F in Elements)	Department
Wednesday, October 16, 2024 - Friday, October 18, 2024	Maria audits P&T Draft Packets and communicates corrections to HR Contacts	College
Monday, October 21, 2024 - Wednesday, October 23, 2024	HR Contacts make corrections to Fall P&T Draft Packets	Department
Thursday, October 24, 2024	Fall 2024 P&T Final Packets due to Maria	Department
Friday, October 25, 2024 - Wednesday, October 30, 2024	Maria performs review of P&T Final Packets; HR Contacts must be available for Maria to communicate any remaining corrections	College/Department
Thursday, October 31, 2024	P&T Final Packets to be uploaded to Box	College
Thursday, October 31, 2024	Faculty Reps to send P&T PowerPoint presentations to Maria by 12pm	College/Department
Monday, November 4, 2024	HOLD - P&T Chairs/Faculty Advisory Committee Meetings	College/Department
Tuesday, November 5, 2024	HOLD - P&T Chairs/Faculty Advisory Committee Meetings	College/Department
Thursday, November 7, 2024	Fall P&T Candidates who receive unfavorable vote will be notified; Candidates may schedule meeting with Dean Peterson through Megan Klingler (if desired)	College/Department
Friday, November 8, 2024	Last day for meetings between Fall P&T Candidates and Dean to occur	College/Department
Friday, November 15, 2024	Fall P&T recommendations due to OAA in Elements	College
Friday, November 22, 2024	Maria to send Fall P&T Status Memos to faculty/Chairs	College
Friday, December 13, 2024	P&T recommendations forwarded for Graduate Council review	OAA
Friday, February 14, 2025	Returned Fall P&T Status Memos to OAA from Graduate School	OAA
Friday, February 21, 2025	Fall P&T Reviews by Provost, Vice Provosts & VP for ORED	OAA
Friday, March 14, 2025	Fall P&T Collective review by Vice Provosts and Vice President for ORED	OAA
Friday, March 28, 2025	Fall P&T Collective review by Provost, Vice Provosts and Vice President for ORED	OAA
Friday, April 11, 2025	Fall P&T Final review by President and Provost	OAA
Thursday, May 1, 2025	OAA to send notification letters colleges	OAA
Tuesday, May 6, 2025	Maria to hand deliver Fall P&T President's Decision Letters to Chairs	OAA
Thursday, May 15, 2025	Maria to hand deliver Fall P&T President's Decision Letters to Chairs	College