



Date: August 14, 2023

To: Deans, Associate Deans, and Department Heads

From: Jane W. Cassidy *Jane W. Cassidy*
Senior Vice Provost
Roy & Margaret Gianelloni Alumni Professor of Music

Re: Review of Sabbatical Leave Requests, Senior Instructor Recommendations, and Promotion/Tenure Recommendations

The following schedules have been established for review of sabbatical leave requests, senior instructor recommendations, and promotion/tenure recommendations during the course of the 2023 – 2024 academic year.

SABBATICAL LEAVE REQUESTS

Action	Date
Applications due to Academic Affairs (via LSU Elements system)	September 29, 2023
Individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	October 27, 2023
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	November 10, 2023
Final review by Provost	November 17, 2023
Faculty will be notified of approval or denial by Academic Affairs	December 1, 2023

SENIOR DISTINGUISHED/SENIOR INSTRUCTOR RECOMMENDATIONS

Action	Date
List of candidates to Academic Affairs to check eligibility (via LSU Box System)	November 3, 2023
Candidate reviews to be completed by Department and College	March 29, 2024
List of faculty approved for advanced working titles due to Academic Affairs (to Mallory Danzy at mallorydare@lsu.edu)	April 5, 2024
Faculty will be notified by their college	April 5, 2024

PROMOTION/TENURE RECOMMENDATIONS

Action	Regular Cycle Date (effective fall 2024)	Mid-year Cycle Date (effective spring 2025)
Last day for meetings between candidates and deans to occur	November 17, 2023	April 5, 2024
Regular cycle recommendations due to Academic Affairs (via LSU Box system) Mid-year cycle recommendation due to Academic Affairs (via Elements)	December 1, 2023	April 12, 2024
Forwarded for Graduate Council review	December 15, 2023	April 19, 2024
Returned to Academic Affairs from Graduate Council	February 16, 2024	May 10, 2024
Sent to Vice Provosts, and Vice Presidents for review	February 26, 2024	May 24, 2024
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	March 11, 2024	June 14, 2024
Final review by President and Provost	March 25, 2024	July 8, 2024
Faculty will be notified of the results by the President	May 15, 2024	August 15, 2024

For questions regarding sabbaticals or distinguished/senior instructor recommendations, please contact Mallory Danzy (mallorydare@lsu.edu).

For questions regarding the promotion and tenure process, please contact Ryan Landry (rland24@lsu.edu).