LSU OFFICE OF ACADEMIC AFFAIRS · FACULTY TRAINING

Elements & the 2026 Faculty Annual Review

Your reference guide to the links, guides, policies, and support covered in today's training. Keep it handy when you complete your activity report in Elements.

LOG IN TO ELEMENTS
or myLSU › Instructional Support

1 Building Your Elements Profile

WEB **Elements & Discovery Homepage**
The central hub for Elements, plus annual reviews, sabbaticals, and promotion & tenure.

WEB **LSU Activities in Elements List**
Shows which of the four activity buckets each item belongs in: Teaching & Mentoring, Scholarly & Creative Works, Grants & Contracts, or Service & Leadership.

PDF **Claiming or Rejecting Author Identifiers**
Control which works are claimed for you automatically.

WEB **LSU Discovery Faculty Profiles**
Your public, searchable expertise profile for collaborators.

WEB **Managing Your Elements Profile**
Guides for setting up your profile and keeping it current.

PDF **Name-Based Search Settings**
Fix missing publications by adjusting how Elements searches for your name.

WEB **Create an ORCID Account**
LSU Libraries' guide to ORCID, which helps your scholarly work import into Elements.

VIDEO **Elements Overview (pre-recorded)**
An on-demand walkthrough of Elements.

2 Annual Review Timeline

The 2026 timeline hasn't been published yet. The 2025 cycle below is for reference so you know what to expect. Check the Annual Reviews webpage for the official 2026 dates, and note that departments and colleges may set earlier internal deadlines.

Jan 20, 2026
OFFICE OF ACADEMIC AFFAIRS
Annual review assessment launches in Elements

Feb 20, 2026
FACULTY
Send your annual activity report to your department head

Apr 17, 2026
DEPARTMENT HEADS
Send annual reviews to deans

May 22, 2026
DEANS
Send annual reviews to the Office of Academic Affairs

3 Annual Review Step-by-Step Guides

PDF **Creating an Annual Activity Report**
Start the assessment in MY ACTIONS, complete sections A–H, download your report, and submit it.

PDF **Guide for Reviewers**
For department heads, unit leaders, and deans completing reviews.

FLOW **Process Flowchart: Faculty Reporting Directly to Deans**
Review routing for faculty whose supervisor is a dean.

PDF **Faculty Response Guide**
How to view and respond to your unit leader's review.

PDF **Accessing Past Annual Reviews**
Find and download your completed reviews from earlier years.

FLOW **Process Flowchart: Faculty Not Reporting Directly to Deans**
Unit leader, secondary unit, committee, and dean review stages.

4 Policies Guiding Faculty Annual Reviews

PS 36T	Tenure-Track and Tenured Faculty: Appointments, Reappointments, Promotions, Tenure, Annual Reviews, and Enhancement of Job Performance
PS 36NT	Faculty Other Than Tenure-Track and Tenured: Appointments, Reappointments, Promotions, and Annual Reviews
PS 109	Unsatisfactory Job Performance and Performance Improvement of Tenured Faculty
PM 23	Faculty Ranks, Appointments, Promotion & Tenure (LSU System Permanent Memorandum)

Browse all: LSU Policy Statements · LSU Permanent Memoranda · Check your department and college for any additional annual review criteria.

5 Quick Tips & FAQs

1. Find the annual review assessment in the **MY ACTIONS** box on your Elements homepage.
2. **Save often.** Elements times out, so click **Save** or **Save and exit** as you work.
3. Missing an activity? **Add it from inside the assessment**. You don't need to exit. See page 9 of the activity report guide.
4. **Download your report** (PDF or Word) and check that it's complete before you submit it to your unit leader.
5. Enter your self-evaluation in **Section C**. Don't upload it as an attachment.
6. Can't log in? Elements access is tied to your **current academic appointment in Workday**. Contact your department's HR analyst.

Questions? We're here to help.

For questions about Elements or the annual review process, contact the Office of Academic Affairs.

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