

HIRE WITH TENURE CHECKLIST

To ensure prompt but thorough review, a complete hire with tenure packet should include the following items.

Packet Item	Notes/Reminders
1. The Provost's Advisory Committee Form	<ul style="list-style-type: none"> Section I. of the form must be completed before it is submitted to HRM.
2. The proposed employment contract (Per-25 form)	<ul style="list-style-type: none"> The contract must be signed by the department head and dean.
3. The proposed offer letter	<ul style="list-style-type: none"> The proposed offer letter should not yet be signed by the employee. Per PS36-T (section IV.E.1. Approval Procedure; Official Offer on page 24), only after final approval has been secured from the LSU President may a position be offered to a candidate and the contract sent the candidate for his or her consideration, and only then may a University Officer make a written commitment regarding any aspect or condition of the appointment.
4. The dean's recommendation	<ul style="list-style-type: none"> Provost's and deans' advisory committees are explained in section IV.A.6. of PS36-T (p. 12). To help assure rigorous and thorough reviews, advisory committees, established in advance and composed of senior faculty, will be employed by the deans of departmentalized colleges when considering recommendations for tenure with an initial appointment. While advisory committee recommendations will not become part of appointment or review files, the dean will incorporate the vote and comments by the advisory committee in his or her recommendation.
5. The chair's recommendation	<ul style="list-style-type: none"> The chair will write his or her own statement indicating his or her recommendation, explaining as necessary the terms of the contract. If teaching is included within faculty responsibilities, evidence of tenure-worthy teaching must be included in the chair's letter of support (ex. summary of past student evaluations, teaching awards, and success of former students).
6. The report of the departmental recommendation	<ul style="list-style-type: none"> The criteria for the report of a department's recommendation are defined in section IV.I.3. (p. 42). Whenever the faculty panel arrives at a recommendation, the report will reflect the deliberations of the faculty panel and will include: <ol style="list-style-type: none"> A tally of the vote. The number of panel members who did not vote. Analysis and explanations, as needed, with regard to letters from outside experts, in cases when those are included. All material in which the content of those letters is revealed or their authors identified will be presented separately and kept confidential to the extent possible as required by PS-40 and applicable law. An account of the important factors underlying the panel's recommendation, including minority views, with written statements by those supporting a minority viewpoint when they so choose.
7. Name and address of every outside reviewer asked to write an evaluation	
8. A brief statement of each outside reviewer's qualifications	<ul style="list-style-type: none"> The statement of qualifications should include each outside reviewer's academic rank and institution of employment.
9. A sample letter used to request the outside evaluations	<ul style="list-style-type: none"> Solicitation of letters should be formatted in the standard request as outlined in Appendix D of PS 36- T and should avoid conflicts of interest (p. 53).
10. Letters of Evaluation from outside reviewers	<ul style="list-style-type: none"> Evaluation by experts outside of LSU are defined in IV.I.3. of PS 36-T (p. 40). For initial appointments with tenure, the outside letters of evaluation must satisfy the criteria listed on page 41. If the candidate is being considered for a lateral position in rank and tenure from a comparable institution, at least one external evaluation letter solicited by LSU is required. If candidate is being considered for a higher rank than previously held, three external evaluator letters solicited by LSU is required.
11. Summary of three reference calls or three letters of recommendation	<ul style="list-style-type: none"> When files require consideration beyond the college, references should either be written letters of recommendation, or other written summaries of contact with the identified person providing the reference (p. 25).
12. The candidate's Curriculum Vitae (C.V.)	