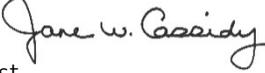




Date: August 12, 2024

To: Deans, Associate Deans, and Department Heads

From: 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 2024 – 2025 academic year.

SABBATICAL LEAVE REQUESTS

Action	Date
Sabbatical applications launch in Elements	September 2, 2024
Applications due to department heads in Elements	September 20, 2024
Applications due to Academic Affairs in Elements	October 4, 2024
Individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	October 25, 2024
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	November 15, 2024
Final review by Provost	November 29, 2024
Faculty will be notified of approval or denial	December 6, 2024

DISTINGUISHED/SENIOR INSTRUCTOR RECOMMENDATIONS

Action	Date
List of candidates to Academic Affairs to check eligibility (to Mallory Danzy at mallorydare@lsu.edu)	November 1, 2024
Candidate reviews to be completed by Department and College	March 28, 2025
List of faculty approved for advanced working titles due to Academic Affairs (to Mallory Danzy at mallorydare@lsu.edu)	April 4, 2025
Faculty will be notified by their college	April 11, 2025

PROMOTION/TENURE RECOMMENDATIONS

Action	Regular Cycle Date (effective fall 2025)	Mid-year Cycle Date (effective spring 2026)
P&T applications launch in Elements	August 26, 2024	January 13, 2025
Last day for meetings between candidates and deans to occur	November 8, 2024	March 28, 2025
Recommendations due to Academic Affairs in Elements	November 15, 2024	April 4, 2025
Forwarded for Graduate Council review	December 13, 2024	April 25, 2025
Returned to Academic Affairs from Graduate Council	February 14, 2025	May 16, 2025
Sent to Vice Provosts, and Vice Presidents for review	February 21, 2025	May 23, 2025
Collective review by Vice Provosts, and Vice President for Research & Economic Development	March 14, 2025	June 13, 2025
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	March 28, 2025	June 27, 2025
Final review by President and Provost	April 11, 2025	July 11, 2025
Notification letters sent to colleges	May 1, 2025	August 1, 2025

For questions, please contact Mallory Danzy (mallorydare@lsu.edu).