



Three-Year Tenure Review Submission Checklist

Unit Heads:

In accordance with Appendix C of [AgCenter PS-42](#), please submit the following information for AgCenter and joint College of Ag/AgCenter tenure track faculty to the Office of Human Resource Management as outlined below:

1. Completed Three Year Tenure Review Request form that must include:
 - a. Faculty vote tallies that indicate number of votes in favor, opposed, absent, and abstained.
 - b. Faculty report that includes an evaluation of research, teaching, and extension scholarly activity as appropriate. The faculty recommendation regarding the term of appointment should be clearly stated. If it exists, a similarly formatted minority faculty report and recommendation should be included here.
 - c. Unit head signed independent report and recommendation.
 - d. Reports from the faculty and unit head in a secondary unit, when appropriate. In the case of joint appointments, this should include vote tallies, and faculty and unit head recommendations as well.
 - e. Candidate's signed statement as follows:
 - I am aware of the contents of my file and have had the opportunity to bring it up to date and to provide supporting documentation,
 - I have been notified of and had the opportunity to read the report and recommendation regarding my appointment,
 - I have discussed the report and recommendation with my unit head; and
 - I understand that I have the right to provide a formal letter of response or rebuttal, with materials in support thereof, within seven calendar days to my unit head.
2. Candidate's Curriculum Vitae, job description, and supporting documentation
3. Candidate's formal letter of response, if such a letter was submitted.
4. LSU students' teaching evaluations for the three years under review, if applicable.

Please return the electronic version of the submission (pdf file) via email to Jessica Chambers in HRM no later than September 15 each year. Departments should also retain an electronic and original paper copy of all promotion, tenure, and reappointment reviews.