



**Loyola  
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University**

**Executive Vice President  
and Provost**

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March 13, 2025



Dear Professor [REDACTED]

Applications from candidates eligible for advancement to tenure and/or promotion in rank for the academic year 2025-2026 begin with this notification from the Office of the Provost. Each eligible faculty member is responsible for initiating their own application. According to our records, you are required to apply for **tenure and promotion** in the academic year 2025-2026.

It is the responsibility of faculty to read the *LMU Faculty Handbook and Handbook Addenda (revised edition 2024, updated August 1<sup>st</sup>)*. You can find the relevant sections on applying for tenure and promotion posted on the Promotion & FSR website at <https://academics.lmu.edu/ofd/promotionfsr/>. In addition, you will find a timeline and detailed evaluation procedures (including Department/Program standards, Chair and Dean responsibilities, and application standards) to assist you with important steps in the rank and tenure process.

Please visit the following webpage: <https://academics.lmu.edu/ranktenure/candidateresources/> and select "Apply for Tenure and/or Promotion". This link will redirect you to TAP to submit your rank & tenure documents for review and approval from your Department/R&T Chair, your Dean, and the Provost. In the TAP portal, you are required to complete a Notification to Apply form, upload your Department Standards, and upload your department or college rider (if applicable). Once you complete the required sections in the TAP portal and submit, the routing will occur electronically. Please note that the Department/R&T Chair, Dean, and Provost approvals reflect a verification of your eligibility to apply under the standards that are uploaded and are not a recommendation for or approval of tenure/promotion.

Once your approved documents have been verified by the Office of Faculty Affairs, you will be prompted to begin the next step of the application process and work with your Department/R&T Chair to identify external reviewers for your evaluation.

Please see the timeline below which outlines critical deadline dates. Please carefully attend to the **May 15, 2025 and October 6, 2025** dates. Failure to meet these firm deadlines will result in disqualification of your application.

**Not later than  
May 15, 2025**

Candidate submits the required documents by following the appropriate link on <https://academics.lmu.edu/ranktenure/candidateresources/>.

1. **Notification to Apply for Advancement to Tenure and Promotion in Rank**
2. **Department Standards Form and Department Standards**

***On or before  
July 15, 2025***

Department Chair sends formal requests to external reviewers and provides candidate's sample of disseminated work, CV, and descriptive information about the University. The Office of Faculty Affairs will inform candidate and Chair that a Box folder is created and accessible for uploading the dossier.

As the *Faculty Handbook* indicates, "to the greatest extent possible, applications for advancement to tenure and/or promotion should consist of an electronic dossier of read-only files, in the common format of the time, including primary and supplementary materials. At the Candidate's discretion, hard copies may be used instead."

***On or before  
September 29, 2025***

Candidate's Department Chair or Program Director receives external evaluations.

***October 6, 2025***

Candidate submits completed electronic application (dossier) to Department Chair via Box. After submission, the candidate will not have access to the dossier. Department Chair ensures that the application, including external evaluations, is available to department members for timely review via Box. *All application materials should conform to the detailed procedures outlined in the Rank and Tenure Resource Manual in the Faculty Handbook Addenda.*

***October 7, 2025 until  
Date of Department  
Meeting***

Department faculty review application materials.

***October 14, 2025 to  
November 10, 2025***

Department (or Program) faculty meet to discuss the application, vote, and prepare a summary of the discussion. Department Chair or Program Director prepares and submits an evaluation letter. After submission, the Department faculty will not have access to the dossier.

***December 2, 2025***

Dean prepares and submits an evaluation letter. After submission, the Dean will not have access to the dossier.

During the coming months, my office will work closely with the Deans, Department Chairs, and Chair of the Committee on Rank and Tenure to make your application process as clear and efficient as possible. Please do not hesitate to contact the Office of Faculty Affairs ([jasmine.robinson@lmu.edu](mailto:jasmine.robinson@lmu.edu)) if you have any questions.

Additionally, rank and tenure riders may be attached to College/School or Departmental Rank & Tenure (R&T) Standards by the candidate this year (and each year through 2026), and the department, chair, dean, CRT, provost, president, and external reviewers will be encouraged to take the riders into account and address the impact on a candidate's portfolio in their assessment as appropriate. As the candidate, you may also address the impact of the pandemic on your scholarship in the narrative portion of your application.

Best Wishes,



Thomas Poon, Ph.D.  
Executive Vice President and Provost

CC:

