



**Executive Vice President
and Provost**

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Date



Applications from candidates eligible for advancement to tenure and/or promotion in rank for the academic year 2023-2024 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 2023-2024.

It is the responsibility of faculty to read the *LMU Faculty Handbook and Handbook Addenda (revised edition 2022, updated July 12th)*. 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.

To continue the application process, you are required to submit your intent to apply, a Department Standards Routing form, your Department Standards and rider (if applicable). This year we have implemented a new system and the above-mentioned documents must be submitted via TAP. 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.

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 Chair or Program Director to identify external reviewers for your evaluation.

Please see the timeline below which outlines critical deadline dates. Please carefully attend to the **May 15, 2023 and October 2, 2023** dates. Failure to meet these firm deadlines will result in disqualification of your application.

**Not later than
May 15, 2023**

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

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

**On or before
July 15, 2023**

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 25, 2023
October 2, 2023***

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

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 3, 2023 until
Date of Department
Meeting***

Department faculty review application materials.

***October 10, 2023 to
November 13, 2023***

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.

November 30, 2023

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

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.

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) if you have any questions.

Best Wishes,



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

