



**Date:** August 5, 2022

**To:** Deans, Associate Deans, and Department Heads

**From:** Jane W. Cassidy *Jane W. Cassidy*  
Interim Vice President for Inclusion, Civil Rights & Title IX  
Senior Vice Provost

**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 course of the 2022 – 2023 academic year.

**SABBATICAL LEAVE REQUESTS**

Action	Date
<b>Requests due to Academic Affairs (<a href="#">via LSU Elements system</a>)</b>	<b>October 14, 2022</b>
Individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	October 28, 2022
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	November 11, 2022
Final review by Provost	November 16, 2022

**SENIOR INSTRUCTOR RECOMMENDATIONS**

Action	Date
<b>List of candidates to Academic Affairs to check eligibility (to Mallory Danzy at <a href="mailto:mallorydare@lsu.edu">mallorydare@lsu.edu</a>)</b>	<b>November 1, 2022</b>
Candidate reviews to be completed by Department and College	March 31, 2023
<b>List of faculty approved for advanced working titles due to Academic Affairs (to Mallory Danzy at <a href="mailto:mallorydare@lsu.edu">mallorydare@lsu.edu</a>)</b>	<b>April 7, 2023</b>

**PROMOTION/TENURE RECOMMENDATIONS**

Action	Regular Cycle Date (effective fall 2023)	Mid-year Cycle Date (effective spring 2024)
Last day for meetings between candidates and deans to occur	November 18, 2022	April 14, 2023
<b>Recommendations due to Academic Affairs (<a href="#">via LSU Box system</a>)</b>	<b>November 30, 2022</b>	<b>April 21, 2023</b>
Copies forwarded to Graduate School for review by Graduate Council	December 9, 2022	April 28, 2023
Returned to Academic Affairs from Graduate School	February 3, 2023	May 19, 2023
Reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	February 10, 2023	May 26, 2023
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	March 10, 2023	June 16, 2023
Final Campus review by President and Provost	March 17, 2023	July 7, 2023

For questions regarding sabbaticals or senior instructor recommendations, please contact Mallory Danzy ([mallorydare@lsu.edu](mailto:mallorydare@lsu.edu)).

For questions regarding the promotion and tenure process, please contact Ryan Landry ([rland24@lsu.edu](mailto:rland24@lsu.edu)).