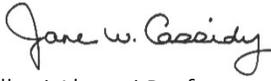




Date: June 27, 2025

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 2025 – 2026 academic year.

SABBATICAL LEAVE REQUESTS

Action	Date
Sabbatical applications launch in Elements	September 1, 2025
Applications due to department heads in Elements	September 19, 2025
Applications due to Academic Affairs in Elements	October 3 2025
Individual reviews by Provost, Vice Provosts, and Vice President for Research & Economic Development	October 24, 2025
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	November 14, 2025
Final review by Provost	November 28, 2025
Faculty will be notified of approval or denial	December 5, 2025

DISTINGUISHED/SENIOR INSTRUCTOR RECOMMENDATIONS

Action	Date
List of candidates to Academic Affairs to check eligibility (to Mallory Danzy at mallorydare@lsu.edu)	November 3, 2025
Candidate reviews to be completed by Department and College	March 27, 2026
List of faculty approved for advanced working titles due to Academic Affairs (to Mallory Danzy at mallorydare@lsu.edu)	April 3, 2026
Faculty will be notified by their college	April 10, 2026

PROMOTION/TENURE RECOMMENDATIONS

Action	Regular Cycle Date (effective fall 2026)	Mid-year Cycle Date (effective spring 2027)
P&T applications launch in Elements	August 25, 2025	January 12, 2026
Last day for meetings between candidates and deans to occur	November 7, 2025	March 27, 2026
Recommendations due to Academic Affairs in Elements	November 14, 2025	April 3, 2026
Forwarded for Graduate Council review	December 18, 2025	April 24, 2026
Returned to Academic Affairs from Graduate Council	January 30, 2026	May 15, 2026
Sent to Vice Provosts, and Vice Presidents for review	February 6, 2026	May 22, 2026
Collective review by Vice Provosts, and Vice President for Research & Economic Development	February 27, 2026	June 12, 2026
Collective review by Provost, Vice Provosts, and Vice President for Research & Economic Development	March 13, 2026	June 26, 2026
Final review by President and Provost	March 27, 2026	July 10, 2026
Notification letters sent to colleges	April 17, 2026	July 31, 2026

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