



*Campus Correspondence*

TO: All LSU Academic Deans

FROM: Edward Seidel, Director  
Center for Computation & Technology at LSU

DATE: 25 April 2007

SUBJECT: CCTPS-10 Mentoring and P&T Policy for Joint CCT Faculty

The purpose of this policy statement is to establish guidelines for the CCT's formal participation in joint CCT/academic department mentoring teams and promotion and tenure (P&T) processes. This policy has been updated and replaces the original CCTPS-10 dated October 4, 2005.

Enhancing the productivity and success of our non-tenured faculty members as they progress toward tenured status within the multi-disciplinary environment of CCT is an important responsibility of the faculty in CCT, as well as the center's administration. "Mentoring," be it formal or informal, is an important component for professional development and enhancement, and the policy below provides a guideline for CCT's involvement in the mentoring process.

**Mentoring Process Policy**

Mentoring committees will be established in the home academic department and will contain approximately three people (including at least one CCT representative). Through discussion with the candidate and with input from the department chair and CCT director, mentoring committees will create a document outlining the formal expectations for the P&T candidate. This document will serve as the basis for activity evaluation for the annual reporting process. The mentoring committees will be responsible for an annual report to help candidates evaluate their progress in relation to the outlined expectations. For the preparation of this annual report, mentoring committees—through their CCT representatives—will provide CCT faculty with an opportunity to provide comments and recommendations related to the activities and progress of the candidate. A draft of the mentoring committee reports will be sent to the CCT director and the department chair for review and final comment before the reports will be distributed to and discussed with the P&T candidates.

In addition to the mentoring process and in compliance with PS-36, CCT must also have formal input in the P&T process of jointly appointed CCT faculty. The policy below provides a guideline for CCT's involvement in the P&T process.

### **P&T Process Policy**

In adherence to PS-36, P&T responsibilities reside in the home academic department, but the review and evaluation process for jointly appointed faculty must include input from the partnering center or school. The department chair will notify CCT when P&T review processes are occurring and will request CCT input for consideration before faculty voting occurs. CCT can provide input as deemed appropriate (CCT faculty vote, etc.). As with mentoring committee reports, all P&T recommendations will be sent to the CCT director and the department chair for review and final comment before progressing to the next level of review authority.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT director.