

3.3.2 RPT Review Committee Structure

- 3.3.2.1 At the department level, the reappointment, promotion, and tenure (RPT) reviewing body shall be the RPT Review Committee. For non-tenured faculty, the RPT Review Committee shall consist of all tenured faculty members. The RPT Review Committee for tenure-stream assistant professors shall consist of all tenured associate and full professors. The RPT Review Committee for tenured associate professors shall consist of all tenured full professors. The RPT Review Committee, operating in the **advisory** mode, will advise the Chairperson regarding RPT decisions. Faculty members under consideration for promotion or tenure shall not take part in that specific deliberation.
- 3.3.2.2 Should fewer than three eligible Departmental faculty members be available for review of faculty in either the promotion category (to associate or to full professor), rank-eligible faculty members from other departments within the college will be asked by the Chairperson to serve on the Committee? The Chairperson and rank-eligible departmental faculty will **share** the responsibility for selecting the additional member or members. In the event no eligible departmental faculty member is available to help form the RPT Review Committee, the Chairperson shall forward his/her recommendation regarding the reappointment, promotion, or tenure action to the Dean.
- 3.3.2.3 If the candidate under review is a woman and/or a minority and there is no rank-eligible woman and/or minority person from within the Department, the Chair of the RPT Review Committee and the candidate shall consult and agree on a list of knowledgeable persons who might be invited to observe the review, to speak at the reviews, but not to vote. The Chair of the RPT Review Committee shall decide whom to invite to fulfill this role.
- 3.3.2.4 Although they do not participate in the decision making process in these matters, faculty who are not included in the RPT Review Committee and departmental undergraduate and graduate students may be solicited for appropriate comment relating to the faculty member(s) being considered for RPT.
- 3.3.2.5 The RPT Review Committee will be chaired by a departmental faculty member eligible to serve on the committee. The Chair of the RPT Review Committee will be selected from among the members at its initial meeting each year. The Department Chairperson may attend and speak at meetings of the RPT Review Committee, but shall not vote.

3.3.3 Reappointment, Promotion and Tenure (RPT) Review Procedures

- 3.3.3.1 Recommendations for RPT will be in accordance with the university policy as outlined in the *Michigan State University Faculty Handbook* <http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/index.htm> Faculty members should carefully review the University Tenure System Policies (<http://www.hr.msu.edu/promotion/facacadstaff/TenurePolicies.htm>) particularly, the Faculty Guide for Reappointment, Promotion, and Tenure: (<http://www.hr.msu.edu/promotion/facacadstaff/FacGuideTenure.htm>) ADPR criteria are included in the Guidelines for Reappointment, Promotion, and Tenure (Appendix A) to the Bylaws.
- 3.3.3.2 By August, the Department Chairperson shall distribute a calendar of important dates and deadlines for the reappointment, tenure and promotion of regular faculty. A faculty member appointed in the tenure system, who is required by University regulation to be reviewed for reappointment, promotion and/or tenure, shall inform the Chairperson in writing no later than September 1 whether he or she wishes to commence the evaluation process. A regular faculty member who is not required by University regulation to be reviewed in the ongoing academic year may request an evaluation for purposes of promotion and/or tenure. Such a request shall be made in writing to the Chairperson no later than September 1.
- 3.3.3.3 The candidates being reviewed for promotion or tenure will also submit a list of three to five persons from whom letters of recommendation may be sought by September 1. External referees must be professionally capable to evaluate the candidate's scholarly work objectively and to comment on its significance in the discipline. Letters must represent persons other than collaborators and in no case faculty formerly serving on the equivalent of the candidate's guidance committee when the candidate was a graduate student. Title, email address, phone number, and mailing address for each should be included.
- 3.3.3.4 By October 1, the Department Chairperson, in consultation with the RPT Review Committee, will select three individuals from the tenure/promotion candidate's list from whom to request information. The RPT Review Committee and Department Chairperson will identify two additional individuals relevant to the candidate's field, not on the tenure/promotion candidate's list to evaluate the candidate's work. The Chairperson will solicit letters on behalf of the candidate. Reviewers will be sent the candidate's vita and three to five published, scholarly works and will be asked to evaluate only this component of a candidate's portfolio. Should the extra reviewers have evidence of

other performance, they may also comment.

- 3.3.3.5 External review letters will be due on or before December 1. The Chairperson will request letters from additional individuals if responses are not received from the original reviewers. Each file should contain at least four letters from reputed and recognized external reviewers from peer institutions, i.e., "...leading research-intensive, land-grant universities of international scope" or their equivalent. A brief biographical profile of each reviewer must be included.
- 3.3.3.6. The Chair of the RPT Review Committee shall work in a timely fashion with each candidate under review by the Committee in order to facilitate the development of candidate materials required in the evaluation process.
- 3.3.3.7 On or before the first day of classes for the spring semester, faculty members being considered for RPT will complete the University Recommendation-Action Form (Form D: http://www.hr.msu.edu/forms/faculty_forms/FormInfoRRPTPages.htm) and submit it electronically to the Chairperson and RPT Review Committee Chair, along with supporting documentation (one copy).
- 3.3.3.8 The candidate also submits electronically a current curriculum vitae along with a reflective statement in accordance with the University RPT requirements. This includes a statement of the nature of the appointment, program of research, instruction philosophy/ accomplishments, service/outreach activities, and any special circumstances that should be noted.
- 3.3.3.9 The Committee, at its discretion, may solicit evidence, judgments, and opinions concerning the candidate, not presented by the candidate. The Committee must inform the candidate when additional requests are made and the nature of this material must be described in the Committee report to the Chairperson.
- 3.3.3.10 Each person considered for RPT will be invited to confer with the RPT Review Committee, acting in his or her case before a final recommendation is made to the Chairperson.
- 3.3.3.11 Recommendations of the RPT Review Committee are to be made on the basis of majority vote of all Committee members.
- 3.3.3.12 The RPT Review Committee shall forward its advice to the Department Chairperson. The Chairperson will then meet individually

with the faculty member involved to discuss the recommendation before forwarding it to the Dean. The Chairperson shall inform members of the RPT Review Committee about the recommendation prior to it being sent to the Dean.

- 3.3.3.13 If the faculty member up for review for RPT believes that the decision has been made in a manner that is at variance with the established evaluation procedures, she/he may initiate an appeal in accordance with the Faculty Grievance Procedures.