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# *REAPPOINTMENT, PROMOTION AND TENURE POLICY*
# MICHIGAN STATE UNIVERSITY

## 1. REAPPOINTMENT, PROMOTION AND TENURE

For University policies regarding reappointment, promotion and tenure, see the MSU *Faculty Handbook* and the *College of Arts & Letters Reappointment, Promotion, and Tenure (RPT) Guidelines*.

1.1. *Criteria for Reappointment, Promotion and Tenure:* Evidence of consistent professional effectiveness in the categories of a. Research and Creative Activity, b. Teaching, c. Service, d. Outreach and Engagement. The expectations of each individual are dependent on the individual's particular assignment within the mission of the Department.

1.1.1. Research and Creative Activity: Research and Creative Activity can take a variety of different forms. Evidence to consist of discipline specific research and creative activity that may include, but is not limited to: performances/productions, consultantships, grants, fellowships, works in progress, papers or panel presentations at professional conferences or colloquia, adjudications, visiting artist responsibilities, publications such as books, chapters, essays, articles, in creative and scholarly journals or anthologies, proceedings, critical translations, editorial work for creative and scholarly activities and publications, criticism, and sustained research.

1.1.2. Teaching: Teaching is a vital mission for all faculty of the Department. Evidence to consist of achievements in teaching that may include, but is not limited to: undergraduate and graduate teaching, new course proposals; course revisions and syllabi; exams and projects; innovative teaching techniques; honors options; undergraduate and graduate committees; academic advising; student evaluations; and classroom observation.

1.1.2.1. Regular Formal Classroom observation: Documentation of formal classroom observation should include written comments from a faculty member within the Department at least once per semester. It is strongly recommended that a faculty member from outside the Department also be invited for formal observation. Formal classroom observation consists of assessment of instructor's knowledge, engagement of the students, and appropriateness of content that indicates progression toward course objectives. The Department will provide a form to be used in classroom observation. This form will be filed in the personnel file for annual review and by the RPT committee.

1.1.3. Service: Service includes both to MSU and to the profession. Service to MSU includes involvement with Department, College, and University committees and other assignments. Service to the profession may include, but is not limited to: participation on committees at the local, state, regional, national and international levels; refereeing for journals, conferences, and funding agencies; organizing conferences; responses to creative work; holding leadership positions in professional organizations; and other such activities in support of the profession.

*1.1.4.* Outreach and Engagement: Outreach and Engagement includes professional involvements rooted in and extending one's research and teaching. Evidence to consist of achievements in

outreach that may include, but is not limited to: consultantships, master classes or workshops, lectures, and presentations/performances to external audiences including community partners. Outreach and Engagement cuts across the categories of research and creative activity, teaching, and service; it is particularly relevant in the context of the University's mission and shall be given due consideration.

*1.2. Reappointment and Reappointment with Tenure*

1.2.1. Assistant Professors: Those who have not served previously at Michigan State University are normally appointed initially in the tenure system for a probationary period of three years and may be reappointed for an additional probationary period of four years. Although they may present themselves as candidates for promotion at any stage within the probationary periods, if an assistant professor is appointed beyond the two probationary periods, tenure is granted. If at any time during these two probationary periods an assistant professor is promoted to the rank of associate professor, tenure is granted. Each tenure recommendation should be based on a clear record of sustained, outstanding achievements in research and creative activity, teaching, service, and outreach and engagement across the mission of the Department of Theatre consistent with performance levels expected at leading research-intensive, land-grant Universities of international scope.

1.2.2. Associate Professors: Those who have not served previously at Michigan State University are normally appointed in the tenure system for a probationary period of three years. If an associate professor is reappointed, tenure is granted. Individuals appointed at the rank of associate professor without tenure have the option of requesting reappointment at any point prior to the conclusion of the stipulated probationary appointment period. A negative decision on such a request shall not preclude consideration for reappointment at the time specified upon appointment. Each tenure recommendation should be based on a clear record of sustained, outstanding achievements in research and creative activity, teaching, service, and outreach and engagement across the mission of the Department of Theatre consistent with performance levels expected at leading research-intensive, land-grant Universities of international scope.

*1.3. Promotion*

1.3.1. Promotion to Associate Professor: a candidate must present a record of achievements in research and creative activity, teaching, service, and outreach and engagement. Each tenure recommendation should be based on a clear record of sustained, outstanding achievements in education and scholarship across the mission, consistent with performance levels expected at peer universities. The emphasis on evaluation will be more on the quality than in the quantity of the candidate's work. Refer to section IV of the Faculty Handbook: ACADEMIC HUMAN RESOURCES POLICIES: APPOINTMENT, REAPPOINTMENT, TENURE, AND PROMOTION RECOMMENDATIONS.

1.3.2. Promotion to Full Professor: a candidate must be able to demonstrate continuing effectiveness as a teacher and a record of sustained, substantial achievements in research and creative activity, teaching, service, and outreach and engagement since the promotion to associate professor. A recommendation for promotion from associate professor to professor in the tenure system should be based on several years of sustained, outstanding achievements in education and scholarship across the mission, consistent with performance levels expected at peer universities. A reasonably long period in rank before promotion is usually necessary to provide a basis in actual performance to permit endorsement of the individual as an expert of national stature and to predict continuous, long-term, high-quality professional achievement. Refer to

section IV of the Faculty Handbook: ACADEMIC HUMAN RESOURCES POLICIES: APPOINTMENT, REAPPOINTMENT, TENURE, AND PROMOTION RECOMMENDATIONS.

*1.4. Procedures for Reappointment, Promotion and Tenure*

1.4.1. Reappointment of Assistant Professor: Each assistant professor eligible for reappointment will be informed by the Department Chairperson in January (for reappointment the following academic year) of the university reappointment schedule. By the end of spring semester, the applicant will submit a dossier of all pertinent information related to his/her record and achievements that support reappointment. The dossier will include:

(1) current vita highlighting accomplishments;
(2) a self-evaluation (3-5 pages) regarding professional accomplishments;
(3) supporting materials documenting a teaching portfolio and professional accomplishments in research and creative activity, teaching, service, and outreach and engagement since the last appointment.

1.4.2. Tenure (reappointment of Associate Professor; promotion of Assistant Professor to Associate) and promotion to Full Professor: Each faculty member eligible for promotion and/or tenure will be informed by the Department Chairperson in January (for promotion and tenure the following academic year) of the need to apply in writing by the end of the first full week in April. By the end of the spring semester, the applicant will submit a dossier of all pertinent information related to his/her record and achievements. The dossier will include:

(1) current vita highlighting accomplishments since the last appointment or promotion;
(2) a self-evaluation (3-5 pages) regarding professional accomplishments;
(3) supporting materials documenting a teaching portfolio and professional accomplishments in research and creative activity, teaching, service, and outreach and engagement since the last appointment or promotion;
(4) a prioritized list of at least ten names from which half of the external review letters will be solicited.

1.4.2.1. Half of the external referee letters will be solicited from individuals on a list developed by the candidate; the other half will be solicited by the Department Chairperson from other prominent scholars, educators or artists in the candidate's field. The Department Chairperson will assure that each candidate has at least four external review letters; all review letters solicited by the Department Chairperson that are received will be included in the dossier. The letters will address those aspects of the candidate's accomplishments in research and creative activity, teaching, service, and outreach and engagement that the evaluator is qualified to assess. Each request for evaluation will be accompanied by a copy of the pertinent sections of the Department bylaws and the dossier provided by the candidate and other relevant material. These letters will be held in confidentiality for use in the tenure and promotion process.

1.4.2.2. The candidate's dossier and all external letters will be sent forward to the College of Arts and Letters for review. Refer to section IV of the faculty handbook: ACADEMIC HUMAN RESOURCES POLICIES: COLLEGE-LEVEL REAPPOINTMENT, PROMOTION AND TENURE COMMITTEES.

*1.5. RPT Committee and Procedures for Departmental Review*

1.5.1. RPT Committee: The composition of a department RPT committee consists of a minimum of three faculty members with tenure appointed by the Department Chairperson in consultation with the candidate. The committee will elect a chair and a designated Office for Inclusion and Intercultural Initiatives representative.

1.5.2. This committee will review the candidate's dossier of all pertinent information related to his/her record and achievements.

1.5.2.1. RPT Committee Classroom observation: All Members of the RPT committee must observe at least one teaching session for the candidate up for review. This review should include assessment of instructor's knowledge, engagement of the students, and appropriateness of content that indicates progression toward course objectives.

1.5.3. The committee will submit in writing to the Department Chairperson recommendations for personnel action and reasons for its decision. Minority opinion, if any, will be noted and a minority report may be included. All members of the committee will sign the committee recommendation.