



Dossier Expectations and Timelines

Departmental RPT Training

June 2023



Goals

Returning Attendees

- Refresh key points
- Highlight new information
- Share tips and resources

New Attendees

- Overview of purpose and goals
- Three smart sentences...
- Share how to get more help

Key Questions

What's
new?

Who needs
external
reviewers?

How do I
get my
lists?

What's the
role of
annual
reviews?

Agenda

Introductions

Faculty Appointment Systems and
Expectations

Dossier Expectations

Review Process and Timelines



Introductions



Office of Faculty Affairs and Development

Part of the Office of Faculty Affairs and Staff Administration

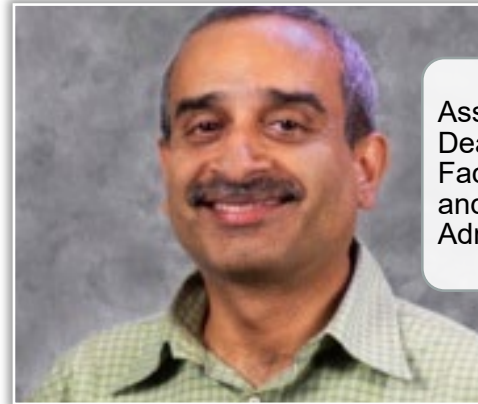
A114 East Fee Hall

517-432-8722

chm.fad@campusad.msu.edu

<https://humanmedicine.msu.edu/faculty-staff/faculty-affairs/index.html>

Nara Parameswaran, Ph.D.



Associate
Dean for
Faculty Affairs
and Staff
Administration

Kelly Hodges



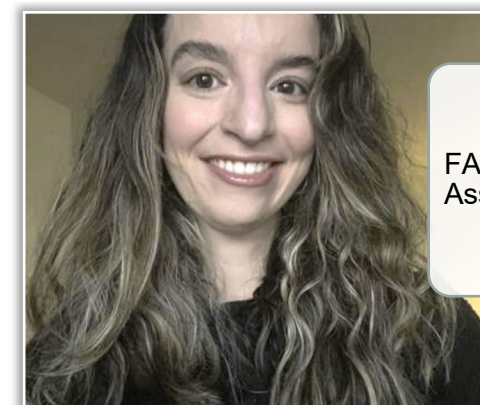
Director of
Faculty
Development
and Mentoring
Programs

Staci Howard



Faculty Affairs
and Staff
Administrator

Brittany Thayer



FAD Office
Assistant



Departmental RPT Teams

- RPT Staff Representatives
- RPT Committee Chairs
- Department Administrators

Faculty Appointments

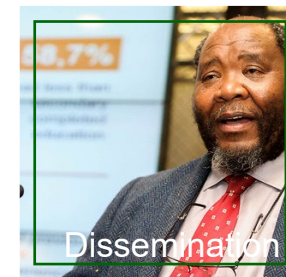
CHM Faculty Appointment Systems



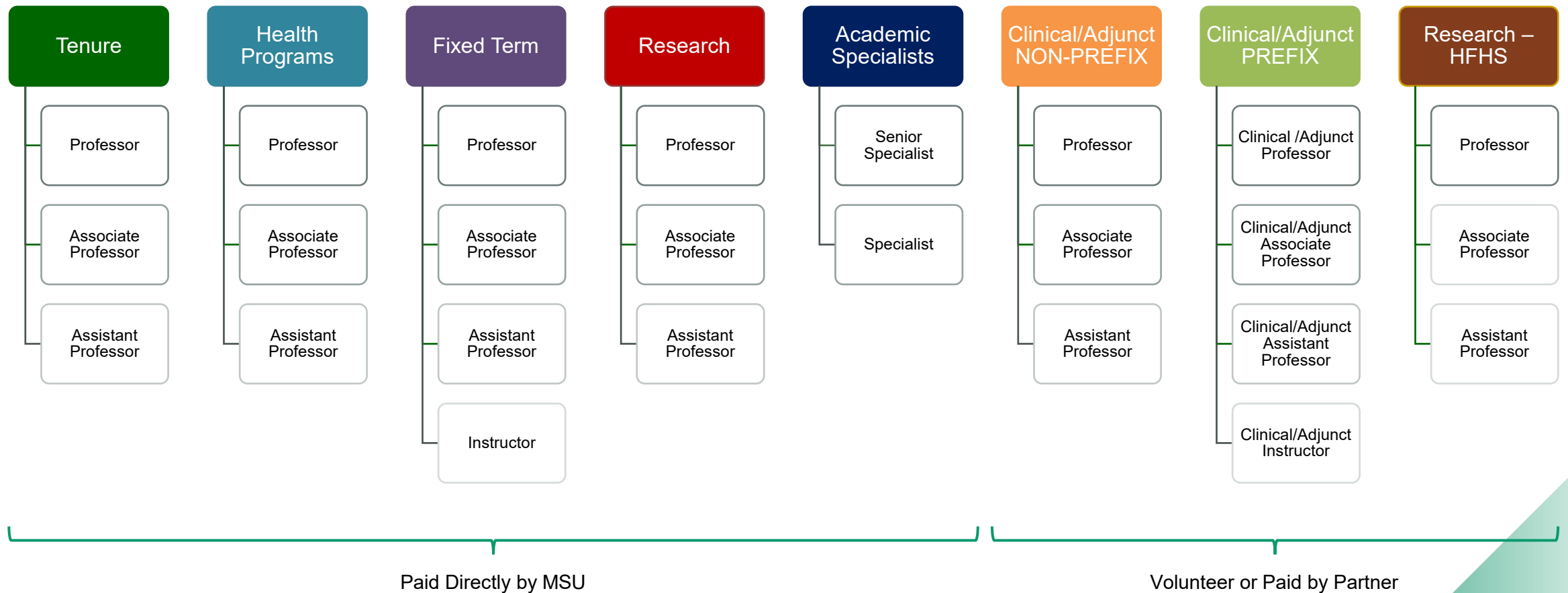


Promotion as an Expectation

Promotion criteria are how the academic community articulates its vision for the faculty role.



Faculty Appointment Systems



Clinical/Adjunct Faculty

Clinical/Adjunct PREFIX

Clinical /Adjunct
Professor

Clinical/Adjunct
Associate
Professor

Clinical/Adjunct
Assistant
Professor

Clinical/Adjunct
Instructor

- Prefix faculty volunteer their services.
- Their primary income is typically outside MSU.
- Five years in rank is typically required for promotion.
- Promotion also requires evidence of successful past service to MSU and details of intent to continue.
- Must use “Clinical” or “Adjunct” prefix when referring to their MSU appointment in CV, email signature, business card, etc.

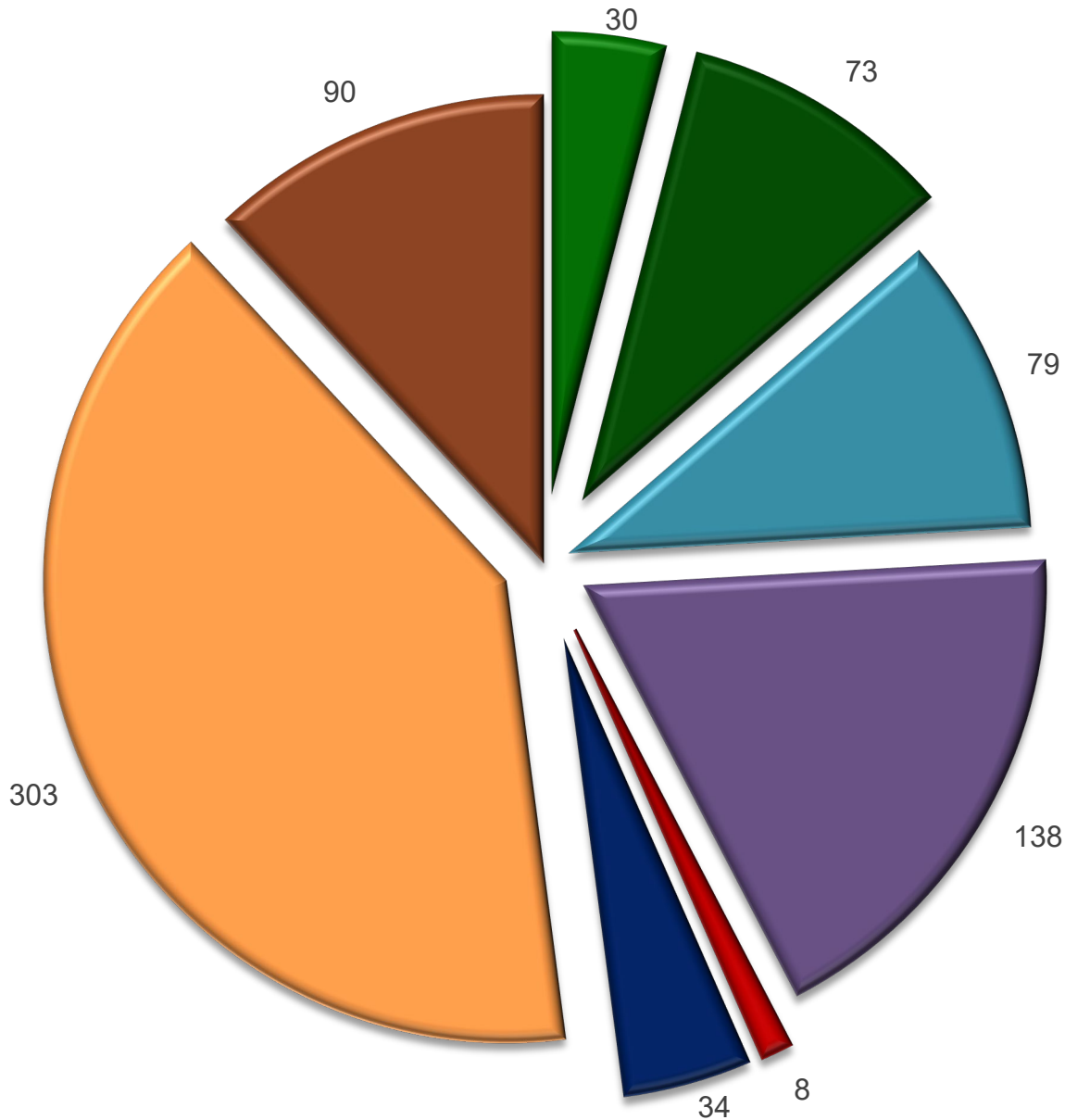
Clinical/Adjunct NON-PREFIX

Professor

Associate
Professor

Assistant
Professor

- Non-prefix faculty are deeply involved in the college across mission areas.
- They devote at least 20% of their time to the college and meet at least one of these eligibility criteria:
 1. Official administrative position (e.g., clerkship director, course director).
 2. Paid by CHM-affiliated or sponsored residency as core faculty or administrator (e.g., residency director).
 3. Engaged in a meaningful, collaborative research relationship with the college.
- Five years in rank is typically required for promotion.
- Promotion criteria are almost identical to Health Programs, the MSU-paid clinical faculty.
- May drop the “Clinical” or “Adjunct” prefix.



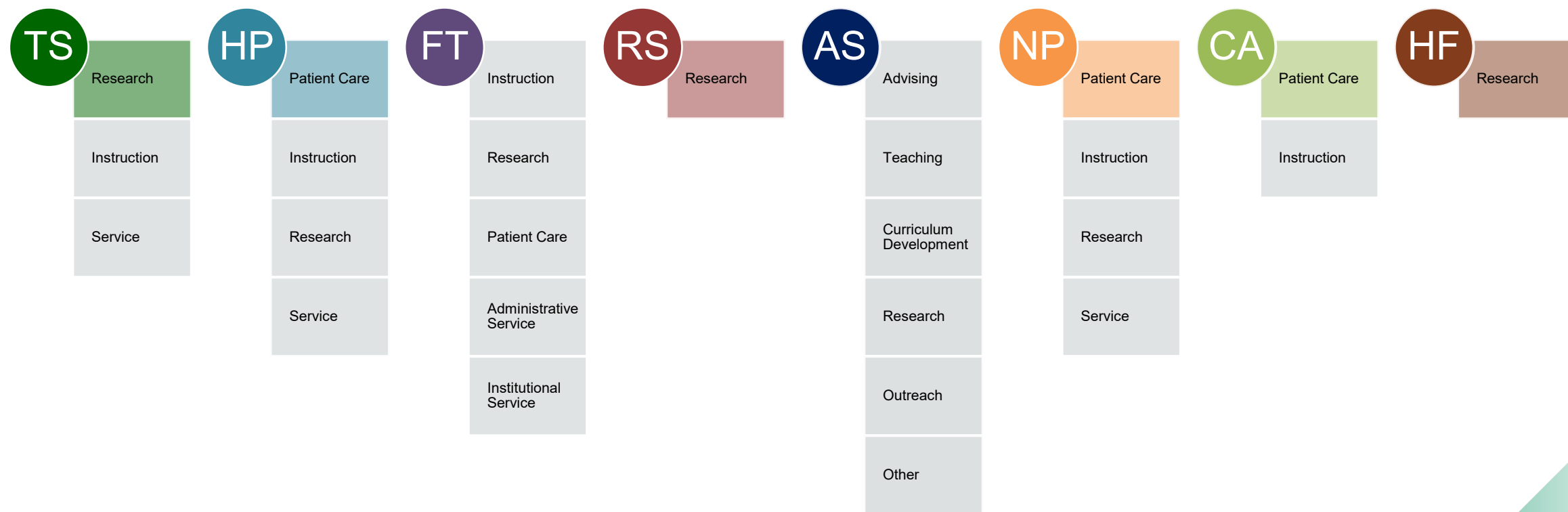
MSU CHM faculty with primary appointment in the CHM
N=755

- Tenure System - 30
- Tenured - 73
- Health Programs - 79
- Fixed Term - 138
- Research - 8
- Academic Specialists - 34
- Clinical/Adjunct Non-prefix - 303
- Research HFHS - 90

Clinical/Adjunct Prefix

4700+

Expectations by Appointment System



Time in Rank for Seeking Promotion

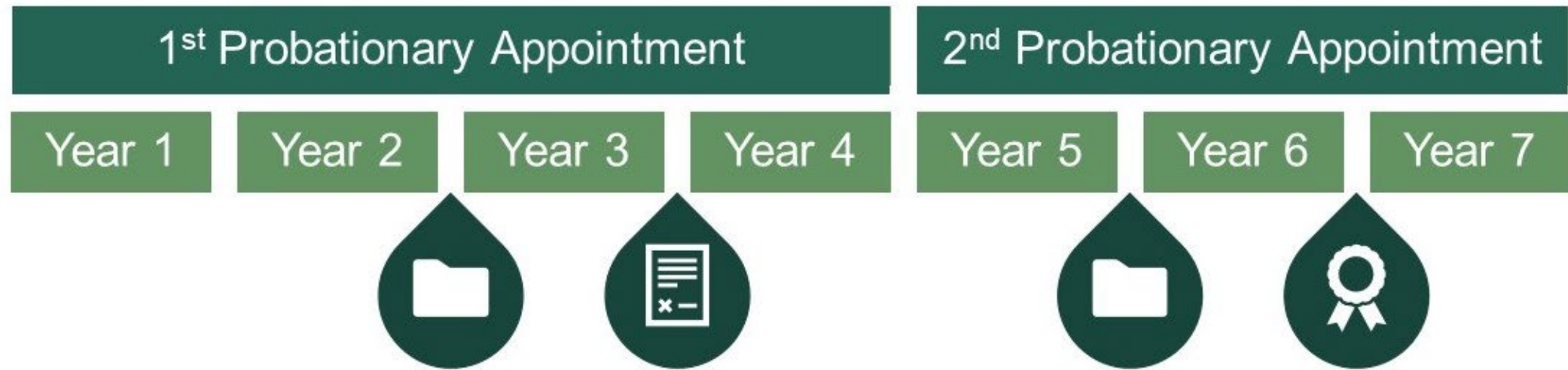
Question:

What is “several years”?

Appointment Type	Time In Rank
Tenure System Probationary Faculty	5 years*
Tenured Faculty	approximately 5 years
HP, FT, RS, NP, CA Faculty	approximately 5 years
Academic Specialists	
• Specialist Continuing	4.5 years**
• Specialist Fixed Term	60+ FTE months***

Required Action Timelines

- TS



- HP and NP

- Reappointment peer review in the final year of the appointment



Tenure Timeline and Extensions

- Automatic [COVID-19 extension](#) for:
 - All faculty in probationary appointments during March 2020
 - All faculty hired into probationary appointments through August 15, 2023
- May be used in first or second probationary period
- May be waived; consequences for unsuccessful review vary

- [Other extensions](#)
 - Some are automatic
 - Some must be requested by the faculty member and approved by UCFT



How do I get my
lists?

Tenure System

What's new?

- Use the EBS Reappointment, Promotion & Tenure system
 - Must use an Incognito/Private window (Edge or Firefox)
 - Go to "Reappointment Promotion & Tenure" section, probably at the bottom

Reappointment, Promotion & Tenure

RPT Inbox Individual Form Proc... 0 Action Required	RPT Mass Form Processing 0 Action Required	Annual Tenure System Faculty Review 0 Action Required	RPT Actions Worksheet Report New Window Opens	Preliminary List of Probationary End Dates New Window Opens	Reappointment Recommendations Report A New Window Opens	Joint Reappt Recommendations Report A New Window Opens	Promotion List Report B New Window Opens	Annual Review Report C New Window Opens
Affirmative Action Report G New Window Opens								

[RPT Process Overview & Instructions](#) [Provost Memo: April](#) [Provost Memo: November](#) [Timetable for RPT Actions](#)

Health Programs and Non-prefix

- Refer to Form HP-B or NP-B (Documentation of Annual Review) from the previous year
- Note Primary Assignment End Date
- Must review anyone with an end date in 2024

Form HP-B: Documentation of Health Programs Faculty Annual Performance Reviews

Review and the name of the Individual Conducting Review for each HP faculty member on the list.

NE

Rank	Continuous Service Date	Primary Assignment End Date	Date of Most Recent Review	Individual
Assistant Professor Health Programs	08/01/2021	07/31/2024		
Assistant Professor Health Programs	10/01/2021	09/30/2024		
Assistant Professor Health Programs	04/01/2019	06/30/2027		
Assistant Professor Health Programs	07/01/2019	07/17/2025		
Assistant Professor Health Programs	07/01/2007	06/30/2023		
Assistant Professor Health Programs	07/01/2016	06/30/2027		
Assistant Professor Health Programs	09/01/2013	06/30/2027		
Assistant Professor Health Programs	10/17/2022	09/30/2025		
Assistant Professor Health Programs	09/01/2021	08/31/2024		

CHM RPT Guidance

The screenshot displays the Michigan State University website for the College of Human Medicine. The header includes the MSU logo and name, a search bar, and the college name. A navigation menu lists various university departments, with 'Faculty & Staff' highlighted. The breadcrumb trail indicates the current page is 'Office of Faculty Affairs & Staff Administration'. The main heading is 'Promotion & Tenure', followed by a paragraph explaining the support provided by the Office of Faculty Affairs and Development. Below this is a menu with two options: 'Resources for All Faculty' (selected) and 'Resources for Department RPT Staff'. A sidebar on the right lists specific topics under the heading 'PROMOTION AND TENURE': Academic Specialist, Clinical/Adjunct "Prefix", Clinical/Adjunct "Non-Prefix", Fixed Term, Health Programs, Research System, and Tenure System.

MICHIGAN STATE UNIVERSITY
College of Human Medicine

Search...

About | Campuses | Admissions | Education | Research | Students | **Faculty & Staff** | Alumni & Donors | News

Home / Faculty & Staff / Office of Faculty Affairs & Staff Administration /

Promotion & Tenure

The Office of Faculty Affairs and Development provides support for the promotion of faculty in all appointment systems in the College of Human Medicine. Faculty can select their appointment type from the menu for more information.

Resources for All Faculty | Resources for Department RPT Staff

MSU Academic Career Paths Events

PROMOTION AND TENURE

- Academic Specialist
- Clinical/Adjunct "Prefix"
- Clinical/Adjunct "Non-Prefix"
- Fixed Term
- Health Programs
- Research System
- Tenure System

The background of the slide is filled with numerous question marks of varying sizes and colors, including shades of yellow, grey, and white, creating a textured, layered effect. A large, white question mark is positioned on the left side, partially overlapping the word 'Questions?'.

Questions?

Dossiers

Requirements and Expectations

Promotion and Tenure System Reappointment





Components

Form on Progress and Excellence (promotion application form)

Department RPT Committee Letter

Assignment Description (for FT)

Reflective Essay

Curriculum Vitae (CV)

External Review Letters (for all promotions; not for TS reappointment)

Annual Review Letters

COVID-19 Impact Statement (optional)

Academic Portfolio

PROMOTION DOSSIER BOOKMARKING ORDER

College of Human Medicine

TENURE SYSTEM	HEALTH PROGRAMS	NON-PREFIX	FIXED TERM
MSU Required Documentation	MSU Required Documentation (max 85 pages)	MSU Required Documentation (max 85 pages)	MSU Required Documentation (max 85 pages)
Recommendation Signature Page II Summary Information Letters from Dept Head, Dean, or RPT Committee (Preferred, not required) III A Instruction III B Research and Creative Activities III C Service within the Academic and Broader Community III D Additional Reporting	Recommendation Signature Page II Summary Information Department Head and Dean Summary III A Patient Care Services III B Clinical and Pre-Clinical Teaching III C Scholarly Productivity and Research III D Institutional Services	Recommendation Signature Pages II Summary Information Letters from Dept Head, Dean, or RPT Committee Assignment Description, including Focus Area III A Instruction III B Research and Scholarly Activities III C Service III D Additional Reporting	
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Reflective Essay	Reflective Essay	Reflective Essay	Reflective Essay
CV	CV	CV	CV
External Reviews (not required for reappointment)	External/Internal Reviews	External/Internal Reviews	External/Internal Reviews
Annual Reviews (in order from most recent)	Annual Reviews (in order from most recent)	Annual Reviews (in order from most recent)	Annual Reviews (in order from most recent)
COVID-19 Impact Statement (optional)	COVID-19 Impact Statement (optional)	COVID-19 Impact Statement (optional)	COVID-19 Impact Statement (optional)
CHM Academic Portfolio	CHM Academic Portfolio	CHM Academic Portfolio (order varies based on focus area – place first)	
INSTRUCTION	PATIENT CARE	INSTRUCTION	
Bookmark documents for Instruction	Bookmark documents for Patient Care	Bookmark documents for Instruction	
RESEARCH AND CREATIVE ACTIVITIES	CLINICAL AND PRE-CLINICAL TEACHING	RESEARCH AND SCHOLARLY ACTIVITIES	
Bookmark documents for Research	Bookmark documents for Teaching	Bookmark documents for Research	
SERVICE	SCHOLARLY PRODUCTIVITY AND RESEARCH	SERVICE	

Recommendation Signature Page

- Date submitted by faculty
- Joint appointment departments with chair sign-off
- Review period and time in rank

Last revised – 11/2021

MICHIGAN STATE UNIVERSITY
Office of the Provost

FORM ON PROGRESS AND EXCELLENCE
RECOMMENDATION FOR REAPPOINTMENT, PROMOTION, OR TENURE ACTION

Name: Date: _____
Last First Middle

Present Rank Appointment Basis AY or AN

Primary Department Name Second Department Name Other Dept. Name

Primary College Name Second College Name Other College Name

U.S. Citizen or Permanent Resident? YES NO (If NO, tenure cannot be awarded unless a Tenure Policy Exemption Agreement has been approved.)

Years of MSU tenure system faculty service as of next August 16 as:
ASSISTANT PROFESSOR ___ ASSOCIATE PROFESSOR ___

Highest Degree Institution Date: _____

Additional Training/Education/Certifications/Licensure _____

Review Period Begin Date: _____ The review period begins with the date of appointment or most recent reappointment/promotion.

	RECOMMENDATION BY DEPT CHAIR/SCHOOL DIRECTOR:	RECOMMENDATION BY DEAN:
Reappoint as Assistant Professor for probationary period of three years	<input type="checkbox"/>	<input type="checkbox"/>
Reappoint as Associate Professor and award tenure	<input type="checkbox"/>	<input type="checkbox"/>
Do not reappoint	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Associate Professor and award tenure	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Professor and award tenure	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Professor	<input type="checkbox"/>	<input type="checkbox"/>
Do not promote	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Term Associate Professors who acquire Tenure (Same Rank)	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Term Professors Who Acquire Tenure (Same Rank)	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Primary Chairperson/Director Signature Second Chairperson/Director Signature Other Chairperson/Director Signature

Primary Dean/Adm. Head Signature Second Dean/Adm. Head Signature Other Dean/Adm. Head Signature

Provost Signature

Reappointment without tenure and non-reappointment for faculty with a probationary end date of August 15 of next year is effective August 16 of next year. Reappointment with tenure is effective the first day of the month following the Board of Trustees' approval. Promotion without granting tenure is effective July 1. Promotion plus granting tenure is effective the first day of the month following Board of Trustees' approval.

Section IA – Votes, External Reviewers

- Provide outcome of vote.
- Complete External Review Letter Table

FORM ON PROGRESS AND EXCELLENCE SECTION 1A - ADDITIONAL INFORMATION

Committee Votes

Summary of Committee Votes									
Department/School ¹					College				
	Yes	No	Abstentions	Total		Yes	No	Abstentions	Total
# of votes					# of votes				

External Review Letters *(only required for promotions or the award of tenure)*

#	Reviewer Solicited	Recommended by		Letter Included (Yes/No)	Reason solicited letter was not received ²
		Candidate (Yes/No)	Unit (Yes/No)		
1	Name:				
	Academic Rank, Title, Department:				
	Institution*:				
2	Name:				
	Academic Rank, Title, Department:				
	Institution*:				
3	Name:				
	Academic Rank, Title, Department:				
	Institution*:				
.	Name:				
	Academic Rank, Title, Department:				

Section II – Effort Allocation, Ratings

- Percentages must total exactly 100%
- Must be a rating for each area of effort AND for overall.

FORM ON PROGRESS AND EXCELLENCE SECTION II - SUMMARY INFORMATION

Summary Ratings of Scholarly Contributions by Department Chairperson/School Director:

The purpose of this summary is to assess the candidate's performance in relationship to expectations across the functional areas of instruction, research and creative activities, and service within the academic and broader community. For relevant sub-functions, indicate the faculty member's performance by placing an "✓" under the most appropriate rating (from excellent to poor). Performance should be evaluated relative to most appropriate comparison group and to assigned duties as reflected in percentage of time. For example, the most appropriate level of comparison for the function of "research and creative activities" is a national/international comparison within the discipline.

Function	Sub-Functions	Assignment % of Time	Performance Ratings				
			Excellent	Very Good	Avg.	Below Avg.	Poor
INSTRUCTION	Undergraduate*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Graduate*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Non-Credit Instruction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Academic Advising		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESEARCH & CREATIVE ACTIVITIES	Research & Creative Activities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICE	<i>Academic:</i> Within Scholarly and Professional Organizations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Academic:</i> Within the University		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Within the Broader Community:</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER	Other (specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING		100%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Section II – Summary Statements

- Chairperson/Director Statement
 - Must not leave section blank or say, “see letter.”
 - Insert text below prompt.
 - May *also* insert letter after this page if desired, but not required.
- Summary Letters
 - Insert as separate pages following Section II
 - Department Head (if desired, but does not replace Section II summary)
 - Department RPT Committee (preferred, not required)





Section III – Summaries by Mission Area

A. Instruction

B. Research and Creative Activities

C. Service within the Academic and Broader Community

- **Note:** 2 prompts to complete in this subsection

D. Additional Reporting



Section IV – Evidence

A. Instruction

B. Research and Creative Activities

C. Service within the Academic and Broader Community

- **Note:** 3 prompts to complete in this subsection

D. Additional Reporting

E. Grant Proposals

Section IV - Instruction

- Reports of faculty activity in the Shared Discovery Curriculum (SDC) can be obtained by the person(s) in your unit with access to the Educational Assignment System (EAS).

FORM ON PROGRESS AND EXCELLENCE
SECTION IV A - INSTRUCTION

The faculty member is encouraged to use a range of evidence demonstrating instructional accomplishment, which can be included in portfolios or compendia of relevant materials.

1. **Undergraduate and Graduate Credit Instruction:**

Record of instructional activities for at least the past six semesters. Include only actual participation in credit courses (on- or off-campus instruction) or virtual university on-line courses. In determining the "past six semesters," the faculty member may elect to exclude any semesters during which s/he was on leave; additional semesters may be included on an additional page. Fill in or, as appropriate, attach relevant print screens from CLIFMS*.

Semester and Year	Course Number	Credits (Number or Var)	Number of Sections Taught Lec Rec Lab	Number of Students	Number of Assistants **	Notes
Spring 2018 ECE	HHM 553	16	N/A	200	0	See complete breakdown below
Fall 2018	HHM 553	16	N/A	200	0	See complete breakdown

Breakdown of teaching in CHM:

Spring 2018

SDC academy team Fellow 0.3 FTE- teaching basic science in small groups in ECE and MCE

Facilitator in Pharmacy rotation

Curriculum development Pharmacy rotation

LGA facilitator

Step 1 prep intersession- curriculum development and delivery

Nutrition intersession- content delivery

Pharmacology and physiology intersession- Course director, content delivery, curriculum development

Advanced cardiology intersession- small group facilitator

Summer 2018

Section IV - Grants

- The easiest and best formatted report can be obtained by the faculty member from EBS > Business Intelligence.

FORM ON PROGRESS AND EXCELLENCE SECTION IV E - GRANT PROPOSALS

List grant proposals submitted during reporting period relating to teaching, research and creative activities, or service within the academic and broader community. Include grants in support of outreach, international, urban, and extension activities.*

	Name of Granting Agency (Grantor:) Focus of Grant (Focus:)	Date Submitted	\$ Amount Requested	Status			\$ Amount Assigned to Faculty Candidate (if Applicable)	Principal/Co-Investigators (if not faculty candidate)
				Pending	\$ Amt Funded	Not Funded		
I. Instruction								
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
II. Research/Creative Activity								
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
III. a. Service – Academic Community								

* Anyone with an MSU NetID and password can print Proposal and Award reports that may be attached to this page. See [Job Aid for Form D – RA028](#) for proposal reporting, and [Job Aid for Form D – RA026](#) for award reporting

The background of the slide is a light gray color with a pattern of question marks. The question marks are in various shades of gray and are slightly out of focus, creating a sense of depth. A large, white question mark is positioned in the center-left of the slide, partially overlapping the word "Questions?".

Questions?

PROMOTION DOSSIER BOOKMARKING ORDER

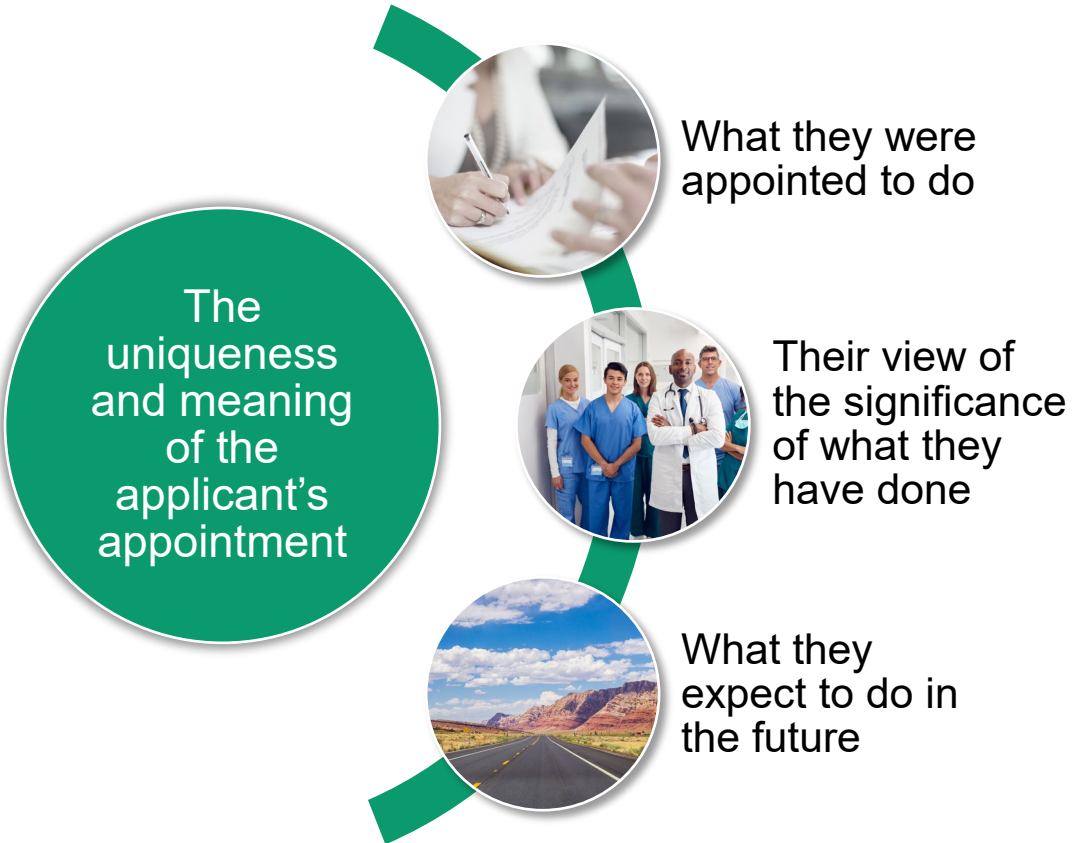
College of Human Medicine

TENURE SYSTEM	HEALTH PROGRAMS	NON-PREFIX	FIXED TERM
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Annual Reviews (in order from most recent)	Annual Reviews (in order from most recent)	Annual Reviews (in order from most recent)	Annual Reviews (in order from most recent)
COVID-19 Impact Statement (optional)	COVID-19 Impact Statement (optional)	COVID-19 Impact Statement (optional)	COVID-19 Impact Statement (optional)
CHM Academic Portfolio	CHM Academic Portfolio	CHM Academic Portfolio (order varies based on focus area – place first)	
INSTRUCTION	PATIENT CARE	INSTRUCTION	
Bookmark documents for Instruction	Bookmark documents for Patient Care	Bookmark documents for Instruction	
RESEARCH AND CREATIVE ACTIVITIES	CLINICAL AND PRE-CLINICAL TEACHING	RESEARCH AND SCHOLARLY ACTIVITIES	
Bookmark documents for Research	Bookmark documents for Teaching	Bookmark documents for Research	
SERVICE	SCHOLARLY PRODUCTIVITY AND RESEARCH	SERVICE	



Reflective Essay

What's new?



**5 pages
MAX
FIRM**



COVID-19 Impact Statement

- Optional but strongly encouraged
- Could instead be included in the reflective essay
- Should be available to external and internal reviewers

Curriculum Vitae

- No required format.
- AAMC format recommended.

First Name Last Name, M.D., Ph.D.

Professional Street Address

City, State zip code

(Area code) phone number

email@address.com

If you prefer not to include your professional address, you may include your personal email address and telephone number

Last updated: include today's date

Current Position(s)

Academic Rank, department

Director, Center for Whatever

Your medical school or university

City, State

Education *[Note: in reverse chronological order]*

Fellowship, Your University, City, State

Years

Residency, Your University, City, State

Years

M.D., Your University, City, State

Years

B.S. in Discipline (magna cum laude), Your University, City, State

Years

Academic Appointments *[Note: in reverse chronological order]*

Associate Professor

Year - Present

Department of

Name of University

City, State

Assistant Professor

Years

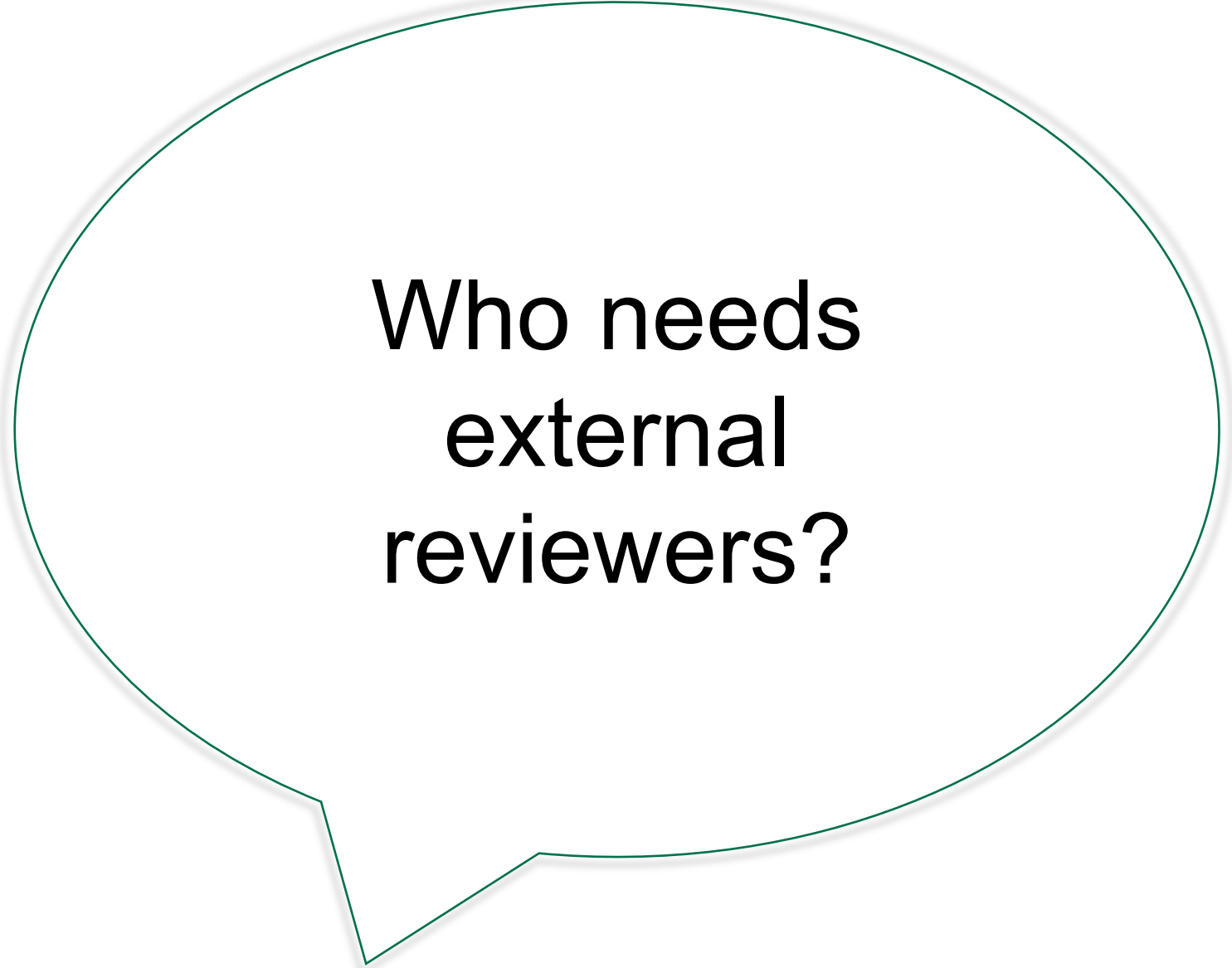
Department of

Name of University

City, State

Professional Positions and Experience *[Note: List non-academic employment and experience in reverse chronological order]*

Director, Center for Whatever



Who needs
external
reviewers?



External Review Letters



WHAT
is an external
review?



WHO
needs external
review letters?
WHO can be a
reviewer?



WHEN
does action
need to be
taken and by
whom?



WHERE
are resources
located?



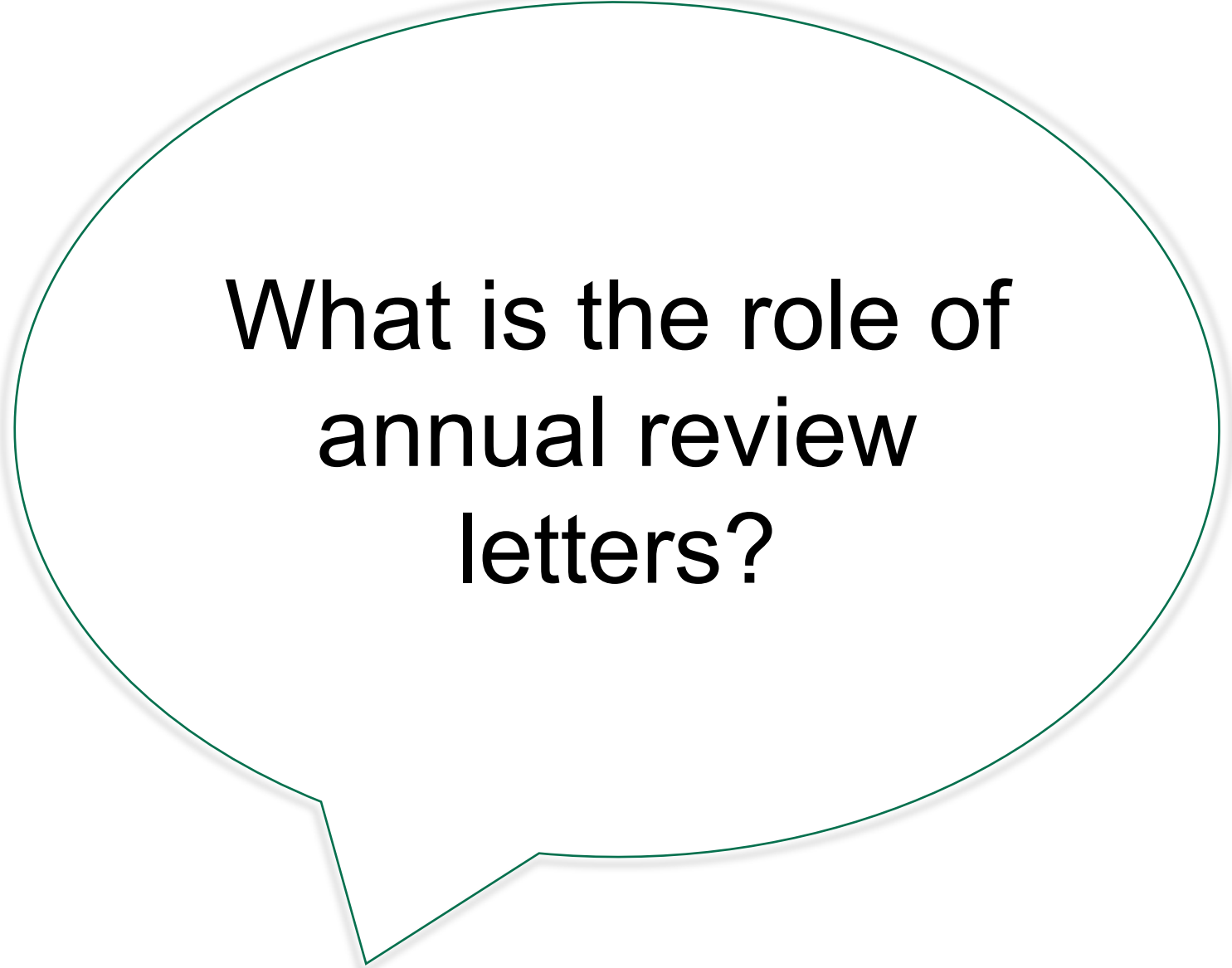
WHY
are external
reviews required?

Section IA

- All solicited reviewers.
- Provide reason if letter was not received.

External Review Letters *(only required for promotions or the award of tenure)*

#	Reviewer Solicited	Recommended by		Letter Included (Yes/No)	Reason solicited letter was not received ²
		Candidate (Yes/No)	Unit (Yes/No)		
1	Name: Jack Smith	Yes	No	Yes	
	Academic Rank, Title, Department: Asst. Professor, Dept. of Medicine Institution*: State University				
2	Name: Jane Smith	Yes	No	No	No reply to request.
	Academic Rank, Title, Department: Director, Dept. of Medicine Institution*: State Company				
3	Name:				
	Academic Rank, Title, Department: Institution*:				
4	Name:				
	Academic Rank, Title, Department: Institution*:				
5	Name:				
	Academic Rank, Title, Department: Institution*:				



**What is the role of
annual review
letters?**



What's new?

Annual Review Letters



Ensure effort allocations align with duties and are on track to meet criteria for promotion.



Provide an opportunity to discuss requirements for reporting DEI contributions.



Meet University expectations.

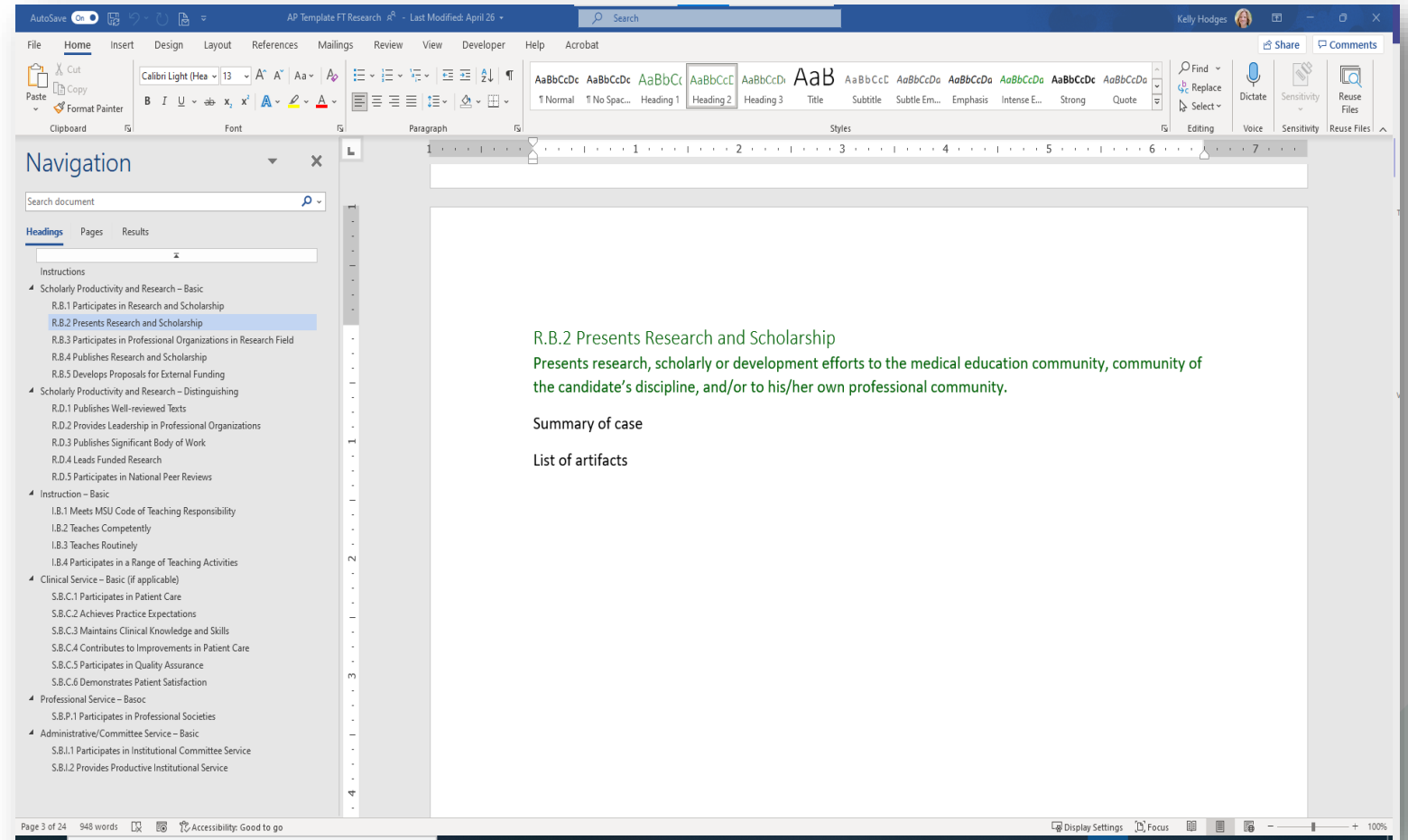
PROMOTION DOSSIER BOOKMARKING ORDER

College of Human Medicine

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MSU Required Documentation	MSU Required Documentation (max 85 pages)		MSU Required Documentation (max 85 pages)
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IV A Instruction IV B Research and Creative Activities IV C Service within the Academic and Broader Community IV D Additional Reporting IV E Grant Proposals	IV A Patient Care Services IV B Clinical and Pre-Clinical Teaching IV C Scholarly Productivity and Research IV D Institutional Services IV E Additional Reporting IV F Grant Proposals		IV A Instruction IV B Research and Scholarly Activities IV C Service IV D Additional Reporting IV E Grant Proposals
Reflective Essay	Reflective Essay		Reflective Essay
CV	CV		CV
External Reviews (not required for reappointment)	External/Internal Reviews		External/Internal Reviews
Annual Reviews (in order from most recent)	Annual Reviews (in order from most recent)		Annual Reviews (in order from most recent)
COVID-19 Impact Statement (optional)	COVID-19 Impact Statement (optional)		COVID-19 Impact Statement (optional)
CHM Academic Portfolio	CHM Academic Portfolio		CHM Academic Portfolio (order varies based on focus area – place first)
INSTRUCTION	PATIENT CARE		INSTRUCTION
Bookmark documents for Instruction	Bookmark documents for Patient Care		Bookmark documents for Instruction
RESEARCH AND CREATIVE ACTIVITIES	CLINICAL AND PRE-CLINICAL TEACHING		RESEARCH AND SCHOLARLY ACTIVITIES
Bookmark documents for Research	Bookmark documents for Teaching		Bookmark documents for Research
SERVICE	SCHOLARLY PRODUCTIVITY AND RESEARCH		SERVICE

CHM Academic Portfolio

- The U recommends, and CHM requires, a portfolio of evidence of the quality of the work.
- Encourage faculty to use templates on each [CHM Promotion and Tenure](#) page.





The Promotion Dossier



Form on Progress and Excellence

Department RPT Committee Letter

Position Description (for FT)

Reflective Essay

Curriculum Vitae

External Letters (for all promotions, not TS reappointment)

Annual Reviews

COVID-19 Impact Statement (optional)

Academic Portfolio

The background of the slide is a light gray color with a pattern of question marks. A large, white, 3D-style question mark is positioned on the left side, partially overlapping the word 'Questions?'. The word 'Questions?' is written in a dark green, sans-serif font to the right of the white question mark. The overall composition is clean and modern.

Questions?



The Review Process

Procedures and Timelines





Multi-level Review Process

Department

- Peer review
- Chair review

College

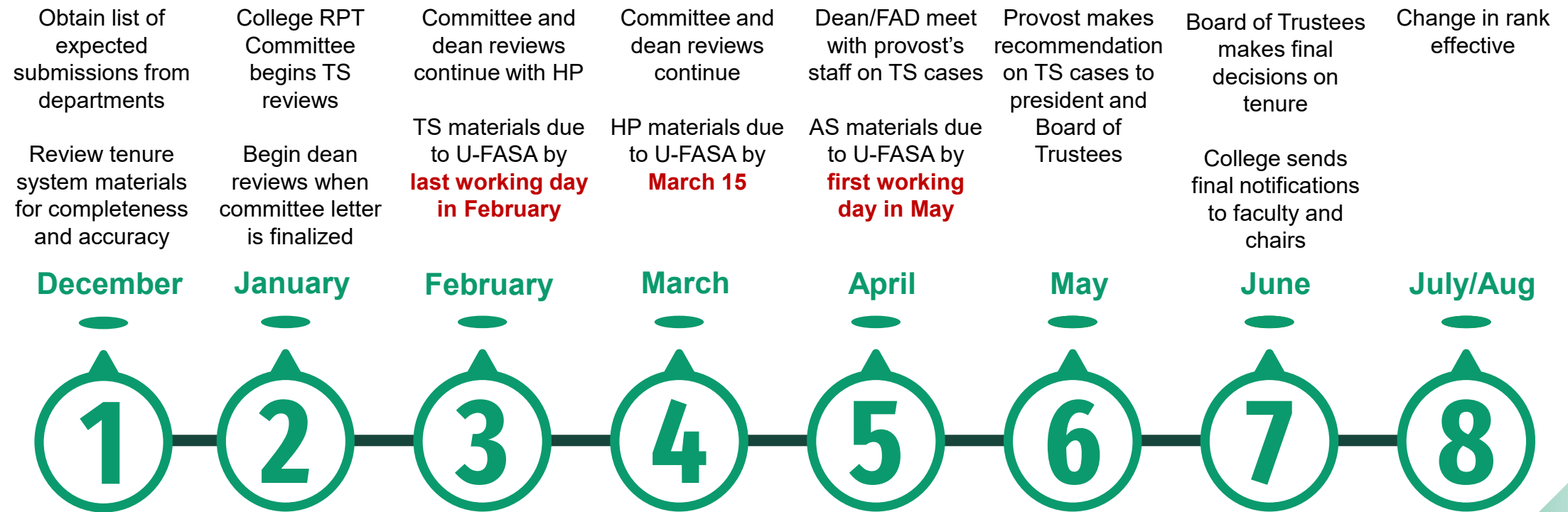
- Peer review*
- Dean review

University

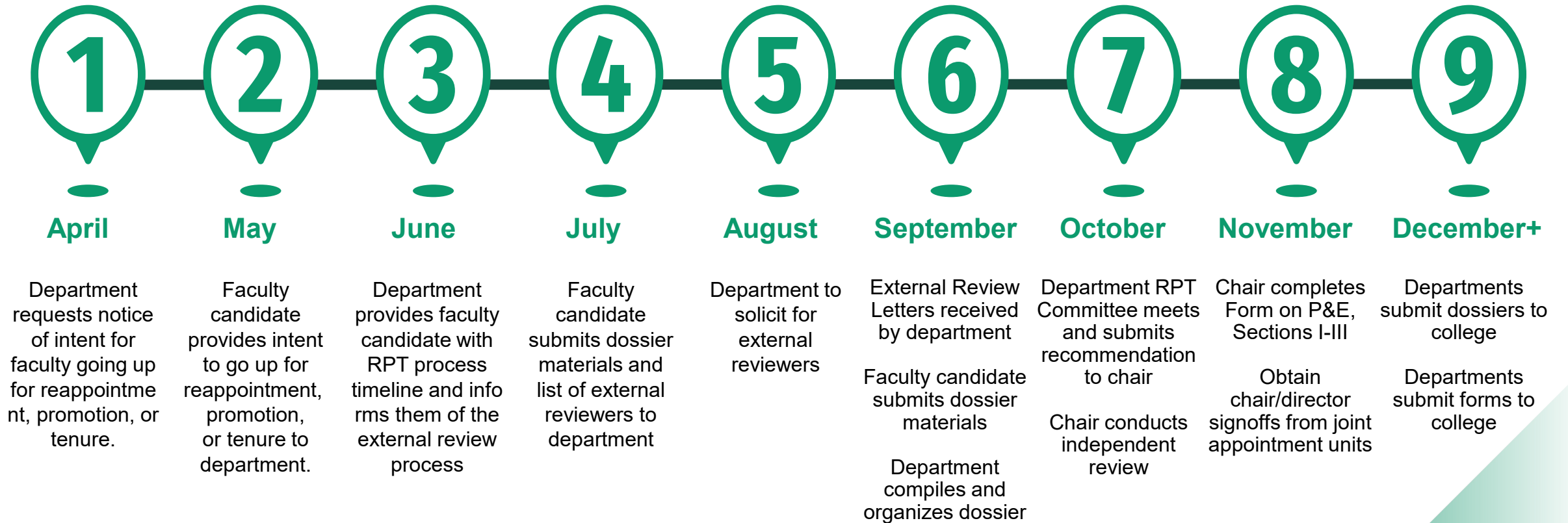
- Office of the Provost review***



Typical College Timeline



Sample Department Timeline



The Call

April 1

- Department requests notice of intent for faculty going up for reappointment, promotion, or tenure.
- Provide all interested faculty:
 - A link to CHM page with criteria, forms, and other resources
 - Any departmental criteria, requirements and timelines

Intent Due

May ②

- Faculty candidate provides intent to go up for reappointment, promotion, or tenure to department.

Processes

June ③

- Department provides faculty candidate with RPT process timeline and informs them of the external review process.



List & Materials Due

July 4

- Faculty candidate provides:
 - List of potential “external” reviewers
 - External Reviewer materials to department
 - Dossier materials to department
- Materials for External Reviewers:
 - Reflective Essay
 - CV
 - Samples of Scholarly Work (if applicable)
 - List of Potential External Reviewers



Solicit Letters

August 5

- Faculty candidate works to prepare final edits of dossier prior to due date
- Department to solicit for external reviewers

Complete Dossiers

September 6

- External Review Letters received by department
- Faculty candidate submits dossiers to department
- Department reviews and adds letters and details





Committee Review

October 

- Department RPT committee meets
- Schedule reviews and orchestrate votes
- Attend to DEI
- Department RPT submits recommendation to chair
- Chair conducts independent review
- Insert the letter from the committee to the chair into the dossier

Chair Review

November 8

- Chair completes Form on P&E, Sections I-III
 - Ensure DEI efforts are addressed somewhere
- Obtain chair/director signoffs from joint appointment units



Submit Dossiers

December +



- Departments submit to college

- TS: **December 15, 2023**

- Prepare for send-backs to be done by first working day in January

- HP, FT, RS, NP: **January 15, 2024**

- AS: **March 1, 2024**

- CA: **May 31, 2024**

What's
new?

Submit Forms

December + 9

- TS Forms: A, B, C, G
 - Submit in EBS by **December 15, 2023**
- HP and NP Forms: A, B, & C
 - Submit in Teams by **January 15, 2024**
- FT and RS Form: B
 - Submit in Teams by **January 15, 2024**
- AS Forms: A, B, & C
 - Submit in Teams by **March 1, 2024**

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Questions?



Three Smart Sentences...

- The case for “sustained excellence over the review period” is the faculty’s to make, and we simply want to minimize ways that the process will interfere with the quality of that case.
- Principles and requirements at the U level shape the process at the college level, which in turn shapes the department process, and additional specificity is expected at each level.
- Expectations, and as a result forms, timelines and resources, vary by appointment type.

To Do List

- ❑ Review CHM criteria, forms and resources for the appointment systems in your department
- ❑ Determine whether your department has additional criteria and requirements
- ❑ Provide all faculty with department timelines for submission of promotion materials
 - Deadline for external letter nominee list and related materials
 - Deadline for final materials
- ❑ Encourage faculty to use CHM resources to prepare their Academic Portfolio

Upcoming Trainings

CHM Office of Faculty Affairs and Development Department RPT Trainings



FACULTY PROMOTION PROCESS

June 8, 2023
2:00-4:00PM

WHO SHOULD ATTEND:

- Dept RPT Staff
- Dept RPT Chair

TOPICS:

- Different Appointment Types within CHM
- Expectations by Appointment System
- Expectations for Dossiers
- Timeline and Extensions
- Committee Review Process
- Annual Reviews

HP/NP REAPPOINTMENTS

September 7, 2023
2:00-3:00PM

WHO SHOULD ATTEND:

- Dept RPT Staff
- Dept HR
- Community Faculty
- Community Staff
- HP/NP Faculty

TOPICS:

- NP and HP Promotion Criteria
- NP and HP Forms
- Committee Review Process
- Annual Reviews

RPT SUBMISSION PROCESS

November TBD, 2023
Time TBD

WHO SHOULD ATTEND:

- Dept RPT Staff

TOPICS:

- Sample Dept Timeline
- Preparing Dossiers
- EBS Submission Process
- Teams Tips & Tricks
- Teams Submission Process

EXTERNAL REVIEWERS

April TBD, 2024
Time TBD

WHO SHOULD ATTEND:

- Faculty
- Dept RPT Staff

TOPICS:

- What is an External Review?
- Who can be an External Reviewer?
- Who else is involved in the External Review process?
- Timeline for External Reviews



Thank You!

Please provide feedback on this training session:

<https://forms.office.com/r/kymBLyutM2>

Contact us:

chm.fad@campusad.msu.edu

