



Non-Prefix and Health Programs Reappointments

Office of Faculty Affairs and Development
September 2023

Key Questions

What forms need to be completed?

What is a peer review?

What is the non-prefix reappointment process?

What's the role of annual reviews?

Agenda

Introductions

Reappointment Process Overview

Reappointment Forms

Final Steps



Introductions



Office of Faculty Affairs and Development

Part of the Office of Faculty Affairs and Staff Administration

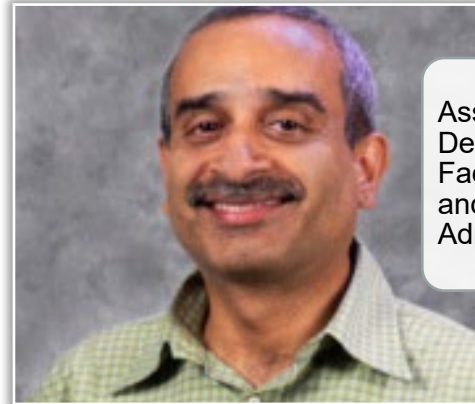
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<https://humanmedicine.msu.edu/faculty-staff/faculty-affairs/index.html>

Nara Parameswaran, Ph.D.



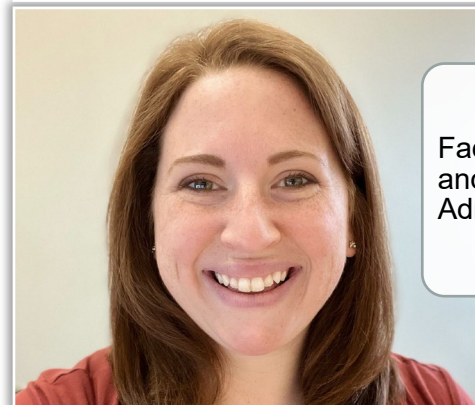
Associate
Dean for
Faculty Affairs
and Staff
Administration

Kelly Hodges



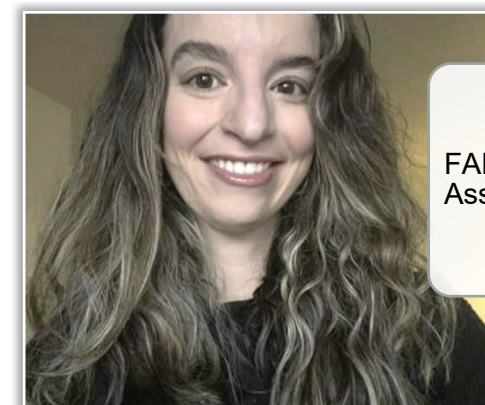
Director of
Faculty
Development
and Mentoring
Programs

Staci Howard



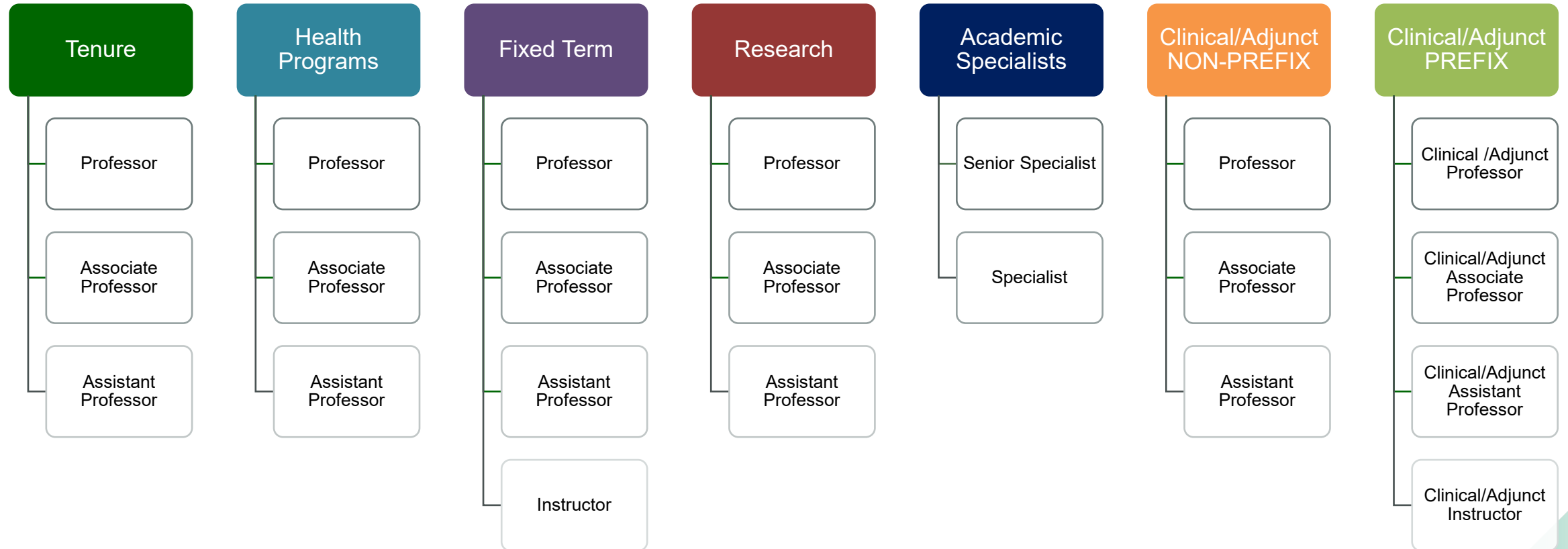
Faculty Affairs
and Staff
Administrator

Brittany Thayer

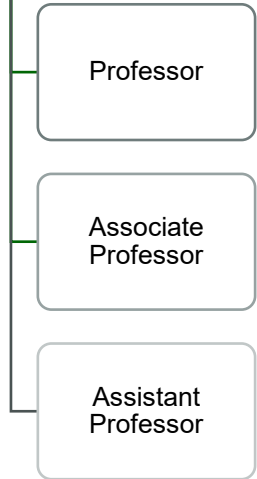


FAD Office
Assistant

Faculty Appointment Systems



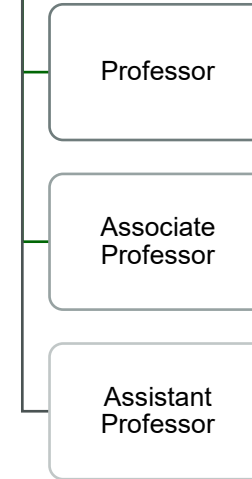
Faculty Appointment Systems



Peer review
for reappointment



Peer review
for reappointment



Peer review
for reappointment

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Questions?

The Reappointment Process

Overview

Non-Prefix and Health Programs Reappointments





Reappointment Overview



WHY
are
reappointments
required?



WHAT
is a
reappointment
peer review?



WHO
is involved in the
reappointment
process?

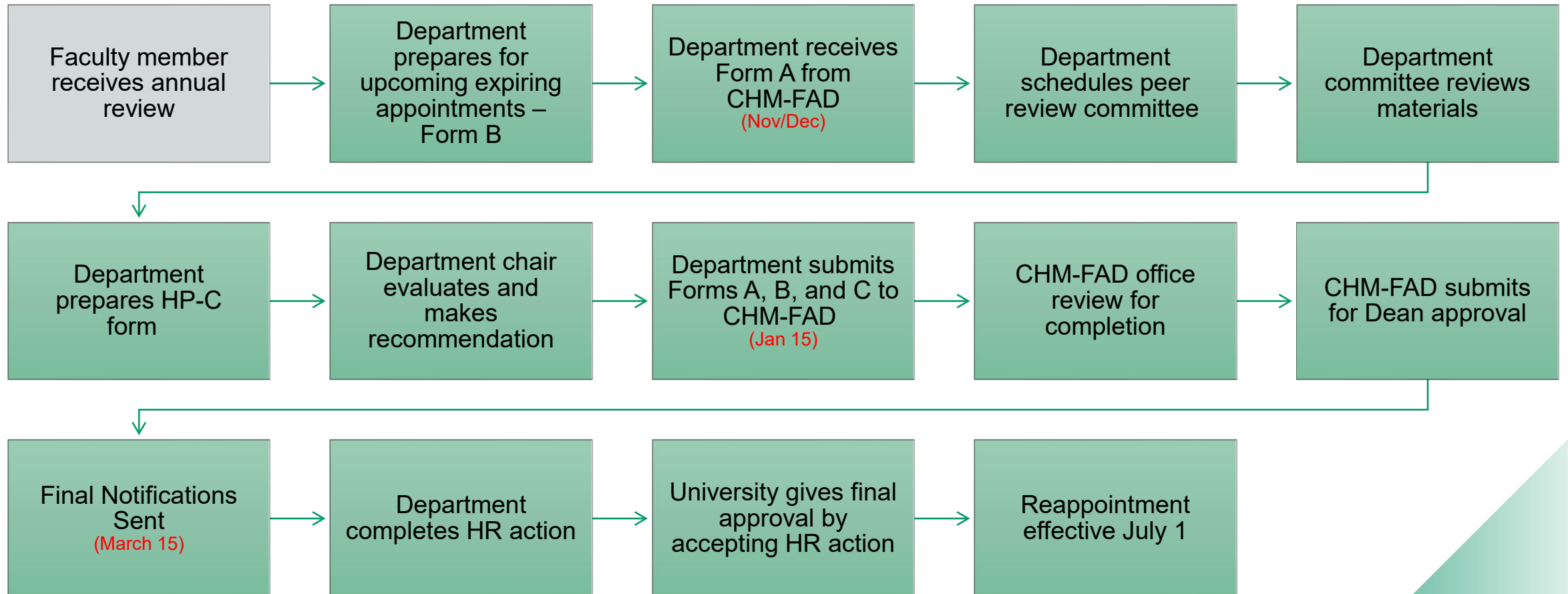


WHEN
does
reappointment
take place?

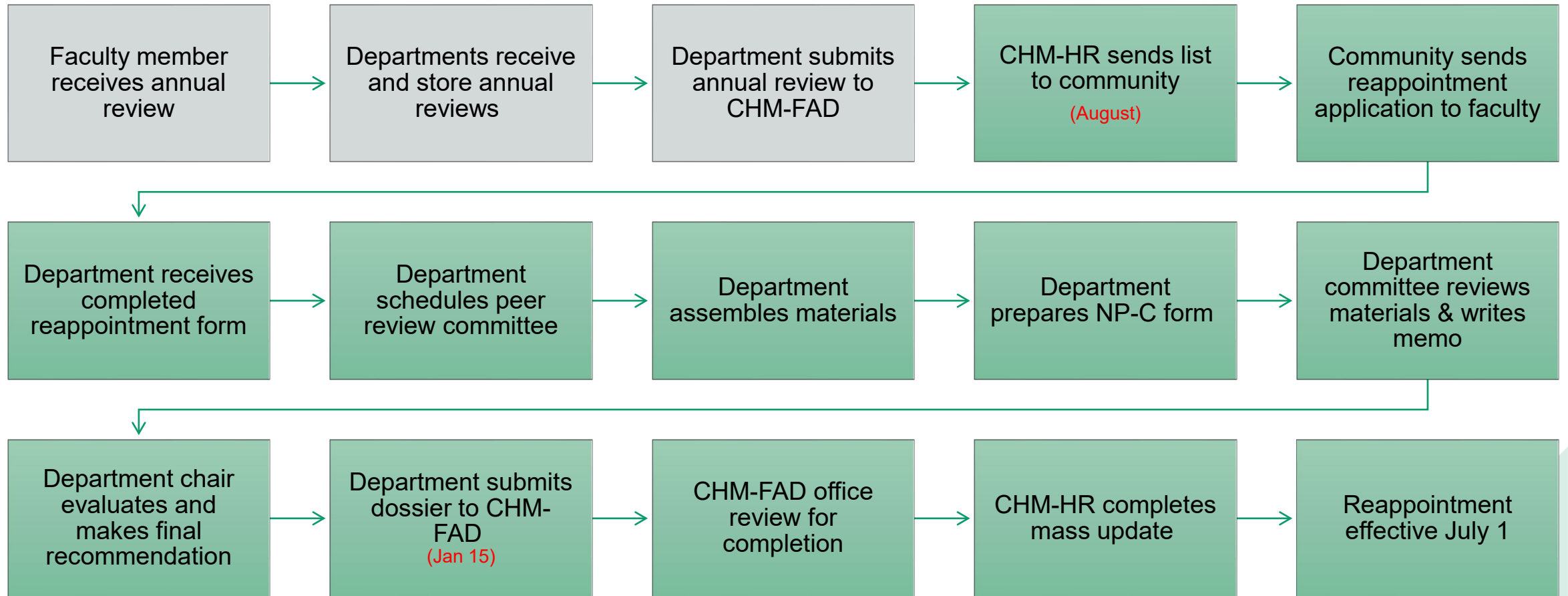


WHERE
are resources
located?

Health Programs Reappointment Process



Non-Prefix Reappointment Process



Non-Prefix Reappointment Application

- Email sent to department when faculty completes application
- Download as PDF

Subject: Non-prefix Reappointment Application – <Faculty Last Name>

This message has been sent to <Department Contacts>

Dr.<Faculty Name> has applied for reappointment using the MSU College of Human Medicine Non-Prefix Reappointment Application. A copy of the responses is below.

This application requires the following actions:

- Attach any documentation of annual reviews covering the review period.
- Schedule the application for review by an appropriate departmental peer review committee. Obtain their vote outcome and summary comments in a letter, report or memo.
- Prepare an NP-C form with the applicant information, committee membership and committee vote sections completed.
- Provide these materials to your chair for final recommendation and completion of NP-C. **Comments in each category and for the overall rating are required on the NP-C.**
- Assemble the application, annual reviews, committee letter/report/memo (preferred, not required) and completed NP-C as directed.
- Submit to CHM FAD via your departmental Teams channel by **January 15.**

If you have questions about conducting the review or submitting the materials, use the Posts section of your Team channel to contact the CHM FAD team.

[Download as PDF](#)



Non-Prefix Reappointment Application

- Other viewing options
 - View in browser
 - View in body of email

URL to view Results

[\[Click Here\]](#)

Response Summary:

REAPPOINTMENT APPLICATION FOR CLINICAL OR ADJUNCT NON-PREFIX FACULTY APPOINTMENT

Your current clinical or adjunct non-prefix faculty appointment in the Michigan State University College of Human Medicine will end on **June 30, 2024**. This form will allow you to provide your intentions for continued appointment. If you wish to be reappointed in the non-prefix system, this form will initiate the required review process. Please contact chm.hr@campusad.msu.edu with any questions or concerns.

Deadline to submit: October 1, 2023

Q1.2. Full Name

<i>Title (Dr., Mr., Ms., Mx., etc.)</i>	Dr.
<i>First Name</i>	
<i>Middle Name</i>	
<i>Last Name</i>	
<i>Suffix(es) (Jr., Sr., III, M.D., D.O., D.N.P., etc.)</i>	N/A

Non-Prefix Reappointment Application

- Application includes attachments
 - Attachments to be included in and submitted with dossier
 - CV is only required attachment for every dossier

Q4.7. Attach documentation of the residency position award, assignment of duties and effort requirements.

[\[Click here\]](#)

Q5.5. Attach an updated resume/CV ([AAMC format](#) suggested, not required).

[\[Click here\]](#)

Q5.6. Optional: Attach, as one file, any additional evidence of excellence in any of the areas above (notable clinical excellence, teaching excellence, scholarly excellence, institutional or professional/field-related service, DEI, etc.).

[\[Click here\]](#)

Non-Prefix Reappointment Application

- Weekly Reports
 - Use to verify receipt of all reappointment applications
 - Switch to Prefix or Terminate = NO emailed application

Non-prefix Reappointment Applications

Department of Medicine

The individuals below have submitted the application reappointment in the non-prefix system during the 2023-2024 review cycle. The requested action for each is provided. The posted deadline to submit is **October 1, 2023**

Full Name

3 Responses

Grand Rapids

Title	First Name	Middle Name	Last Name	Suffix(es)	Requested Action
Dr.	Ted	.	Lasso	N/A	Reappoint as Non-prefix
Dr.	Leslie	.	Knobe	N/A	Switch to Prefix

Flint

Title	First Name	Middle Name	Last Name	Suffix(es)	Requested Action
Dr.	Raymond	.	Holt	N/A	Reappoint as Non-prefix

Requested Actions

3 Responses



- Terminate
- Switch to Prefix
- Reappoint as Non-...

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Questions?

Reappointment Forms

Requirements and Expectations

Non-Prefix and Health Programs Reappointments





Form A

Check "Reappt Same Rank", "Reappt With Promotion", or "Do not Reappt" as applicable. If none apply, provide an explanation under "Other-Specify": e.g. Resigned, Delay Review to MM/DD, Already Reappointed.

COLLEGE OF HUMAN MEDICINE

Department	Professional Name	Rank	Continuous Service Date	Primary Assign End Date	Reappt Same Rank	Reappt With Promotion	Do Not Reappt	Other - Specify
------------	-------------------	------	-------------------------	-------------------------	------------------	-----------------------	---------------	-----------------

Reappt Same Rank	Reappt With Promotion	Do Not Reappt	Other - Specify
✓			
	✓		
✓			
		✓	
✓			

- What is it for?
 - Summarizing HP reappointment decisions for faculty with end dates in upcoming year
- What needs to be done?
 - Review and determine who will be reappointed
- Submit to FAD by Jan 15

What's new?

No NP-A form to complete with new process!

Form B

Enter the Date of Most Recent Review and the name of the Individual Conducting Review for each HP faculty member on the list.

COLLEGE OF HUMAN MEDICINE

Department	Professional Name	Rank	Continuous Service Date	Primary Assignment End Date	Date of Most Recent Review	Individual Conducting Review	Supervisor on Record
------------	-------------------	------	-------------------------	-----------------------------	----------------------------	------------------------------	----------------------

- What is it for?
 - Confirmation of Annual Review
 - Future reference for appointment end dates
- What needs to be done?
 - Complete for every person listed
 - Submit to FAD by Jan 15

Date of Most Recent Review	Individual Conducting Review
02/24/2022	Reviewer Name
03/10/2022	Reviewer Name
01/14/2020	Reviewer Name
03/26/2021	Reviewer Name
03/25/2022	Reviewer Name

Form C

- What is it for?
 - Final recommendation
- What needs to be done?
 - Verify and/or complete every section
 - Submit to FAD by Jan 15

Required for Reappointment

Form NP-C

Michigan State University NON-PREFIX CLINICAL/ADJUNCT RECOMMENDATION FOR REAPPOINTMENT

Date: _____
Name: _____
Position: _____
Curr Rank: _____
Rank Began: _____
Init Appt Date: _____
Department: _____

Advisory Committee Membership:	
Name/Rank	Name/Rank
_____	_____
_____	_____
_____	_____

Does the Advisory Committee Recommend Reappointment?

Yes, reappoint for 3 years No, move to prefix No, end appointment

Form HP-C

Michigan State University HEALTH PROGRAMS RECOMMENDATION FOR REAPPOINTMENT

Date: _____
Name: _____
Position/Rank: _____
Rank Began: _____

Advisory Committee Membership:	
Name/Rank	Name/Rank
_____	_____
_____	_____
_____	_____

Advisory Committee Recommendation: Reappoint Do Not Reappoint

What's new?

NP-C Form

- Eligibility Criteria
- Summary Statements, Effort, Ratings
- Chair Recommendation
- Chair Signature

Eligibility Criteria: In addition to being deeply involved and making significant contributions to the college, this faculty member meets the following eligibility criteria:

- Official administrative position in the college (e.g., Clerkship Director, Course Director, etc.) Official administrative positions are designated as such by the dean's office.
- Paid by a CHM-affiliated or CHM-sponsored residency as core faculty or administrator (e.g., Residency Director). Core faculty means a significant amount of effort is devoted to teaching and/or precepting.
- Engagement in a meaningful, collaborative research relationship with the college as adjudicated by the Senior Associate Dean for Research.

Expectations:

- Faculty must demonstrate sufficient effort, typically at least 20%, in the three areas of teaching, scholarly productivity/research and institutional services, as outlined in the college promotion criteria.
- Faculty must be aware of the promotion criteria and agree to work toward promotion. *If not planning to work toward promotion, a prefix appointment should be considered (i.e., Clinical Assistant Professor, etc.)*
- Faculty appointments are typically for three years and are renewable as long as the eligibility requirements and expectations continue to be met.

Summary Statement by Chairperson: Include comments citing strengths and weaknesses and place an X under the most appropriate rating.

	% Effort	Excellent	Very Good	Average	Below Average	Poor
1. Clinical and Pre-Clinical Teaching	25%	X				
Chairperson's comments required						
2. Scholarly Productivity and Research	50%		X			
Chairperson's comments required						
3. Institutional Services	25%			X		
Chairperson's comments required						
4. Overall Assessment	100%				X	
Chairperson's comments required						

Does the Department Chair Recommend Reappointment?

- Yes, reappoint for 3 years No, move to prefix No, end appointment

Chair Print Name _____

Chair Signature _____

Date _____

Recommendations for reappointment will be processed through the Mass Update once approved. Submit this form with the dossier.

HP-C Form

- Summary Statements, Effort, Ratings
- Chair and Dean Recommendations
 - Must be same recommendation
- Chair and Dean Signature

Summary Statement by Chairperson: Include comments citing strengths and weaknesses and place an X under the most appropriate rating.

1. Patient Care Services: <Insert required comments from chair.> Chairperson's comments required	% Effort 25%	Excellent X	Very Good	Average	Below Average	Poor
2. Teaching: <Insert required comments from chair.> Chairperson's comments required	% Effort 10%	Excellent	Very Good X	Average	Below Average	Poor
3. Scholarly Productivity and Research: <Insert required comments from chair.> Chairperson's comments required	% Effort 40%	Excellent	Very Good	Average	Below Average X	Poor
4. Institutional Services: <Insert required comments from chair.> Chairperson's comments required	% Effort 15%	Excellent	Very Good	Average X	Below Average	Poor
5. Overall Assessment (Include special issues or concerns) <Insert required comments from chair.> Chairperson's comments required	% Effort 100%	Excellent	Very Good	Average	Below Average X	Poor

Chairperson Recommendation: Reappoint for ___ years (1,2,3,4, or 5) Do Not Reappoint
Dean Recommendation: Reappoint for ___ years (1,2,3,4, or 5) Do Not Reappoint

 Chairperson Signature Date Dean Signature Date

For a **reappoint** recommendation, submit a completed Reappointment form with this sheet and attach a completed HP Faculty Appointment/Reappointment Memorandum.

For a **do not reappoint** recommendation, notify the HP faculty of non-reappointment. If reasons from the Dean for non-reappointment are not given in the notification, the following excerpt from the "MSU Health Programs Faculty Appointment Systems" document must be included:

"Upon written request of the faculty member, the administrator recommending the decision (i.e., the Dean) shall transmit in writing the reasons for not recommending an additional appointment."

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Questions?

Final Steps

Deadlines and Submission

Non-Prefix and Health Programs Reappointments



Reappointment Deadlines

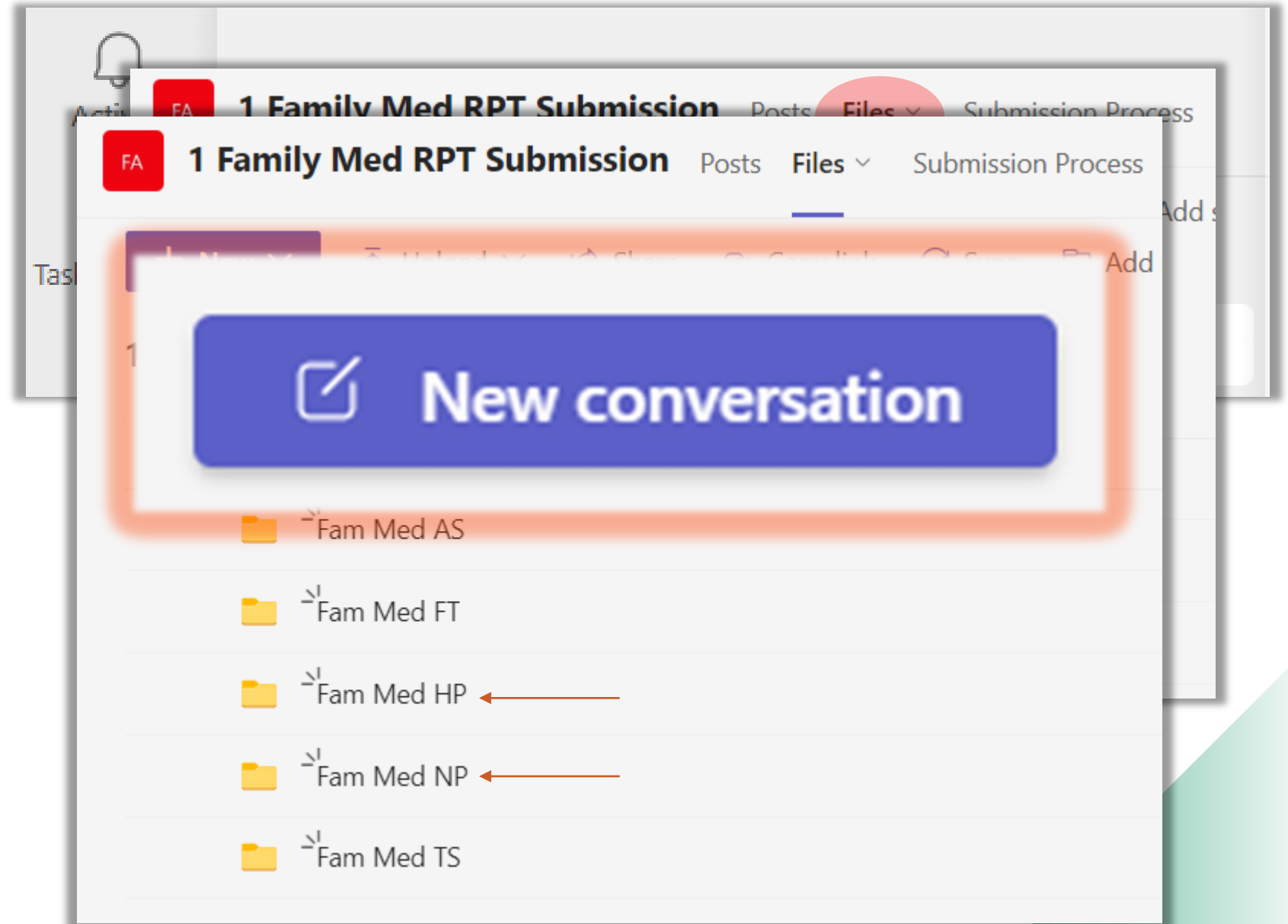
RPT Deadlines 2023-24

College of Human Medicine

Appointment System	Action	Deadline to submit to college (FAD)	College peer review?	University review?	University Deadline	Final Notifications Expected	Expected Effective Date	HR Action Completed By
Tenure System	Reappointment, Award of Tenure, Promotion	December 15	Yes	EVP + Provost + President; BOT for Award of Tenure	Last working day in February	After June BOT meeting	July 1 for promotion or tenure	Central HR
Health Programs System	Promotion	January 15	Yes	EVP	March 15	May-June	July 1	Central HR
	Reappointment	January 15	No	EVP if areas of concern ⁱ	ASAP	March 31	July 1	Department
Clinical/Adjunct Non-prefix System	Promotion	January 15	Yes	None	n/a	May-June	July 1	Community
	Reappointment	January 15	No	None	n/a	n/a	July 1	CHM HR (Mass Update)

Submission

- Submit via Teams
- Notify Brittany in FAD
 - Use @Mention
- No Emailed Files



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Questions?

Upcoming Training

- November 16, 2:00-3:30PM
- Submission Process
 - Teams Overview, EBS Workflow, Timelines

