

**FORM ON PROGRESS AND EXCELLENCE
MICHIGAN STATE UNIVERSITY
College of Human Medicine**

**FORM ON PROGRESS AND EXCELLENCE
RECOMMENDATION FOR PROMOTION for CLINICAL/ADJUNCT PREFIXED FACULTY**

Name: _____ Date: _____
Last First Middle

Present Rank:

Primary MSU Department _____ Community _____

Years of MSU service as of next July 1 as:
ASSISTANT PROFESSOR ASSOCIATE PROFESSOR

Years of faculty experience as of next July 1 (MSU & other)

Highest Degree: _____ Institution: _____ Date: _____

Additional Training/Education/Certifications/Licensure

Review Period Begin Date _____ The review period begins with the date of first appointment/reappointment in current rank.

Current Appointment End Date _____ Reappointment through mass update is required if appointment ends in current academic year.

RECOMMENDATION BY DEPT CHAIR/SCHOOL DIRECTOR: RECOMMENDATION BY DEAN:

Promote to Clinical Associate Professor	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Adjunct Associate Professor	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Clinical Professor	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Adjunct Professor	<input type="checkbox"/>	<input type="checkbox"/>
Do not promote	<input type="checkbox"/>	<input type="checkbox"/>

Comments (required if do not promote is selected):

Primary Chairperson Signature Primary Chairperson Name Date

Dean Signature Dean Name Date

**FORM ON PROGRESS AND EXCELLENCE
FACULTY CHECKLIST**

I have included the following attachments:

- My current or most recent appointment renewal (reappointment) application.
- A brief reflective essay (1-2 pages) that:
 - describes my participation in the educational, research and/or service programs of the primary academic department and college over the past five years and my intentions and plans for continuing that participation
 - addresses my understanding of and demonstrated efforts to pursue the diversity, equity and inclusion goals of the college and Michigan State University.
 - if submitting this application prior to completion of five years of service at MSU in the College of Human Medicine at my current rank, includes the rationale for requesting consideration for promotion at this time
- A current curriculum vitae (CV).
- A letter of support from a supervisor directly knowledgeable about performance of the MSU-related activities.
- An academic portfolio consisting of:
 - Evidence I meet minimum qualifications for my current prefix (clinical or adjunct) and rank.
 - Evidence of excellence in activity that would support programs of the primary academic department and CHM, in one or both of these areas:
 - Education: one or more of these activities with CHM students and learners in CHM-affiliated programs and activities: teaching, mentoring, advising and/or career counseling;
 - Scholarship/Research: scholarship of discovery, integration, application and/or teaching and learning;
 - Evidence of engagement and/or leadership in professional organizations
 - Evidence of consistent and persistent professional improvement which would serve as a basis for predicting continuing professional effectiveness and growth for the remainder of my academic career.

Faculty Applicant Signature

Date

INSERT
Current/Most Recent Reappointment Form

INSERT
Reflective Essay

INSERT
CV

INSERT
Letter of Support from Supervisor

Academic Portfolio Divider Template

Professor – Clinical/Adjunct “Prefix” System

This template was last updated on July 18, 2023.

Instructions

Use this template to create the dividers for your Academic Portfolio.

1. Remove any pages for criteria that you will not address. Make sure to retain pages for all required criteria for your appointment type and rank sought.
2. In a separate folder location¹, assemble the artifacts that you will use as evidence that each criterion is met. Organize subfolders according to the areas of review and criteria. (Hint: open the Navigation Pane in this document for a quick list of areas of review and criteria.)
 - a. Save each artifact as a .pdf.
 - b. Use Adobe Acrobat Reader to add comments and annotations to artifacts to direct the reviewer’s attention. Make sure the title of the artifact is at the top of the first page of the artifact.
3. On each divider page in this document, write 1-2 brief paragraphs summarizing your case that the criterion is met.
4. Below the paragraphs, list the titles of the artifacts that support your case in the order they should be presented.
5. Submit this file and the folder of artifacts to your departmental RPT staff person with your other dossier components.

MAXIMUM SIZE OF COMPLETED DOSSIER (ACADEMIC PORTFOLIO AND OTHER REQUIRED DOCUMENTS): 500 PAGES

¹ On OneDrive, Google Drive, your hard drive, etc.

Eligibility for Appointment

Continues to meet minimum requirements for appointment at rank of clinical or adjunct associate professor.

Summary of case

List of artifacts

Significant Activity and Leadership

Education

Demonstrates sustained excellence and leadership in one or more of these activities with CHM students and learners in CHM affiliated programs and activities:

- Teaching
- Mentoring
- Advising
- Career Counseling

Summary of case

List of artifacts

Scholarship/Research

Demonstrates several years of participation, including leadership, in the scholarship of discovery, integration, application and/or teaching and learning. Examples include:

- Peer-reviewed publications or presentations co-authored with CHM students/residents/faculty (in the field/discipline or in teaching and learning)
- Giving presentations/lectures/didactics
- Writing monographs or other physician-facing materials
- Participating as a subject-matter expert in community engagement or education activities
- Other similar forms of scholarly activity

Summary of case

List of artifacts

Engagement in Professional Organizations

Demonstrates a record of leadership service to their profession, by holding offices or membership on committees, commissions and task forces of state, regional and national societies and organizations.

Summary of case

List of artifacts

Other Evidence of Ongoing Professional Improvement

Any other evidence of consistent and persistent professional improvement which would serve as the basis for predicting continuing professional effectiveness and growth for the remainder of the academic career. For example:

- Evidence of pursuit of effective clinical practice or quality improvement
- Evidence of expanding contributions to diversity, equity and inclusion
- Etc.

Summary of case

List of artifacts