

MICHIGAN STATE UNIVERSITY
College of Human Medicine

FORM ON PROGRESS AND EXCELLENCE
RECOMMENDATION FOR PROMOTION FOR RESEARCH SYSTEM FACULTY

Name: Last First Middle Date:

Present Rank:

Primary MSU Department Second MSU Department Name Other MSU Department Name

Primary MSU College Name Second MSU College Name Other MSU College Name

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.

Table with 3 columns: Recommendation, Recommendation by Dept Chair/School Director, Recommendation by Dean. Rows include Promote to Associate Professor Research, Promote to Professor Research, and Do not promote.

Comments: _____

Primary Chairperson Signature Second Chairperson Signature Other Chairperson Signature

Primary Dean Signature Second Dean Signature Other Dean Signature

Provost Signature

**FORM ON PROGRESS AND EXCELLENCE
SECTION I-A – 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

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

*Note: An explanation is needed, as necessary, for non-peer/aspirant reviewer institutions and/or reviewers who have not attained the academic rank of the candidate.

¹ For units with multiple committees (e.g. reading committees), the vote reported should be from the committee that provides the ultimate recommendation to the chair/director.

² In cases in which an external letter writer indicates that she/he is unwilling to write a letter, please provide a copy of that communication, or indicate if it is not available.

**FORM ON PROGRESS AND EXCELLENCE
SECTION II – SUMMARY INFORMATION**

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

For relevant areas, 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.

Performance Ratings

Function	Sub-Functions	Assignment % of Time	Excellent	Very Good	Avg.	Below Avg.	Poor
RESEARCH & SCHOLARLY ACTIVITIES	Research & Scholarly Activities		<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"/>

Summary Statements by Chairperson/Director and Dean:

1. Summary comments by Department Chairperson**. (Provide comments taking into consideration the effort allocation, citing strengths and weaknesses.)

2. Summary statement by Dean**. (Dean must provide a statement of concurrence with Chairperson/Director if there is no other summary statement by the Dean.)

**If the reporting period differs from the usual review period, please justify and support that period.

INSERT

Letter from Department Head

(If desired, but must also fully complete Sections II and III)

INSERT

Letter from Department RPT Committee

(Preferred, not required)

INSERT
Letter from College RPT Committee
(To be added by FAD)

FORM ON PROGRESS AND EXCELLENCE
SECTION III-B – RESEARCH AND SCHOLARLY ACTIVITY

Summary Evaluation of Research and Scholarly Activities by Department Chairperson:

Evaluate the faculty member's scholarly contributions in **research and scholarly activity**. Dimensions to be addressed may include (but are not limited to):

- *Discovery of new knowledge, including creative activities, and originality of approach;*
- *Development of innovative problem-solving strategies or methodologies;*
- *Application and dissemination of knowledge, including extension activities;*
- *Research and scholarly activities in outreach, professional/clinical, extension, international, or urban arenas;*
- *Service as a principal investigator or co-PI on externally funded research projects.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *publications, presentations, poster sessions, websites, etc; citations of one's work by others; evaluations by peers and affected groups including comments by outside evaluators, journal editors, referees, etc.; grants received in support of research; research awards or other forms of professional/alumni recognition; and other peer-reviewed scholarly products or external evaluation.*

FORM ON PROGRESS AND EXCELLENCE
SECTION IV-B – RESEARCH AND SCHOLARLY ACTIVITY
(completed by faculty candidate)

1. List of Research/Scholarly Works:

Attach a separate list of publications, presentations, papers, and other works that are primarily in support of or emanating from Research and Scholarly Activity. Indicate how the primary or lead author of a multi-authored work can be identified. The list should provide dates and, in particular, accurately indicate activity from the reporting period. Items to be identified:

- 1) Books
- 2) Book chapters
- 3) Bulletins or monographs
- 4) Articles
- 5) Reviews
- 6) Papers and presentations for learned professional organizations and societies
- 7) Artistic and creative endeavors (exhibits, showings, scores, performances, recordings, etc.)
- 8) Reports or studies

Indicate peer-reviewed or refereed items with a “*”.

Indicate items with a significant outreach component with a “**” (determined by the faculty member)

2. Quantity of Research/Creative Works Produced:

For each of the categories listed in question one above, list the number of research and creative works produced.

	1	2	3	4	5	6	7	8
During the reporting period								
During career								

3. Number of Grants Received (primarily in support of research and scholarly activities; refer to Section IV-E):

During the reporting period: _____ During career: _____

4. Other Evidence of Research/Scholarly Activity:

Cite other evidence of research and scholarly productivity such as: seminars, colloquia, invited papers; works/grants in progress or under review (refer to Section IV-E); patents; formation of research-related partnerships with organizations, industries, or communities; curatorial and patient care activities, etc. Include evidence of peer recognition (within and outside the university).

**FORM ON PROGRESS AND EXCELLENCE
SECTION IV-E – GRANT PROPOSALS
(completed by faculty candidate)**

List grant proposals submitted during reporting period relating to research and scholarly activities. 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. Research								
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							
II. Other								
	Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
	Focus:							

*Anyone with an MSU Net username and password can log onto the web-based Information Reference database, maintained by the Office of Contract and Grant Administration, to search for records of proposals and grant awards by principal investigator. Printouts may be attached to this page.

INSERT
Reflective Essay
(Five page limit, firm)

INSERT

CV

(No required format, AAMC format recommended)

INSERT
External Reviews

INSERT
External Review Letter 1

INSERT
External Review Letter 2

INSERT
External Review Letter 3

INSERT
External Review Letter 4

INSERT
External Review Letter 5

INSERT
Annual Reviews
(in order from most recent)

INSERT
Annual Review
2022

INSERT
Annual Review
2021

INSERT
Annual Review
2020

INSERT
COVID-19 Impact Statement
(optional)

Academic Portfolio Divider Template

Associate Professor or Professor – Research System

This template was last updated on 5/17/2023.

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 “basic” or required criteria for your appointment type and rank sought.
 - a. For the rank of associate professor, must provide evidence for **criteria 1 through 6**.
 - b. For the rank of professor, must provide evidence for **continuing to meet criteria 1 through 6 for the associate rank, as well as the additional criterion for the professor rank**.
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.

Research, Creative and Scholarly Activity

R.1 Longitudinal Body of Original Work

Evidence of having identified and conducted a *longitudinal* body of original research and scholarship in an area consistent with the missions of the college and university.

Summary of case

List of Artifacts

R.2 Grants

Evidence of a longitudinal track record of securing peer-reviewed grants as a Principal Investigator from federal agencies, the private sector or foundations to support research and scholarly activities.

Summary of case

List of Artifacts

R.3 Peer-Reviewed Publications

Evidence of publications of research and scholarly activities as senior/corresponding/lead author in quality refereed journals.

Summary of case

List of Artifacts

R.4 Peer-Reviewed Presentations

Evidence of dissemination of research and scholarly projects at relevant peer-reviewed professional meetings.

Summary of case

List of Artifacts

R.5 Professional Societies

Evidence of participation in relevant professional organizations and societies.

Summary of case

List of Artifacts

R.6 Other Peer Recognition

Evidence of invited presentations, symposia, research awards or other forms of peer recognition as a respected authority in the area of research and scholarship.

Summary of case

List of Artifacts

R.Prof.2 National Recognition

Evidence of having achieved national recognition for research by:

- a. Serving regularly as a member of a relevant grant review study section or advisory group.
- b. Having assumed a leadership position in a relevant professional organization or society.
- c. Having received college, university, regional, national or international awards and recognition for excellence in the area of research and scholarship.

Summary of case

List of artifacts