**MICHIGAN STATE UNIVERSITY**

**College of Human Medicine**

FORM ON PROGRESS AND EXCELLENCE

**RECOMMENDATION FOR PROMOTION FOR RESEARCH SYSTEM** **FACULTY**

Name:                   Date:

 Last First Middle

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.

|  |  |  |
| --- | --- | --- |
|  | RECOMMENDATION BY DEPT CHAIR/SCHOOL DIRECTOR: | RECOMMENDATION BY DEAN: |
| Promote to Associate Professor Research | [ ]  | [ ]  |
| Promote to Professor Research  | [ ]  | [ ]  |
| Do not promote | [ ]  | [ ]  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Chairperson Signature Second Chairperson Signature Other Chairperson Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Dean Signature Second Dean Signature Other Dean Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost Signature

Committee Votes

|  |
| --- |
| Summary of Committee Votes |
| Department/School[[1]](#footnote-2) |   | College  |
|   | Yes | No | Abstentions | Total |  |   | Yes | No | Abstentions | Total |
| # of votes |       |       |       |       |  | # of votes |       |       |       |       |

External Review Letters

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Recommended by |  |  |
| # | Reviewer Solicited | Candidate(Yes/No) | Unit(Yes/No) | Letter Included(Yes/No) | Reason solicited letter was not received[[2]](#footnote-3) |
| 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.

# 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 |     | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| OTHER | Other (specify):      |     | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| OVERALL RATING |  |  100% | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**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.)

1. 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.

# 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.*

# 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)

1. **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 |      |      |      |      |      |      |      |      |

1. **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).

# 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.\*

|  |  |  | Status |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name of Granting Agency (Grantor:) Focus of Grant (Focus:) | Date Submitted | $ Amount Requested | Pending | $ Amt Funded | Not Funded | $ Amount Assigned to Faculty Candidate (if Applicable) | Principal/Co-Investigators (if not faculty candidate) |
|  |  |
| **I.** | **Research** |  |  |  |   |  |  |  |
|   | Grantor:       |       |       | [ ]  |       | [ ]  |       |       |
|  | Focus:       |
|  |  |
|   | Grantor:       |       |       | [ ]  |       | [ ]  |       |       |
|  | Focus:       |
|  |  |
|  | Grantor:       |       |       | [ ]  |       | [ ]  |       |       |
|  | Focus:       |
|  |  |
|  | Grantor:       |       |       | [ ]  |       | [ ]  |       |       |
|  | Focus:       |
|  |  |  |  |  |  |  |  |  |
| **II.** | **Other** |  |  |  |  |  |  |  |
|  | Grantor:       |       |       | [ ]  |       | [ ]  |       |       |
|  | Focus:       |

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. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)