



# Staff RPT Training

RPT Forms Process

December 2022

# Big Idea: What faculty affairs processes are happening right now?

1

- Annual review verification

2

- Required reappointment reviews

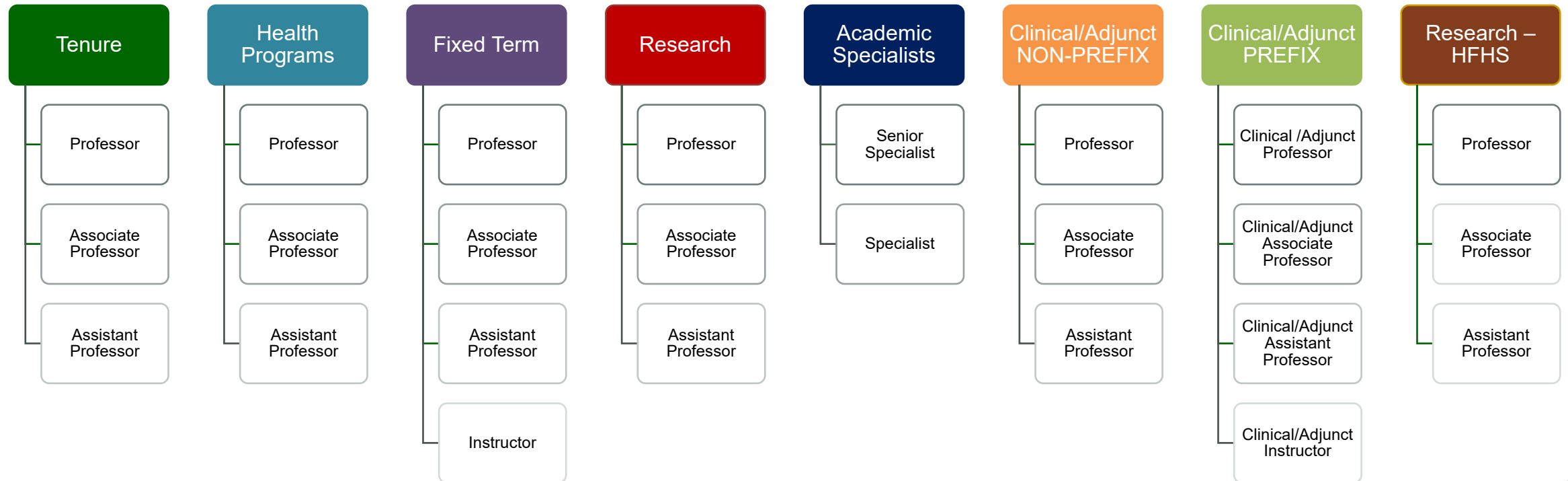
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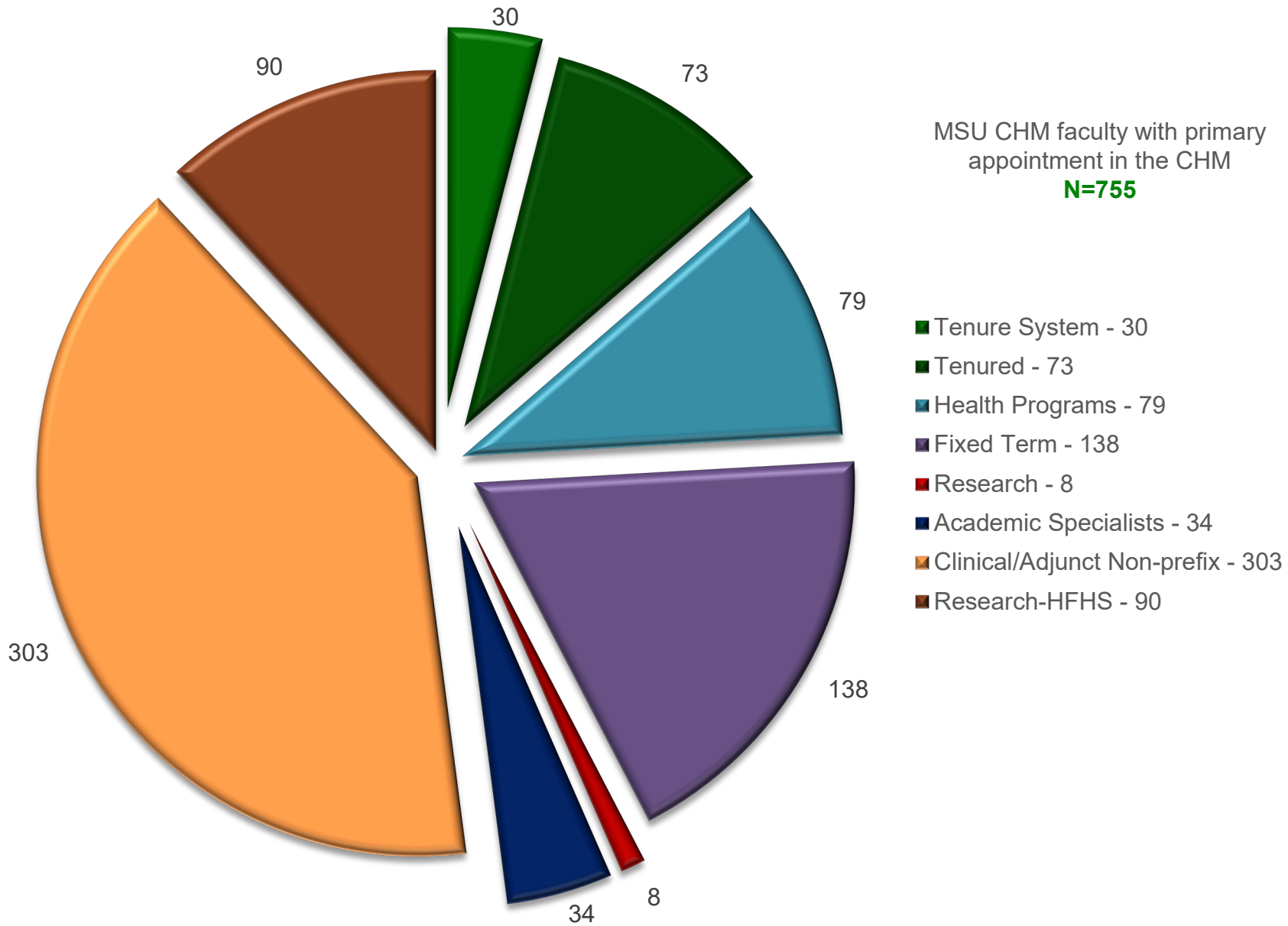
- Promotion and tenure/continuing status reviews

4

- “Affirmative Action Report” for non-promotions

# Faculty Appointment Types





Clinical/Adjunct Prefix

4700+

# What the U administers

	Tenure	Health Programs	Fixed Term	Research	Academic Specialist	Clinical/Adjunct Non-prefix	Clinical/Adjunct Prefix	Henry Ford Research
Annual Review	X	X			X			
Reappointment	X peer review	X peer review			X cont. sys. only	X mass update	X mass update	X mass update
Promotion/ Tenure/CS	X	X	X	X	X			
Non-promotion	X							

# Combined U and CHM processes

	Tenure	Health Programs	Fixed Term	Research	Academic Specialist	Clinical/Adjunct Non-prefix	Clinical/Adjunct Prefix	Henry Ford Research
Annual Review	X	X	X	X	X	X		
Reappointment	X peer review	X peer review			X cont. sys. only	X peer review & mass update	X mass update	X mass update
Promotion/ Tenure/CS	X	X	X	X	X	X	X	X
Non-promotion	X							

# New U developments

- A new tenure system RPT web application has been built in EBS on the HR Workflow system
- U-level review flows through OHS, and ends at OHS for all non-tenure systems
- A process for movement from fixed term to continuing academic specialist systems concurrent with promotion has been defined

# New CHM developments

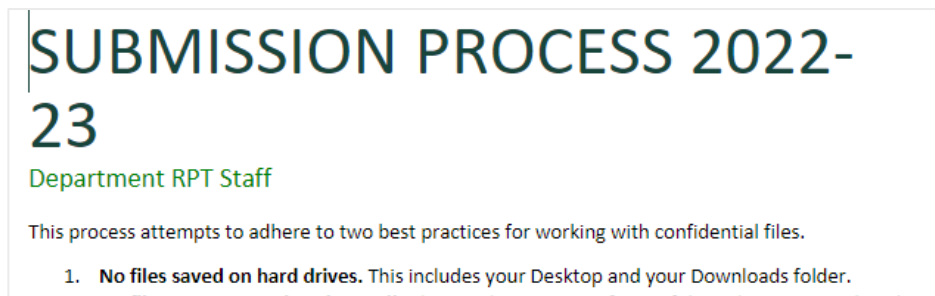
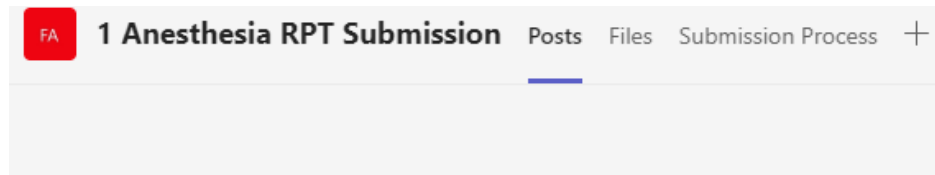
- Using Microsoft Teams for all submission and communication about forms and dossiers - no more D2L
- Adding tracking of annual review for remaining paid appointment systems: FT and RS
- New prefix promotions guidance is now available
  - New annual cycle for prefix promotions was announced in the spring
- New portfolio templates and guidance were announced in the spring
- New DEI guidance for RPT and annual review was announced in the spring



# Preparing Dossiers

- ✓ Use current versions of forms.
- ✓ Follow the [bookmarking order](#).
- ✓ Use the dossier review checklist (soon to be available [here](#) under Department RPT Staff tab).
- ✓ Must be under 500 pages when submitted to the college.

# Submitting to the College



- Go to the **1 (department name) RPT Submission** channel in the **Faculty Affairs – RPT** team.
- Instructions are provided as a tab in the channel.

# Additional notes by appointment system

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# Tenure System (TS)

Due  
**December 15**

- New RPT submission system through EBS
  - Replaces old RPT web app
  - Access through eARM – must be requested by CHM FAD ([chm.fad@campusad.msu.edu](mailto:chm.fad@campusad.msu.edu))
  - Joint appointments: who's responsible?
    - Annual review by primary appointing **unit**
    - RPT actions by tenure home **department**
  - No need to SIGN reports A, B, C, and G, but PRINT and SAVE
    - Reporting uses BI; must log in with an InPrivate/incognito window
- “Form D” is now “Form on Progress and Excellence” but no substantive changes
  - No Forms E and F because of no raises during pandemic

# Health Programs (HP)

Due  
**February 1**

- U-level review is now through OHS
- Uses .pdf forms – not HR Workflow
- Area of focus: reappointment review
  - Committee must include at least three members other than the chair
  - Chair must include a text comment for each sub-area
    - Must include attachment with summary of what is being done to provide support if there are any sub-areas with Below Average or below rating
  - Dean reviews and signs
  - Unit must add fully signed HP-C to reappointment action in EBS
    - Must notify faculty of non-reappointment by 90 days prior to appointment end date
  - Adjust to **June 30** end date

# Non-prefix Clinical/Adjunct (NP)

Due  
**February 1**

- Processes must match HP as closely as possible
- Area of focus: documentation of annual review
  - Model annual review template for NP was developed with and shared among CADs and chairs over the summer.
  - Must also confirm continued eligibility for NP status
- Area of focus: reappointment review
  - Reappointment is done through mass update, not departmental HR action
  - Completed, signed departmental review form is required to authorize reappointment with NP status through mass update

# Fixed Term (FT)/Research System (RS)

- U-level review is now through OHS
- Area of focus: documentation of annual review
  - New college-level reporting form this year, like forms for other systems
- Area of focus: reappointments
  - Consider multi-year appointments – up to 3 years available with no CHM or U pre-approval needed
  - Other options for longer-term appointments exist
  - Encourage Designation B applications for UNTF members

Due  
**February 1**

# Academic Specialist (AS)

Due  
**March 1**

- U-level review is now through OHS
- Area of focus: documentation of annual review
  - Annual discussion of professional development opportunities during AR is an expectation of the AS system
- Area of focus: fixed-term reappointments
  - No peer review required
  - Consider multi-year appointments and other options
  - Encourage Designation B applications for UNTF members
- New U guidance on moving from fixed term to continuing system at the time of promotion to senior specialist



# Prefix Clinical/Adjunct (CA)

Promotions Due  
**May 31**

- Reappointment is through mass update (U HR and CHM HR)
  - Faculty complete reappointment application (new this year: online via Qualtrics)
    - Also required for NP
  - Communities review and send recommendations to CHM HR
  - HR sends list of recommendations to departments for review and signature
- Promotion is through FAD processes
  - New annual cycle to align with mass update
  - New guidelines doc and updated resources page is now available



# Research-HFHS (RH)

Due  
**October 1**

- New promotion process
- Criteria are those existing for the Research System (RS)
  - These are different from those for fixed term with research focus
- To seek promotion, must have already been promoted within HFHS system
  - Departmental and college review are in the fall following spring review and decisions at HFHS
  - Faculty are responsible for reaching out to departments if interested in MSU promotion

# Initial Appointments at Rank

- These requests require college and U approval prior to offer
  - Talk with Nara and Jill **BEFORE YOU POST** the position to make sure you will collect all necessary documents as part of the application process, to avoid delays later
  - There must be departmental RPT review and chair summary letter including departmental vote, as well as dean approval
  - Also requires college RPT review and OHS/provost/president/BoT in some cases – this can take a few weeks!
- College-level guidance document drafted and in testing
- See also [Review Process for Appointments Granting Tenure \(msu.edu\)](#)

# Your Role

- A unique and critical role, where policy touches activity and quality assurance happens
- Policy and procedure are evolving more rapidly, in pursuit of staff and faculty success goals
- Mistakes are okay!

# Questions?

- Contact us in Teams
  - Use the chat in your channel to share with everyone in your channel
  - Use a personal or group chat for other subgroups
- If email: [chm.fad@campusad.msu.edu](mailto:chm.fad@campusad.msu.edu)
  - No sensitive or identifying details in body or attachments