Non-Prefix and Health Programs Reappointments

Office of Faculty Affairs and Development
September 2023
Key Questions

- What is a peer review?
- What’s the role of annual reviews?
- What forms need to be completed?
- What is the non-prefix reappointment process?
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
A114 East Fee Hall
517-432-8722
chm.fad@campusad.msu.edu
https://humanmedicine.msu.edu/faculty-staff/faculty-affairs/index.html
Faculty Appointment Systems

Tenure
- Professor
  - Associate Professor
    - Assistant Professor

Health Programs
- Professor
  - Associate Professor
    - Assistant Professor

Fixed Term
- Professor
  - Associate Professor
    - Assistant Professor
    - Instructor

Research
- Professor
  - Associate Professor
    - Assistant Professor

Academic Specialists
- Senior Specialist
  - Specialized
    - Specialist
    - Associate Professor
    - Assistant Professor
    - Instructor

Clinical/Adjunct
- Professor
  - Clinical/Adjunct Associate Professor
  - Clinical/Adjunct Assistant Professor

Non-Prefix
- Professor
  - Clinical/Adjunct Associate Professor
  - Clinical/Adjunct Assistant Professor
  - Clinical/Adjunct Instructor

Prefix
- Clinical/Adjunct Professor
  - Clinical/Adjunct Associate Professor
  - Clinical/Adjunct Assistant Professor
  - Clinical/Adjunct Instructor
Faculty Appointment Systems

- Tenure
  - Professor
  - Associate Professor
  - Assistant Professor
  - Peer review for reappointment

- Health Programs
  - Professor
  - Associate Professor
  - Assistant Professor
  - Peer review for reappointment

- Clinical/Adjunct NON-PREFIX
  - Professor
  - Associate Professor
  - Assistant Professor
  - Peer review for reappointment

Volunteer or Paid by Partner Paid Directly by MSU

Peer review for reappointment

Michigan State University
College of Human Medicine
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

- Faculty member receives annual review
- Department prepares for upcoming expiring appointments – Form B
- Department receives Form A from CHM-FAD (Nov/Dec)
- Department schedules peer review committee
- Department committee reviews materials
- Department prepares HP-C form
- Department chair evaluates and makes recommendation
- Department submits Forms A, B, and C to CHM-FAD (Jan 15)
- CHM-FAD office review for completion
- CHM-FAD submits for Dean approval
- Final Notifications Sent (March 15)
- Department completes HR action
- University gives final approval by accepting HR action
- Reappointment effective July 1
Non-Prefix Reappointment Process

Faculty member receives annual review

Departments receive and store annual reviews

Department submits annual review to CHM-FAD

CHM-HR sends list to community (August)

Community sends reappointment application to faculty

Department receives completed reappointment form

Department schedules peer review committee

Department assembles materials

Department prepares NP-C form

Department committee reviews materials & writes memo

Department chair evaluates and makes final recommendation

Department submits dossier to CHM-FAD (Jan 15)

CHM-FAD office review for completion

CHM-HR completes mass update

Reappointment effective July 1
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

**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**

<table>
<thead>
<tr>
<th>Q1.2. Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title (Dr., Mr., Ms., Mx., etc.)</strong></td>
</tr>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td><strong>Middle Name</strong></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td><strong>Suffix(es) (Jr., Sr., III, M.D., D.O., D.N.P., etc.)</strong></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Full Name</th>
<th>3 Responses</th>
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**Grand Rapids**

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<tr>
<th>Title</th>
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<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix(es)</th>
<th>Requested Action</th>
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<tbody>
<tr>
<td>Dr.</td>
<td>Ted</td>
<td></td>
<td>Lasso</td>
<td>N/A</td>
<td>Reappoint as Non-prefix</td>
</tr>
<tr>
<td>Dr.</td>
<td>Leslie</td>
<td></td>
<td>Knope</td>
<td>N/A</td>
<td>Switch to Prefix</td>
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</table>

**Flint**

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix(es)</th>
<th>Requested Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr.</td>
<td>Raymond</td>
<td></td>
<td>Holt</td>
<td>N/A</td>
<td>Reappoint as Non-prefix</td>
</tr>
</tbody>
</table>

**Requested Actions**

- Terminate
- Switch to Prefix
- Reappoint as Non-prefix
Questions?
Reappointment Forms

Requirements and Expectations
Non-Prefix and Health Programs Reappointments
Form A

• 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

No NP-A form to complete with new process!
Form B

• 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

<table>
<thead>
<tr>
<th>Date of Most Recent Review</th>
<th>Individual Conducting Review</th>
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<tr>
<td>02/24/2022</td>
<td>Reviewer Name</td>
</tr>
<tr>
<td>03/10/2022</td>
<td>Reviewer Name</td>
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<tr>
<td>01/14/2020</td>
<td>Reviewer Name</td>
</tr>
<tr>
<td>03/26/2021</td>
<td>Reviewer Name</td>
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<tr>
<td>03/25/2022</td>
<td>Reviewer Name</td>
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</table>
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

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 CHS-affiliated or CHS-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 more appropriate appointment should be considered (i.e., Clinical Assistant Professor, etc.).
- Faculty appointments are typically 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.

<table>
<thead>
<tr>
<th>% Effort</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
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<tbody>
<tr>
<td>25%</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>50%</td>
<td></td>
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<td>25%</td>
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<tr>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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</tbody>
</table>

Does the Department Chair Recommend Reappointment?
- Yes, reappoint for 3 years
- No, move to prefix
- No, and 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.

<table>
<thead>
<tr>
<th>% Effort</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>25%</td>
<td></td>
<td></td>
<td></td>
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<td>X</td>
</tr>
<tr>
<td>10%</td>
<td></td>
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<td>15%</td>
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<td>40%</td>
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<tr>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

- Chairperson’s comments required

#### 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: ____________

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For a reappointment recommendation, submit a completed Reappointment Form with this sheet and MCHS’s completed HP Faculty Appointment Reappointment Manifestation.

For a do not reappointment recommendation, note: the HP faculty of non-reappointment if reasons from the Dean for non-reappointment are not given in the documentation, the following excerpt from the "AUP Health Programs Faculty Appointments 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."
Questions?
Final Steps

Deadlines and Submission
Non-Prefix and Health Programs Reappointments
Reappointment Submission Documents

Non-Prefix
- Dossier
  - Includes NP-C
- NP-B Form

Health Programs
- HP-A Form
- HP-B Form
- HP-C Form

NON-PREFIX REAPPOINTMENTS

<table>
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<tr>
<th>Required Documentation</th>
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<tbody>
<tr>
<td>NP-C Form</td>
</tr>
<tr>
<td>Committee Letter/Memo</td>
</tr>
<tr>
<td>Reappointment Application (and attachments)</td>
</tr>
<tr>
<td>CV</td>
</tr>
<tr>
<td>Additional Evidence of Excellence (optional)</td>
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<tr>
<td>Annual Reviews (in order from most recent)</td>
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(MICHIGAN STATE UNIVERSITY | College of Human Medicine)
Reappointment Deadlines

<table>
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<th>RPT Deadlines 2023-24</th>
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<td><strong>College of Human Medicine</strong></td>
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</table>

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

• Submit via Teams

• Notify Brittany in FAD
  • Use @Mention

• No Emailed Files
Questions?
Upcoming Training

• November 16, 2:00-3:30PM

• Submission Process
  • Teams Overview, EBS Workflow, Timelines