

**COLLEGE OF HUMAN MEDICINE
PROMOTION GUIDELINES FOR
RESEARCH APPOINTMENT SYSTEM**

MSU GUIDELINES: The following information spells out the entire University policy related to Research Faculty: https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/research_appointment.html
We summarize below key elements of the policy with bold sections added for emphasis.

DUTIES AND RESPONSIBILITIES: Research faculty may serve as principal investigators or project directors on research awards and are expected to seek independent external funding in areas related to the research mission and goals of the academic unit(s). Research faculty may not be assigned regular teaching responsibilities and may not participate in the governance of the University or of an academic unit. **In rare cases where a research faculty member is considered for a teaching (or other non-research) assignment, the effort of the research faculty appointment must be reduced accordingly so that the research appointment is not funding the teaching appointment. Similarly, effort related to proposal writing may not be funded by external sources.**

REAPPOINTMENT: Reappointment is at the discretion of the appointing unit, college, and Office of the Provost. Decisions not to reappoint may be for failure to meet unit standards for competence or performance, and/or changes in program needs or in economic circumstances, e.g., lack of external funding support. A research faculty member must be informed in writing regarding reappointment 90 days prior to the appointment end date. Subject to the availability of external funding support, research faculty may be reappointed for the following periods:

- Assistant professor research: up to 3 years;
- Associate professor research: up to 5 years;
- Professor research: up to five years.

PROMOTION: Research faculty may be promoted at any time in accordance with the annual timetable for promotion recommendations. Promotion to associate professor research or professor research requires meeting College standards and criteria, including the qualifications specified below. Promotion should be based on a record of several years (generally five to seven) of sustained, outstanding achievements.

PERFORMANCE REVIEW: Research faculty are expected to meet the research standards for comparably ranked tenure system faculty.

MSU QUALIFICATIONS FOR RESEARCH FACULTY RANKS

Research faculty hired at the rank of associate professor research or above must be reviewed by the department and college RPT committees for recommendation to the Dean.

Assistant professor research

- 1) Terminal degree (or equivalent) appropriate to the field;
- 2) Evidence of productive scholarship, including external funding support;
- 3) Evidence of ability to fulfill relevant responsibilities in the research enterprise.

Associate professor research

- 1) Terminal degree (or its equivalent) appropriate to the field;
- 2) Record of productive scholarship, including evidence of sustained external research funding and salary support; 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.
- 3) Fulfillment of important responsibilities in the research enterprise.

Professor research

- 1) Terminal degree (or its equivalent) appropriate to the field;
- 2) Record of research excellence as in independent investigator, including an established record of continued research funding;
- 3) Unmistakable evidence of national or international recognition by peers.

CHM PROMOTION GUIDELINES FOR RESEARCH FACULTY

Consistent with University guidelines, CHM faculty in the research appointment system are required to meet only the expectations in the area of **Research and Scholarly Activity** for promotion consideration. All research faculty in the College of Human Medicine are expected to be highly engaged in research and scholarly activities consistent with the missions of the College and Michigan State University. Research, creative and scholarly activities are broadly defined as “the systematic application of established methodologies recognized by different disciplines and professions that generate the scholarship of discovery, scholarship of integration, scholarship of application, and the scholarship of instruction”. (Boyer EL, 1990) Regardless of scholarship type, all faculty are expected to generate extramural funding to support their research and to regularly communicate outcomes to their professional communities via peer-reviewed publications in quality journals, and other acceptable forms of peer-reviewed scholarship (abstracts, presentations, etc.).

Team Science Definition and Criteria

Where relevant, a faculty member’s contributions to an interdisciplinary research team will be included as part of the evaluation in this review area. Criteria for evaluating the contributions of a research faculty member involved in team science research projects include documentation and/or evidence of:

- original and independent contributions
- indispensability and unique abilities
- impact of contributions to the team
- original contribution for authorship in the research output/publication

Research faculty must include as part of their Academic Portfolio a description of their role in the overall activities of the team. The departmental review process must include solicitation of information about the candidate from the principal investigator/project director as well as others who have first-hand knowledge that would clarify the candidate’s role in the overall team effort. Finally, the Chair must spell out such collaborations in detail, especially if interdisciplinary team activities are felt to be an important aspect of the case being made for promotion.

Letters of Reference

The college follows the MSU tenure principles and procedures for the letters of reference. Review of faculty in the research appointment system must include four to six external letters of reference. External letters of reference are required in order to ensure that individuals recommended for promotion have an achievement and performance level that is comparable with faculties of peer institutions.

https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/external_ref-letters.html

RPT Committee Voting

Faculty in any appointment systems at the rank being considered for promotion or above are eligible to vote on promotion recommendations, excluding faculty in the Clinical/Adjunct appointment system.

PROMOTION CRITERIA

PROMOTION TO ASSOCIATE PROFESSOR RESEARCH Must provide evidence of:	PROMOTION TO PROFESSOR RESEARCH Must provide evidence of:
1. Having identified and conducted a <u>longitudinal</u> body of original research and scholarship in an area consistent with the missions of the college and university.	1. Continuing to meet #1-6 listed for promotion to Associate Professor
2. A longitudinal track record of securing peer-review grants as a Principal Investigator from federal agencies, the private sector, or foundations to support research and scholarly activities.	2. Having achieved national recognition for their research by: <ol style="list-style-type: none"> 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 their area of research and scholarship.
3. Publication of research and scholarly activities as senior/corresponding/lead author in quality refereed journals.	
4. Dissemination of research and scholarly projects at relevant peer-reviewed professional meetings.	
5. Participation in relevant professional organizations and societies.	
6. Invited presentations, symposia, research awards or other forms of peer recognition as a respected authority in their area of research and scholarship.	

REVISION HISTORY

11/29/2021 K. Hodges - Updated ranks from research prefix to research suffix.