

**THESE CRITERIA ARE FOR FACULTY  
APPOINTED IN THE TENURE SYSTEM AS OF JULY 1, 2017**

**College of Human Medicine  
Tenure System Faculty  
Reappointment, Promotion and Tenure Criteria**

**By**

**College of Human Medicine  
Reappointment, Promotion and Tenure Committee**

**May 2016  
Approved by Faculty Vote**

## **INTRODUCTION**

Decisions to promote and tenure faculty are among the most important made by the University. These faculty will determine MSU's reputation and prominence for years to come. The University requires that faculty achievement and performance levels be competitive with faculties of other leading research-intensive, land grant universities. Departments and colleges apply rigorous standards to assure that only the most qualified faculty receive the awards of promotion and tenure. These departments and colleges are required to base reappointment and promotion decisions on criteria and procedures that are clearly formulated, objective, relevant and known to all.

This document establishes the procedures and criteria for the reappointment, promotion and tenure (RPT) of faculty appointed in the tenure system at Michigan State University's College of Human Medicine (MSU-CHM). It replaces the former "Standards, Criteria, and Guidelines for Reappointment, Promotion and Tenure in the College of Human Medicine", approved by the CHM faculty on January 15, 2004. This document was developed by a subcommittee of senior tenured faculty serving on the CHM Reappointment, Promotion and Tenure Committee. The document was reviewed and approved by the subcommittee and entire CHM Reappointment, Promotion and Tenure Committee on April 21, 2016.

These guidelines and criteria will become effective for all faculty appointed in the tenure system as of July 1, 2017 and any faculty going up for promotion after August, 2022. For faculty for whom the tenure clock has been stopped the criteria under which they were originally appointed will apply.

## **TENURE SYSTEM APPOINTMENT OVERVIEW**

### **Reappointment Reviews**

#### **Faculty in the tenure system serve varying probationary period:**

- Faculty appointed initially as an assistant professor will have two probationary reviews of three years each.
- Faculty appointed initially as an associate professor will have one probationary review after three years.

Refer to MSU Guidelines for further details:

<https://www.hr.msu.edu/promotion/facacadstaff/FacGuideTenure.htm#Overview>

### **Promotion Review to Associate Professor**

Promotion to associate professor in CHM should be based on a record of several years (generally five to seven) of sustained, outstanding achievements in Instruction; Research, Creative, and Scholarly Activity; and Service, consistent with performance levels expected at peer universities. A reasonably long period in rank before promotion is necessary to provide a basis in actual performance for determining the faculty member's ability to become an expert of national stature and long-term, high-quality professional achievement.

### **Promotion Review to Professor**

Promotion from associate professor to professor in CHM should be based on many years of sustained, outstanding achievements in all three review areas, consistent with performance levels expected at peer universities. The long period in rank before promotion is usually necessary to provide a basis in actual performance to permit endorsement of the individual as an expert of national stature and to provide evidence of continuous, long-term, high-quality professional achievement.

## **CRITERIA FOR EVALUATION**

Faculty in the tenure system in the College of Human Medicine must meet criteria in all three areas of review:

- Instruction
- Research, Creative and Scholarly Activity
- Service

While the percent of faculty effort in each review area may vary by the academic unit, tenure system faculty should be mindful of the rigorous University standards for productivity and excellence in the areas of Research, Creative and Scholarly Activities as well as excellence in Instruction and Service as all three areas will be included in decisions to reappoint, promote or tenure. Tenure system faculty and supervisors are encouraged to agree upon a distribution of effort that will allow the faculty member to achieve College and University standards in these areas.

In rare cases, some CHM tenure system faculty may be heavily involved in clinical or major administrative assignments. Faculty with such appointments should be cautioned that clinical or administrative duties should not overwhelm opportunities for not only Research, Creative and Scholarly Activity, but also activities in Instruction and Service. Faculty are also reminded that the awards of tenure and promotion are academic achievements, based primarily on achievements in the area of Research, Creative and Scholarly Activity.

### **Instruction**

All tenure system faculty are expected to participate in the instructional programs of the department, college or university. The scope of Instructional participation will be assessed against the percent effort allocated for each faculty member in this review area. All faculty will be evaluated on quantity, quality, and impact of Instruction in the following areas:

- 1) **Undergraduate and Graduate Credit Instruction - Direct course instruction:** includes instruction in undergraduate, graduate, graduate professional, or virtual on-line courses offered by their department, or College of Human Medicine or Michigan State University generating student credit hours.
- 2) **Non-credit instruction -** includes instruction in non-credit courses, continuing education programs, faculty development programs, undergraduate, graduate or graduate professional seminars, workshops, lecture series or virtual on-line courses offered by their department, or College of Human Medicine or Michigan State University.
- 3) **Academic Advising and Mentoring -** includes the formal advising and mentoring of undergraduate, graduate and/or graduate professional students in their department, or College of Human Medicine or Michigan State University.
- 4) **Course/Curriculum Development and Evaluation -** includes participation in developing, implementing and/or evaluating undergraduate, graduate professional credit and non-credit courses offered by their department, or College of Human Medicine or Michigan State University. Also included is participation in virtual on-line courses, faculty development seminars, lecture series and workshops.
- 5) **Awards/Recognition -** includes instructional awards and peer recognition within and outside the University.

### **Research, Creative and Scholarly Activity**

All tenure system 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**

Tenure system faculty have traditionally been evaluated on their individual activities and accomplishments in Research, Creative and Scholarly Activity. However, led by funding priorities in the biomedical sciences, more and more emphasis is being placed on interdisciplinary team research. 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 tenure system 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

Tenure system 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 and/or tenure.

### **Service**

Tenure system faculty in the College of Human Medicine are also expected to participate in relevant service activities consistent with the missions of the College and Michigan State University. The scope of Service participation will be assessed against the percent effort allocated for each faculty member in this review area. Activities include service to:

- 1) scholarly and professional organizations
- 2) department, college, or university committees
- 3) administrative responsibilities within the department, college, or university
- 4) the broader community and (where relevant) clinical service

College faculty participation in different Service activities provides important returns. For CHM faculty, service in the professions provides access to other national experts and, through study sections, provides valuable information for future research. Service to the University allows CHM faculty to contribute their views to shared governance decision making in matters of the curriculum, research, faculty salaries, tenure, and graduate programs. In the College, faculty participation in College committee and administrative duties results in better quality decision making on those policies and actions that impact faculty directly. Service within the broader community involves contributing CHM faculty effort and expertise to a wide array of clinical, community, and international organizations and programs. Such efforts enhance the reputation of CHM faculty as well as the College and University.

**Note:** if a tenure system faculty member's total effort in clinical service exceeds 10%, they must include evidence.

## PROMOTION CRITERIA FOR TENURE SYSTEM FACULTY IN THE COLLEGE OF HUMAN MEDICINE MICHIGAN STATE UNIVERSITY

Faculty in the tenure system must document and meet expectations in all of the three major areas of review as outlined below. The scope of Instructional and Service participation will be assessed against the percent effort allocated for each faculty member in this review area.:.

RESEARCH, CREATIVE AND SCHOLARLY CRITERIA	INSTRUCTION CRITERIA	SERVICE CRITERIA (Professional/Committee/Administrative)
<p><b>For promotion to Associate Professor, must provide evidence of:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. A longitudinal track record of securing peer-review grants as a Principal Investigator from federal agencies or foundations to support research and scholarly activities.</li> <li>3. Publications of research and scholarly activities as senior/corresponding/lead author in quality refereed journals.</li> <li>4. Dissemination of research and scholarly projects at relevant peer-reviewed professional meetings.</li> <li>5. Participation in relevant professional organizations and societies.</li> <li>6. Invited presentations, symposia, research awards or other forms of peer recognition as a respected authority in their area of research and scholarship.</li> </ol> <p><b>For Promotion to Professor, must provide evidence of:</b></p> <ol style="list-style-type: none"> <li>1. Continuing to meet #1-6 listed above</li> <li>2. Having achieved national recognition for their research by: <ul style="list-style-type: none"> <li>a. Serving regularly as a member of a relevant grant review study section or advisory group.</li> <li>b. Having assumed a leadership position in a relevant professional organization or society.</li> <li>c. Having assumed a leadership role in research and scholarly activities of their department, or college, or university.</li> <li>d. Having received college, university, regional, national or international awards and recognition for excellence in their area of research and scholarship.</li> </ul> </li> </ol>	<p><b>For promotion to Associate Professor, must provide evidence of:</b></p> <ol style="list-style-type: none"> <li>1. Longitudinal participation in the direct instruction and non-credit instructional programs of their department, or college or university.</li> <li>2. Excellence in Instruction by: <ul style="list-style-type: none"> <li>a. student course evaluations</li> <li>b. written evaluations from learners and colleagues</li> <li>c. receipt of department, college, university, regional, national or international instructional awards</li> </ul> </li> <li>3. The number and duration of advising and mentoring contacts with undergraduate, graduate, graduate professional, resident physicians and/or junior faculty in their department, or college or university.</li> <li>4. Excellence in advising and mentoring by: <ul style="list-style-type: none"> <li>a. evaluations from past and/or current trainees/protégés</li> <li>b. receipt of honors and/or awards by past and current trainees/protégés</li> </ul> </li> <li>5. Participation in course or curriculum development, or assessment programs of their department, or college or university.</li> </ol> <p><b>For Promotion to Professor, must provide evidence of:</b></p> <ol style="list-style-type: none"> <li>1. Continuing to meet #1-5 listed above.</li> <li>2. Having been invited to present outside their course (seminars/lectures on campus, in the community and at other institutions).</li> <li>3. Having successfully assumed a leadership role in the instructional activities of their department, or college or university.</li> <li>4. Having received instructional awards and peer recognition within and/or outside the University.</li> </ol>	<p><b>For promotion to Associate Professor, must provide evidence of:</b></p> <ol style="list-style-type: none"> <li>1. Excellence in professional service by serving as: <ul style="list-style-type: none"> <li>a. A reviewer for relevant peer-reviewed journals</li> <li>b. On relevant study section(s)</li> <li>c. As a member of a program committee for a national or international conference or professional meeting</li> </ul> </li> <li>2. Excellence in institutional service as elected (or appointed) member of department, program, or college ad-hoc or standing committee.</li> </ol> <p><b>For Clinical Faculty only:</b></p> <ol style="list-style-type: none"> <li>3. Excellence in delivering patient care by patient satisfaction data or senior colleague evaluation.</li> </ol> <p><b>For promotion to Professor, must provide evidence of:</b></p> <ol style="list-style-type: none"> <li>1. Continuing to meet #1-3 listed above, as applicable.</li> <li>2. Serving in a leadership position for a national professional organization.</li> <li>3. Serving as an elected member of a college or university standing committee.</li> <li>4. Serving in a volunteer position for a relevant local, regional, or national community service agency.</li> <li>5. Receiving awards, honors or other recognition for college, university, national or international awards for excellence in service</li> </ol> <p><b>For Clinical Faculty only:</b></p> <ol style="list-style-type: none"> <li>6. Receiving awards, honors or other recognition for clinical excellence.</li> </ol>