

Fixed Term Promotion Guidelines, Policies and Procedures College of Human Medicine

I. INTRODUCTION

This document sets forth the College of Human Medicine guidelines for promotion of fixed term faculty in the Michigan State University College of Human Medicine (MSU-CHM).

II. UNIVERSITY PRINCIPLES

While the mix of duties performed by fixed term faculty may vary within and across units, academic rank at Michigan State University must be based on standards that result in a progressively stronger faculty. A fixed term faculty member's level of accomplishment, even if limited to a narrow range of duties (e.g. only teaching), should reflect a similar level of accomplishment for that set of duties as is required for a tenure system faculty member being promoted to the same rank.

III. PROMOTION POLICIES AND PROCEDURES

a. CHM Review Process

Recommendations for promotion are made in the department and/or unit according to unit, college and university bylaws, policies, procedures, standards and criteria. A peer group of faculty, operating in an advisory mode, provides advice to the academic unit administrator in the matter of promotion, as stated in the unit bylaws (see Section VII). Each department and/or school is required to have procedures and criteria that are clearly formulated and relevant on which to evaluate the performance of faculty members for promotion. Following the recommendations of such peer review bodies, the chairperson or director makes a recommendation taking into consideration peer evaluations, including their quality and other supporting data and information.

The chairperson or director is responsible as an individual for the recommendations he or she makes. The College RPT Committee provides advice to the Dean about department/unit recommendations for promotion. Deans review independently each recommendation and approve or disapprove, taking into account unit and college recommendations. Deans forward recommendations to the Associate Provost for Academic Human Resources, who makes the final decision.

b. CHM Time In Rank For Promotion

A recommendation for promotion should be based on several years (generally 5 to 7 years) of sustained and outstanding achievements in instruction, research and scholarly activity and service, consistent with performance levels for similar faculty expected at a premier, land-grant AAU University. In extenuating circumstances a faculty member may be considered sooner than five years. The fixed term faculty member should not consider reappointment and/or promotion to be an automatic action.

c. Promotion Portfolio

A complete promotion packet will include the following and must be under 500 pages:

- Fixed Term Promotion Form
- Reflective Essay
- Curriculum Vitae
- Academic Portfolio – A representative sample of scholarly work and evidence of excellence in performing assigned duties in areas of Instruction, Research/Scholarly Activities, and Service.

Letters of Reference

Department must follow the guidelines for requesting letters and confidentiality outlined in the university principles for tenure external letters of reference:

<http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/refLetters.htm> .

Four to six letter of reference are required for promotions in all appointment systems. The following are the required number for the fixed term faculty in the College of Human Medicine.

Fixed Term Assistant Professor to Associate Professor

- Minimum of 1 external (chosen by Department chair) and 3-5 internal and/or external
- External letter must be outside of the MSU appointment system

Fixed Term Associate Professor to Professor

- Minimum of 2 external (1 chosen by Department chair) and 2-4 internal and/or external
- External letters must be outside the MSU appointment system

IV. FACULTY ASSIGNMENT OF EFFORT IN EACH AREA OF REVIEW

Because of the diversity of assignments of fixed term faculty, unit administrators must prepare a description of the candidate's assignment, to include the percentage of the appointment devoted to instruction, research and scholarly activities, and service, during time in current rank.

Since the percent assignment of effort within each of the university-recognized major areas of focus (Instruction; Research and Scholarly Activities; and Service) can either facilitate or impede progress toward achieving the standards needed for promotion, it is incumbent upon faculty members and their supervisors to negotiate distribution of assigned effort in a manner that facilitates achievement of University and College standards.

V. CHM PROMOTION GUIDELINES AND CRITERIA

The criteria used for promotion review is based on a candidate's primary area of focus, therefore, a candidate must identify their primary area of focus and follow the criteria listed in that area, as outlined in the following tables (Instruction, Research and Scholarly Activity or Service). A primary area of focus is defined as the area in which a majority of the candidate's effort is allocated.

- For promotion to associate professor the candidate must meet all of the basic criteria in his/her primary area of focus (Instruction, Research and Scholarly Activity, or Service), and one or more of the distinguishing criteria in that area. In addition, the candidate must meet all of the basic criteria in the other two areas.
- For promotion to professor the candidate must meet all of the basic criteria in his/her primary area of focus (Instruction, Research and Scholarly Activity, or Service), and the majority of the distinguishing criteria in that area. In addition, the candidate must meet all of the basic criteria in the other two areas.