

REVIEW AND PROMOTION OF FACULTY

Guidelines for Tenure System Faculty, Fixed-term Faculty and Academic Specialists

1. Review of Tenure System Faculty and Process for Evaluation for Promotion
 - 1.1. The performance of all members of the Regular Faculty relative to the duties and criteria outlined elsewhere in these Bylaws, shall be reviewed annually by the Director. This review will include a meeting with the Director and jointly with the chair of the home department, where possible.
 - 1.1.1. For non-tenured Regular Faculty, the annual review will be preceded by a meeting with a mentoring committee appointed by the Director in consultation with the faculty member and their home department. A written overview of this meeting will be reported to the Director and home department chair in accordance with home department procedures.
 - 1.1.2. Purpose of Annual Faculty Reviews. The primary objectives of annual faculty reviews are to encourage professional growth and to determine progress towards tenure and promotion. The Director will use the results of these reviews as a basis for annual salary recommendations and to assess progress toward promotion and tenure.
 - 1.1.3. Results of the Review. Following the review, the Director shall provide the reviewee with a written evaluation of the strengths and weaknesses of the reviewee's performance. These evaluations shall include relevant decisions and recommendations that the Director has made, and the reasons for those decisions and recommendations.
 1. 2. Review for Reappointment, Promotion and Tenure (RPT). For Faculty with majority KBS appointments these reviews will be initiated by the Director, following University bylaws for these procedures. The Director, in coordination with the chair of the faculty member's home department, is responsible for:
 - a) ensuring that all university, college, and departmental procedures, guidelines, and timetables are followed in each RPT case under consideration;
 - b) informing each RPT candidate and all appropriate KBS faculty (see below) of all relevant procedures and deadlines in a timely fashion;
 - c) making the official recommendation to the appropriate Dean for or against the RPT action under consideration by the designated deadline, to include the vote of the faculty for or against the RPT action; and

- d) informing the RPT candidate of the faculty vote and their recommendation to the college as soon as these items are forwarded to the Dean.

Preceding the review, a dossier containing evidence of the professional activities, achievements, and stature of a faculty member whose progress or performance is under review shall be circulated among members of the tenured regular KBS faculty of higher rank, which will be referred to as the ad hoc Faculty Review Committee (FRC). Any material deemed appropriate by the reviewee may be included in the dossier but the dossier must include information to assess the criteria outlined below. For promotion, the dossier shall include External Reviews, as described below and the reviewee will present a seminar of her/his research activities to the KBS academic community. After circulation of the dossier, the Director shall convene a meeting of the FRC. Each member of the FRC shall have the opportunity to give his or her assessment of the reviewee's performance and shall vote on the RPT recommendation, which is a shared responsibility of the Director and the ad hoc FRC. The official vote of the FRC will be reported to the appropriate home department and college.

1.2.1. External Reviews. The review process for promotions to Associate and Full Professor shall include external reviews in accordance with University policy. At the time of external review, in consultation with the reviewee's home department, at least six letters shall be obtained from experts external to MSU working in related fields. Of the external reviewers, at least two shall be selected from a list submitted by the reviewee. The external review letters shall be held by the KBS Director in accordance with University procedures.

1.3. Review Criteria are consistent with University policy. Through its faculty, MSU will create knowledge and find new and innovative ways to extend its applications, to serve Michigan, the nation, and the international community. The faculty must infuse cutting edge scholarship into the full range of teaching programs. At MSU, faculty are expected to be both active scholars and student-focused, demonstrating substantial scholarship and ability to promote learning through our on-campus and off-campus education and research programs. The essence of scholarship is the thoughtful discovery, transmission, and application of knowledge, including creative activities, that are based in the ideas and methods of recognized disciplines, professions, and interdisciplinary fields. What qualifies an activity as scholarship is that it be deeply informed by the most recent knowledge in the field, that the knowledge is skillfully

interpreted and deployed, and that the activity is carried out with intelligent openness to new information, debate, and criticism. Research, teaching, service, and outreach are significant components of the overall review, weighted according to the expected distribution of effort in the reviewee's appointment.

1.3.1. Research. Evidence of excellence in research shall include:

- Most importantly, peer-reviewed publications notable for creativity, originality, and impact.
- Other publications and patents.
- Competitive research grants funded at local, state, national and international levels.
- Other funding secured.
- Successful guidance of Graduate Students and Research Associates.
- Invited and contributed research presentations at regional, national and international meetings, and other academic communities as well as at KBS.

1.3.2. Teaching. Evidence of excellence in teaching shall include:

- Undergraduate and graduate level student evaluations.
- Assessment of mentoring undergraduate and graduate students and Research Associates.
- Assessment of the reviewee's role on the committees of graduate students.
- Participation in seminars and graduate discussion groups.

1.3.3. Service. Evidence of excellence in service may include:

- Leadership positions in professional associations.
- Service as editor, editorial board member or ad hoc reviewer for professional journals.
- Membership on grant or program review panels or service as an ad hoc reviewer for such panels.
- Organizer or participant in professional workshops.
- Engaged membership on KBS, Department, College, and University committees and other University related service activities.

1.3.4. Outreach. Evidence of excellence in outreach may include:

- Organizer or participant in public forums or field days designed to educate K - 12 students, teachers, and other professional and lay persons not enrolled in an MSU graduate or undergraduate program.

- Development of materials designed to extend science education and research findings to lay or professional audiences outside of the academic science community; also participation in print or electronic interviews for these media.
 - Membership on public boards and commissions at the local, state, national, and international levels.
- 1.4. A faculty member may appeal unfavorable decisions in his/her case according to College and University grievance policies.

2. Review of Fixed-term Faculty and Process for Evaluation for Promotion

- 2.1. Review of Fixed-term Faculty will follow procedures consistent with the College that holds their primary appointment.

3. Review of Academic Specialists and Process for Evaluation for Promotion to Senior Academic Specialist

- 3.1. The performance of academic specialists, relative to the duties outlined elsewhere in these Bylaws, shall be reviewed annually by the supervisor of the academic specialist and the Director. This review will include a meeting with the supervisor.
- 3.2. For academic specialists with continuing appointments, a mentoring committee appointed by the Director and their supervisor will also meet with the Academic Specialist each year and will submit a report to the Director. The mentoring committee will be appointed by the Director in consultation with the specialist, and can include other members of the Regular Faculty and senior academic specialists as appropriate but not the specialist's supervisor.
- 3.3. Promotion of specialists to senior academic specialist will follow procedures consistent with the College that holds their primary appointment.