**CHECK LIST OF REQUIRED PRACTICES IN REAPPOINTMENT, PROMOTION & TENURE**  
*(For Units)*

Below are guidelines regarding required practices for UNITS when reviewing Reappointment, Promotion and Tenure Policies and Procedures

- The unit has written materials governing the appointment, promotion and tenure processes and the procedure for establishing a unit-level RP&T/merit review committee.
- The unit has developed general guidelines and expectations for tenure-system faculty reappointment as Assistant Professor, Associate Professor with Tenure, and for promotion from Associate to Full Professor.
- All guidelines and expectations for reappointment, promotion and tenure are available to all faculty in the unit.
- Guidelines and expectations for RP&T are discussed on a regular basis by the faculty.
- Guidelines and expectations for RP&T at the Unit level are reviewed to be consistent with the guidelines and expectations of the College (or Colleges for jointly administered units).
- Description of the materials that must be submitted for the unit-level RP&T reviews for reappointment and promotion are readily available to all faculty members.
- The process for evaluation of RP&T packages at the unit level is clearly defined and readily available to all faculty members.
- The chair/director or designated person(s) uses the annual performance review process to inform and guide pre-tenure faculty regarding progress to promotion/tenure.
- The chair/director or designated person(s) uses the annual performance review process to inform and guide tenured Associate Professors regarding progress to promotion to full professor.
- The unit guidelines regarding the number and type of external evaluation letters to be included in the performance review are clearly defined and readily available to all faculty.
- The timeline for the unit-level RP&T process is made readily available to the faculty each year.
- The guidelines for RP&T for faculty jointly appointed in multiple units are made readily available to all RP&T peer review committee members.
- The multiple appointment memorandum is consulted when reviewing faculty members who are jointly appointed in more than one unit. ([http://hr.msu.edu/forms/faculty_forms/FormInfoMam.htm](http://hr.msu.edu/forms/faculty_forms/FormInfoMam.htm)).
The unit makes information regarding unit, college and university resources to assist faculty in preparing for RP&T readily available to all faculty members.

The Unit RP&T committee is given input and guidance regarding the review process so that evaluations are consistent, objective, and are aligned with the written unit-level expectations for the faculty.

The unit and college guidelines and expectations, as well as the university RP&T policies are reviewed by the unit RP&T committee prior to reviewing RP&T materials. Unit (and college) expectations should support the missions of MSU.

The chair/director meets with the unit RP&T committee and discusses each recommendation made by the committee.