

CHECK LIST OF REQUIRED PRACTICES IN REAPPOINTMENT, PROMOTION & TENURE

(For Colleges)

Below are guidelines regarding required practices for COLLEGE DEANS' OFFICES to consider when developing, reviewing or revising Reappointment, Promotion and Tenure Policies and Procedures

- _____ The College has written materials governing the reappointment, promotion and tenure process and procedure for establishing a college-level RP&T review committee
- _____ Dean has informed the unit administrators about the procedures and criteria that the College will use regarding decisions about reappointment of Assistant Professors and untenured Associate Professors with the award of tenure.
- _____ The College has developed general guidelines and expectations for promotion to Associate Professor with tenure and from Associate to Full Professor.
- _____ All guidelines and expectations for reappointment, promotion and tenure are available to all tenure system faculty members in the College.
- _____ Guidelines and expectations for RP&T are discussed on a regular basis with the unit chairs and directors.
- _____ Guidelines and expectations for RP&T at the College level are reviewed to be consistent with the University guidelines and expectations.
- _____ The process for evaluation of RP&T packages at the College level is clearly defined and readily available to all faculty members in the College.
- _____ The College RP&T committee reviews (1) the unit and college criteria for reappointment or promotion prior to reviewing unit recommendations, and (2) the university policies and procedures regarding the RP&T process.
- _____ The Dean meets with the College RP&T committee and discusses each recommendation from the committee.
- _____ Information regarding unit and college evaluation criteria and expectations are included with the Dean's recommendation to the Provost's Office.
- _____ The multiple appointment memorandum is consulted when reviewing faculty jointly appointed in more than one unit (http://hr.msu.edu/forms/faculty_forms/FormInfoMam.htm).
- _____ For faculty jointly appointed in another college, input is sought from the secondary college when reviewing RP&T recommendations at the college level.