

Procedures for Promotion of Fixed-Term Faculty in the Department of Pharmacology & Toxicology

Date: 9/27/2013
updated: 4/7/2017

A. Recommended timeline for promotion

May: A fixed-term faculty member wishing to be considered for promotion must notify the Department Chairperson. The Chairperson will provide these faculty with information about the promotion process, including review criteria and the timeline.

September: Fixed-term faculty candidates for promotion must submit Form D, "Recommendation for Reappointment, Promotion or Tenure Action" (see <http://www.hr.msu.edu/forms.htm>) and his/her promotion portfolio.

Sept/Oct: The faculty candidate will be given the opportunity to present a seminar to the department before the review committee (see Section 3.4.2. of the [Bylaws of the Faculty](#)) meets to deliberate on his/her application for promotion and/or tenure.

November: A Department Review Committee will review the candidate(s) and make a recommendation to the Department Chairperson (see section B).

December: Department Chairperson reviews candidate(s) and completes the departmental review process (see Section B).

January: Department Chairperson submits promotion packets/portfolios to College(s) in which the candidate is appointed.

B. Review/Evaluation Process

1. The group evaluating fixed-term faculty will review and evaluate the progress of fixed-term faculty members who wish to be considered for promotion. The evaluation procedure will follow the same process as that described for regular faculty (see "[Procedures for Reappointment, Promotion, and Tenure of Regular Faculty in the Department of Pharmacology & Toxicology](#)") with the exception that a decision is made only with regard to promotion. The promotion will be effective at the next date of reappointment.

2. During the evaluation for promotion, careful consideration will be given to the responsibilities of the candidate dictated by the distribution of effort as defined in his/her contract. The criteria in teaching; research, creative and scholarly activities; and administrative and professional service are the same as those listed for regular faculty (see Section C, "Procedures for Reappointment, Promotion, and Tenure of Regular Faculty in the Department of Pharmacology & Toxicology"; website URL). Some general guidelines specific for fixed-term faculty are:

a. For promotion from Instructor to Assistant Professor, the candidate must demonstrate competency in teaching and/or research with consideration of the distribution of effort as defined in his/her contract.

b. For promotion from Assistant to Associate Professor, the candidate must show promise of excellence in scholarly activity in teaching and/or research and demonstrate reasonable progress in teaching, research, creative and scholarly activities, and administrative and professional service with consideration of the distribution of effort as defined in his/her contract. As an aid in the evaluation process, the Department Chairperson will request letters of support from individuals outside Michigan State University. At least four such letters are required for the review process to commence.

These letters must be signed and on Institutional letterhead. They must be sent to the Chairperson of the Department, who will provide copies to the Reappointment, Promotion and Tenure Committee. All letters received in response to the request will be included in materials submitted for review/evaluation.

c. For promotion from Associate Professor to Professor, the candidate is expected to have achieved and maintained excellence in scholarly activity. He/she is also expected to have performed teaching and administrative and professional services in a responsible manner and with consideration of the distribution of effort as defined in his/her contract. The Department Chairperson will invite individuals from outside of Michigan State University to provide letters of support, and at least four must be received before the review process can begin. See B.2.c. for more details regarding these letters.