

Procedures for Reappointment, Promotion, and Tenure of Regular
Faculty in the Department of Pharmacology & Toxicology

Date: 12/16/15

A. Recommended timeline for reappointment, promotion, and tenure

May: Department Chairperson will notify all faculty members hired under the rules of tenure and below the rank of Professor who are eligible to be considered for reappointment, promotion, or tenure. The Chairperson will provide these faculty with information about the reappointment, promotion, and tenure process, including review criteria and the timeline.

September: Faculty candidates for reappointment, promotion, or tenure 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 also be given the opportunity to present a seminar to the department before the RPT committee meets to deliberate on his/her application for promotion and/or tenure.

November: Department RPT 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 first stage of the review/evaluation process is optional and provides the candidate with an opportunity to meet with members of the Reappointment, Promotion, and Tenure (RPT) Committee during the first five weeks of the Fall semester. The candidate should notify the Chairperson of the Faculty Advisory Committee of his/her desire to have this meeting. If such a meeting occurs, the Chairperson of the RPT Committee will prepare a letter with input from the whole committee to be conveyed to the Chairperson of the Department and the candidate.

2. The second phase of the review/evaluation process can proceed once the candidate has completed the application process (Form D and portfolio) and letters of recommendation (if required) have been received. This second phase is a meeting of the RPT Committee that will be convened in November. The Chairperson of the Committee will prepare a draft of a letter summarizing the Committee discussions including a recommendation for reappointment, promotion and/or tenure. This letter will be circulated among all members of the Committee. A final draft of the letter, which incorporates their recommended revisions, will then be prepared and submitted to the Department Chairperson. The Chairperson of the Department will make the final recommendation for each candidate and will inform that individual in writing of the reasons for the decision. Additionally, the Chairperson will inform the RPT Committee members as to the final decision. The candidate may appeal any decision in writing to the Chairperson of the Department. The merits of his/her case will be then re-evaluated by the RPT Committee and the Chairperson of the Department. The final decision will be

submitted in writing to the appropriate College(s) by the January deadline established by the College(s) in which the candidate is appointed.

C. Credentials in Research, teaching, and Service for Reappointment, Promotion, and Tenure

1. Candidates for reappointment, promotion, and tenure will be evaluated on the basis of teaching; research, creative and scholarly activities; and administrative and professional service. All criteria will meet or exceed those stipulated by the Michigan State University Faculty Handbook <http://www.hr.msu.edu/promotion/facacadstaff/FacGuideTenure.htm#Overview> and the requirements established by the College in which the faculty member is appointed. For the College of Osteopathic Medicine, see Promotion & Tenure Guidelines available from the Executive Staff Assistant to the Dean. For the College of Human Medicine, see <http://www.chmfacultyaffairs.msu.edu/promotion.htm>. The College of Veterinary Medicine follows the University and Department guidelines.

2. Credentials in teaching include but are not limited to: teaching portfolios, including course syllabi and objectives; student and peer evaluations; awards or nominations for teaching excellence; contributions to course and curriculum development especially for implementation of innovative teaching methods and procedures; scholarly publications, invited presentations, papers, grants received, and other works that are primarily in support of or emanating from instructional activity; and serving as advisors for students enrolled in doctoral degree programs and online master degree programs. These credentials can relate to teaching undergraduate, graduate, or professional students and includes both classroom instruction and online/distance learning approaches.

3. The credentials for research, creative and scholarly activities include research grant support and publications including peer-reviewed articles, reviews and books that are based on original research or innovations in education. Credentials also include reviews of professional writings, awards for research or writing, organizing sessions at regional, national, or international meetings, and invitations to speak at such meetings or at other Institutions.

4. The credentials in administrative and professional service include departmental, college and university committee work, consultantships, liaison work, editorial service, office and committee assignments of professional organizations and administrative service to the department, college or the university. Of particular importance are instances in which the faculty member has had a leadership role.

D. Criteria for reappointment at the level of Assistant Professor or promotion at various ranks for faculty hired under the rules of tenure

1. The evaluation for reappointment at the level of Assistant Professor will take place the Fall semester of the third year of the probationary appointment. The candidate must demonstrate progress in all three areas (see Section C) commensurate with the terms of his/her appointment. Although letters of support from individuals outside of Michigan State University are not required, the candidate is encouraged to request that such letters be provided in order to enhance his/her application.

2. For promotion from Assistant Professor to Associate Professor and consideration for tenure, the candidate must demonstrate competency in all three areas (see Section C) and outstanding achievements in teaching and research. 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.

3. For promotion from Associate Professor to Professor, the candidate is expected to be an accomplished educator, to have maintained excellence in scholarly activity in teaching and research and to have performed administrative and professional services in a responsible manner. The candidate should have attained a reputation as a national/international leader. Also, the candidate should be actively engaged in mentoring. 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 D2 for more details regarding these letters.