

College of Social Science
Policies and Procedures for Reviewing Distinguished Faculty

The set of Distinguished Faculty in the college includes all holders of named/endowed positions, MSU Foundation Professors, and any other named position which requires periodic review. These positions are typically reviewed every five years.

Distinguished Faculty will be reviewed in accordance with the terms of their appointment. The purpose of these reviews is to determine whether the Distinguished Faculty have satisfied those terms during the review period, and to recommend for or against reappointment to these positions.

At the beginning of the Fall Term of the final year of the current appointment, the Dean's Office will designate a Review Committee consisting of three members: the Unit Head (Chair or Director), a faculty member selected by the Department Faculty Advisory Committee (FAC), from within or outside the unit, and a Dean's Representative. The faculty members selected by the FAC and the Dean's Representative must be the same rank or higher than the faculty member being reviewed, with a preference for these committee members to be themselves Distinguished Faculty. The Dean's Representative will serve as the Chair of the committee.

The Dean's Office will notify the Distinguished Faculty member of the membership of their Review Committee. The Distinguished Faculty member will compile and submit a review dossier that is due to their Review Committee on or before October 15th.

The dossier is to include:

- a. the current endowment agreement and appointment letter,
- b. a current curriculum vita,
- c. annual review letters for the review period,
- d. a list of scholarly achievements covering the review period,
- e. a statement of how resources included in the appointment have been used,
- f. a statement of no more than four pages that explains how the goals of the appointment have been met during the review period and proposes a plan for the next term of appointment.

The Review Committee will assess the material included in the dossier and submit a report to the Dean with an evaluation of the degree to which the criteria for the appointment have been met and a recommendation for or against reappointment. The criteria used to assess scholarly achievement will be discipline-specific, with an expectation of unusual excellence within the appropriate field of study. The Review Committee Report is due to the Dean's Office on the same day that Reappointment, Promotion and Tenure materials are due. The Dean will make a recommendation to the Provost with respect to reappointment within four weeks.

In the event of non-reappointment, the faculty member loses all rights and benefits from the distinguished position, including the use of any name associated with the position and any financial compensation or other support consistent with what was specified in the offer letter.