

## **Guidelines for Promotion of Fixed Term Faculty from Assistant to Associate Professor or from Associate Professor to Professor**

This document specifies the criteria and procedures used by the College of Social Science (CSS) and its affiliated units in reviewing applications for fixed term system faculty promotion. It follows the university policy on the Promotion of Fixed Term Faculty, which can be found at:

[https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/fixed-term\\_promotion.html](https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/fixed-term_promotion.html)

While the procedures detailed below follow a process similar to the review process for the promotion of tenure system faculty, it is to be understood that promotion of fixed term faculty will be based solely on an evaluation of the duties and responsibilities specified in the candidate's actual appointment and position description.

Candidates for fixed term faculty promotion must have served at their current rank for an appropriate amount of time, usually equivalent to at least six years. Candidates for fixed term faculty promotion from Assistant to Associate Professor, or from Associate to full Professor, should have been at MSU for six years (or if at MSU for a lesser period then they must have had demonstrably similar experience at another academic institution summing with their MSU experience to six years).

The promotion criteria used by the affiliated units of the College of Social Science are the same as those used in evaluating those duties for tenure system faculty as described in the unit bylaws for the corresponding promotion. As with tenure system faculty, these may be in the areas of teaching, research, and/or service/outreach depending on the position. The successful candidate for a fixed term faculty promotion is expected to have demonstrated leadership in the area(s) of their assignment.

The procedures that the College of Social Science and its affiliated units will use for reviewing the promotion of fixed term faculty are as follows.

Each year, during the required annual performance review, unit administrators should notify eligible fixed term faculty of the criteria for promotion in rank and assess the faculty member's progress toward promotion. The administrator shall provide a written copy of this review to the faculty member.

Candidates for promotion must meet with their Department Chair/Director and request consideration by September 30. The unit administrator will prepare a description of the candidate's assignment including, for example, the percentage of the appointment devoted to research, teaching, and/or service/outreach. This description will form part of the promotion review portfolio and will be distributed to all individuals of the unit's review committee who evaluate the candidate's materials. Units are encouraged to tailor the composition of review committee to the candidate's assignment. If teaching is the primary responsibility, then the review committee should consist of those with experience evaluating teaching. If research is the primary activity, the review committee should consist of those with expertise in the appropriate research area. All members of the review committee must at least hold the academic rank for which the candidate is being considered.

In preparing materials for the review portfolio (85 pages maximum), the candidate is required to provide information or documents related to the activities that are part of his or her assignment, using the Recommendation for Reappointment, Promotion, or Tenure Action form (Form on Progress and Excellence in Reappointment, Promotion or Tenure Action – formerly known as Form D, as implemented in the CSS RPT guidelines) as a guide.<sup>i</sup> MSU guidelines specify that these materials must include:

- a. A current curriculum vitae.
- b. A reflective essay about accomplishments during the review period (5 pages maximum), detailing leadership and activities undertaken in the areas where they have duties (teaching, research, and/or service/outreach). If, for example, teaching is an assigned duty, this would include a reflective teaching statement, showing ongoing development of effective instructional practices. If, for example, research is an assigned duty, this would include a statement of research contributions and impact. Contributions to diversity, excellence, and inclusion (DEI) in all areas of assignment should be included in the essay.

For fixed term faculty with majority teaching assignments, contributions to DEI may include:

- Exposing students to new perspectives on cultures beliefs and practices.
- Inclusion of a DEI statement in syllabi.
- Understanding the expense and accessibility of resources students require for class.
- Supporting the purpose of Resource Center for Persons with Disabilities (RCPD) VISAs.
- Employing inclusive pedagogy techniques that meet the needs of all students.

For fixed term faculty with majority research assignments, contributions to DEI may include:

- Participating/Supporting/Establishing research DEI initiatives.
- Incorporating equity and inclusion issues and/or diversity in objects of study into research agenda.
- Undertaking collaborative research with different researchers.
- Participating in MSU DEI training initiatives

- c. A representative sample of the candidate's best work that corresponds to the candidate's assignment. The candidate should reference these in their above narrative to provide context.

If teaching is an assigned duty, the candidate can demonstrate their best work in teaching through providing a "Teaching Portfolio", which could include the following items:

- Syllabi and instructional materials (heuristics, activities, multimedia learning materials, projects, assignments, etc.) consistent with the unit's pedagogical aims.
- A summary of Unit-approved Student Instructional Ratings Forms (or online equivalent) for all classes taught (every course, every section, every semester)
- If applicable, evidence of undergraduate and/or graduate student mentoring, including service on exam and thesis/dissertation committees, advising, and professional development.
- A list of honors or awards.
- Evidence of course and curriculum development.
- Evidence of participation in professional development workshops, seminars, and/or activities.

- Evidence of teacher-research.
- Evidence of work in the instruction and mentoring of other teachers as well as program and TA coordination.
- Evidence of outreach instruction, which might include credit-bearing courses offered off-campus; noncredit-bearing seminars, workshops, conferences, exhibits, and performances related to teaching.
- Evidence of instructional materials and activities particular to online or distance education; such materials should be reviewed in the media for which they were intended.

If research is an assigned duty, the candidate must provide the unit with a “Research Portfolio” that must include the following items:

- List of publications, including all co-authors names, with candidate name in bold, written following a conventional citation style (e.g., APA, MLA, or Chicago) and separated into categories (e.g., journal publications, books, and conferences).
- Detail of grants accrued as Principal Investigator (including funding period, total grant amount, source of funding)
- Detail of grants accrued as CO-Investigator/CO-Principal Investigator

The Research Portfolio **may** also include select examples of the following that are representative of the candidate’s best work:

- Examples of peer reviewed journal publications and/or book chapters.
- Evidence of reviewing for academic journals and/or service on Editorial Boards.
- Evidence of participation/organization in/of professional development workshops, conferences, research seminars, research events.
- A list of honors or awards.

In all cases, a minimum of four review letters must be included. The candidate may suggest up to five potential referee names to the Chair/Director. The Chair/Director will choose two reviewers from the candidate’s list and at least two from their own list. The Chair/Director should consult with additional related administrators should the Fixed Term faculty hold a joint appointment or assignment. Efforts should be made to identify external evaluators outside of MSU. If external evaluators outside of MSU cannot be identified, the Chair/Director must provide justification of this as part of the promotion portfolio. The candidate will not be informed of those individuals who provide letters of evaluation. (See also Confidentiality of Letters of Reference for Reappointment, Promotion, and Tenure Recommendations” in the Faculty Handbook).

Units should review the promotion materials submitted by fixed term faculty candidates in the same manner they review tenure system promotion candidates, focusing only on their assigned duty categories.

Unit administrators are encouraged to include these reviews in the regular RPT timelines of the unit. Promotion recommendations for fixed-term faculty must be sent to [ssc.hr@msu.edu](mailto:ssc.hr@msu.edu) by December 1 of a given year, by submitting the Form on Progress and Excellence in Reappointment, Promotion or

Tenure Action and supporting materials (those relevant for the assigned duties as described in the RPT guidelines), and must include copies of the written annual reviews of the candidate during the reporting period. This recommendation should provide an analysis of the candidate's performance in their assigned duties, as well as the leadership activities in which they have been involved.

The CSS Dean will consult with the CCS Fixed-Term Promotion committee and make a final recommendation to the Office of the Provost, according to the timetable for the academic year in question.

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<sup>i</sup> This form is required to be submitted for fixed term promotion. The portfolio needs to be in one PDF document and bookmarked according to central HR/FASA specifications. Below is a list of the items in the correct order and title for the bookmark:

RECOMMENDATION SIGNATURE PAGE (including Section 1A of the new form and formerly D-1, D-1A of the previous Form D)

II SUMMARY INFORMATION

LETTERS FROM DEPARTMENT HEAD, DEAN, OR RPT COMMITTEE (PREFERRED, NOT REQUIRED) ? this will be letter from department head

III A INSTRUCTIONS

III B RESEARCH AND CREATIVE ACTIVITIES

III C SERVICE WITHIN THE ACADEMIC AND BROADER COMMUNITY

\*III D ADDITIONAL REPORTING

IV A INSTRUCTION? Is this a duplicate? Above it says "instructions" I am wondering if this is "instruction"?

IV B RESEARCH AND CREATIVE ACTIVITIES- duplicate

IV C SERVICE WITHIN THE ACADEMIC AND BROADER COMMUNITY- duplicate

IV D ADDITIONAL REPORTING - duplicate

IV E GRANT PROPOSALS

REFLECTIVE ESSAY

C.V.

EXTERNAL REVIEWS

ANNUAL REVIEWS (IN ORDER FROM MOST RECENT)