

CHM Reappointment, Promotion & Tenure (RPT) Process For Tenure System Associate Professors

A. Associate Professor – Review for Tenure & Reappointment as Associate Prof – End of Probationary Period
Review occurs approximately 2 years prior to end of probationary period (Applies to faculty initially appointed as Asc Prof TS)

1. Department initiates RPT process & provides guidance as to process, procedures & deadline dates. Department applies rigorous standards to reviews based on objective & relevant criteria provided to all faculty. (Criteria encompasses Department, CHM & MSU criteria.)
2. Faculty member and Department Chairperson/Director complete their respective parts of Form D, Recommendation for Reappointment, Promotion or Tenure Action.

Department Chairperson/Director	Form D-I, D-II, D-III, Summary Letter, & External Reference Letters*
Faculty Member	Form D-IV, CV, Reflective Essay & Evidence as required

3. Faculty member has an opportunity to confer with the department peer review group before a decision is made.
4. Department peer review group provides advice to the Chairperson/Director regarding reappointment, promotion and tenure decisions.
5. Department Chairperson/Director conducts an independent evaluation, taking into consideration peer evaluation, and forwards a recommendation to the Dean via CHM RPT Committee (c/o Faculty Affairs & Development, A102 East Fee Hall).
6. CHM RPT Committee provides advice to the Dean about department/unit recommendations for reappointment, promotion and tenure. In addition to Department criteria, successful portfolios must conform to MSU and college criteria.
7. Dean independently reviews each recommendation for reappointment, promotion and tenure and forwards recommendations to the Provost.
8. The Associate Provost/Associate Vice President for Academic Human Resources and the Senior Associate Provost consult with the Provost regarding the Dean's recommendations.
9. The Associate Provost/Associate Vice President for Academic Human Resources, the Senior Associate Provost and the Vice President for Research and Graduate Studies jointly review each recommendation with the Dean and approves/disapproves each recommendation on behalf of the Office of the Provost.
10. The Board of Trustees takes action on recommendations involving the award of tenure.

B. Associate Professor – Review for Promotion to Professor
Department Review occurs when faculty member requests review

1. Department initiates RPT process & provides guidance as to process, procedures & deadline dates. Department applies rigorous standards to reviews based on objective & relevant criteria provided to all faculty. (Criteria encompasses Department, CHM & MSU criteria.)
2. Faculty member and Department Chairperson/Director complete their respective parts of Form D, Recommendation for Reappointment, Promotion or Tenure Action.

Department Chairperson/Director	Form D-I, D-II, D-III, Summary Letter, & External Reference Letters*
Faculty Member	Form D-IV, CV, Reflective Essay & Evidence as required

3. Faculty member has an opportunity to confer with the department peer review group before a decision is made.
4. Department peer review group provides advice to the Chairperson/Director regarding reappointment, promotion and tenure decisions.
5. Department Chairperson/Director conducts an independent evaluation, taking into consideration peer evaluation, and forwards a recommendation to the Dean via CHM RPT Committee (c/o Faculty Affairs & Development, A102 East Fee Hall).
6. CHM RPT Committee provides advice to the Dean about department/unit recommendations for reappointment, promotion and tenure. In addition to Department criteria, successful portfolios must conform to MSU and college criteria.
7. Dean independently reviews each recommendation for reappointment, promotion and tenure and forwards recommendations to the Provost.
8. The Associate Provost/Associate Vice President for Academic Human Resources and the Senior Associate Provost consult with the Provost regarding the Dean's recommendations.
9. The Associate Provost/Associate Vice President for Academic Human Resources, the Senior Associate Provost and the Vice President for Research and Graduate Studies jointly review each recommendation with the Dean and approves/disapproves each recommendation on behalf of the Office of the Provost.
10. Approved actions are forwarded to the President for final action.

