

CHM Reappointment & Promotion (RPT) Process For **Fixed Term & HP** Faculty

A. **Reappointment Process**

1. Department initiates 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. Department Chairperson/Director completes Form HP-C, Health Programs Recommendation for Reappointment.

Department Chairperson/Director	<ul style="list-style-type: none"> • Form HP-C • Reappointment Form • Appointment/Reappointment Memorandum
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3. After appropriate department review, Department Chairperson/Director forwards forms to the Dean via Faculty Affairs & Development, A102 East Fee Hall.
4. The Dean independently reviews each recommendation for reappointment and forwards recommendations to the Provost.
5. Final approval is the responsibility of the Provost's Office.

B. **Promotions**

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 HP-D, Health Programs Recommendation for Promotion. If the position is predominately a research position Form D is used.

Department Chairperson/Director	<ul style="list-style-type: none"> • Form HP-D <ul style="list-style-type: none"> ○ Sections I-III • Summary Letter • External Reference Letters (required for promotion to Prof & strongly encouraged for others*)
Faculty Member	<ul style="list-style-type: none"> • Form HP-D <ul style="list-style-type: none"> ○ Sections IV • Curriculum Vitae • Reflective Essay • Evidence as required (Portfolio)

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 promotion 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 promotion. In addition to Department criteria, successful portfolios must conform to MSU and college criteria.
7. Dean independently reviews each recommendation for promotion and forwards recommendations to the Provost.
8. Final approval is the responsibility of the Provost's Office.

(Submit to: A101 East Fee Hall; Required: Original of all; 2 copies of all; & 10 copies of Form HP D, CV, Summary Letter, Reflective Essay & Reference Letters)

CHM Faculty Affairs & Development Web site: <http://www.chmfacultyaffairs.msu.edu/promotion.htm>

Above information based on MSU sites such as:

MSU's HP Action to Promote: <http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Health/Action/promotion.htm>

CHM HP Criteria: <http://www.chmfacultyaffairs.msu.edu/documents/HP-Dpromotionguidelines.pdf>

CHM RPT Committee Checklist for HP: http://www.chmfacultyaffairs.msu.edu/documents/reviewer_worksheet-hp.xls

Form HP-D: <http://www.chmfacultyaffairs.msu.edu/documents/HP-D-1.doc> (1of2) **PLUS** <http://www.chmfacultyaffairs.msu.edu/documents/HP-D-IIthruIV.doc> (2of2)

Form HP-C: <http://www.hr.msu.edu/NR/rdonlyres/2CF2BDF9-5CDC-4BE0-8BE4-148A1F4FB967/0/HPCRecReappt.pdf>

***NEW MSU Rules External Reference Letters:** <http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/AcademicPersonnelPolicies/iv-guidelines.htm>