

# College of Human Medicine Tenure System & Research Positions Appointments & Promotions

## Appointment & Promotion Components

- ❖ Instruction
- ❖ Research, Creative & Scholarly Activities
- ❖ Service - Clinical & Professional Service and Committee & Administrative Service

## Appointment & Promotion Criteria & Expectations

Refer to attached Tenure Criteria & Reviewer's Worksheet

<http://www.chmfacultyaffairs.msu.edu/documents/tenureguidelines.doc>

[http://www.chmfacultyaffairs.msu.edu/documents/reviewer\\_worksheet-tenure.xls](http://www.chmfacultyaffairs.msu.edu/documents/reviewer_worksheet-tenure.xls)

(Evidence is required for the above three components in the areas listed below)

- ❖ Appointment or Promotion to Associate Professor
  - ✓ Outstanding achievements in education & scholarship
  - ✓ Rigorous peer review - publications, grants, etc.
  - ✓ External invitations - lectures, workshops, etc.
  - ✓ Recognition, awards, and honors
  - ✓ Selected for &/or participates in leadership roles/programs
- ❖ Appointment or Promotion to Professor
  - ✓ Provides history of innovative & original research, publications, etc.
  - ✓ National/international leader with prestigious recognition
  - ✓ Leadership/advisory role on national/international committees, in societies & meetings
  - ✓ Prolific high-quality publications, grant record, etc. in prestigious journals and from prestigious funding agencies
  - ✓ Active involvement such as mentoring junior faculty

## Approval Pathways

- ❖ Community Assistant Dean (if applicable)
- ❖ Department Chairperson via Department committee
- ❖ CHM Dean via College committee
- ❖ MSU's Academic Human Resources – Provost's Office, President or Board of Trustees depending on rank, etc.

## Deadlines & Forms

- ❖ Annual process follows Department, College & University due dates
- ❖ "Form D" is the application form for tenure actions, reappointments & promotions  
<http://www.hr.msu.edu/HRsite/forms/FacultyForms/FormInfoRrptPages.htm>