

Plant Biology Responses to the NatSci RPT Unit Policies & Procedures Questionnaire

Unit Review and Recommendation

“As provided in the *Bylaws for Academic Governance*, the faculty, operating in the advisory mode, is to provide advice to the chairperson/director as described in unit bylaws. Each department, school, and comparable unit is required to have procedures and criteria that are clearly formulated and relevant to evaluating the performance of faculty members (see [Statement on Non-Tenured Faculty in the Tenure System](#), *Faculty Handbook*).”

1. How are candidates informed about unit standards and expectations for reappointment, tenure, and promotion? Are there written guidelines?

All candidates are informed of unit standards as part of the hiring process. A written document outlining our unit standards is provided to the candidate with the offer letter. These standards are reviewed each year as part of the annual faculty evaluation process.

2. When does the candidate meet with the unit leader and/or appropriate faculty review committee to discuss the procedures for the unit RPT review?

The candidate meets with the chair and the departmental promotion and tenure committee in the spring semester prior to the year of the RPT review to discuss procedures.

3. When are joint-appointment candidates informed how their case will be handled in each unit? How are joint appointment actions coordinated?

The relevant chairs of discuss the procedures in the spring prior to the year of the RPT review to discuss procedures. The department with the majority appointment takes the lead in preparing the RPT case with the candidate. The minority appointment department is consulted at each stage of the case preparation and the promotion and tenure and chairs are encouraged to discuss the cases prior to decisions on recommendations.

4. Faculty bylaws require that each candidate be given the opportunity to meet the appropriate faculty (or representative faculty committee) to discuss their case: whom do candidates meet with and when does this meeting occur?

The candidate meets with the chair of the faculty promotion and tenure committee and with the chair of the department.

5. How is the candidate's teaching portfolio evaluated, and by whom?

The faculty's teaching portfolio is evaluated by peer review and includes student reviews (SIRS as a component). The peers consist of co-instructors and teaching specialist faculty within our department.

6. Is peer teaching observation required in your unit? If so, who carries it out?

Yes, the peers consist of co-instructors, faculty with expertise in the relevant courses, and teaching specialist faculty within our department.

7. Which faculty (or representative faculty committee) provide advice to the chair/director on each of the issues of reappointment, promotion and/or tenure, and promotion to professor? Which faculty vote on these actions?

The promotion and tenure committee has the primary responsibility for providing a recommendation to the chair. The promotion and tenure committee consists of tenure system full professors. All faculty in the department at or above the rank of the candidate being considered for reappointment or tenure are consulted and officially vote.

8. Does a faculty member's departmental mentor participate in the review process and, if so, how?

The mentor does not have a formal role in the review process.

9. When are candidates informed of the recommendation of the chair/director?

Recommendations at the departmental level are communicated to the candidate once the formal vote of the eligible faculty has occurred and the chair has completed the memo recommending a decision.

Completion of RPT Documentation

All candidates for reappointment to assistant professor, promotion to associate professor, the granting of tenure, and promotion to professor are responsible for providing the following information requested in Form D:

Form D-IVA (Instruction)

Form D-IVB (Research and Creative Activities)

NatSci Funded Grants Only worksheet

Form D-IVC (Service)

Form D-IVD (Additional Reporting)

Form D-IVE (Grant Proposal summary)

Research Essay

Teaching Essay

Teaching Portfolio

CV

Names of suggested external referees (tenure and promotion candidates)

1. By what time does the candidate need to provide the chair/director with the information listed above?

July:

- **Names of suggested external referees (tenure and promotion candidates)**

September:

- **Research Essay**
- **Teaching Essay**
- **Teaching Portfolio**
- **CV**

November:

- **Form D-IVA (Instruction)**
- **Form D-IVB (Research and Creative Activities)**
- *NatSci Funded Grants Only* worksheet
- **Form D-IVC (Service)**
- **Form D-IVD (Additional Reporting)**
- **Form D-IVE (Grant Proposal summary)**

What clerical assistance is available to candidates in filling our Form D and gathering the necessary information?

Our office staff provide assistance in completing Form D, gathering relevant information and assembling the portfolios for review.

See the [*Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University*](#) and the tenure system policies section of the [*MSU Faculty Handbook*](#) for details. Form D, including the portions completed by the unit/department and the candidate is due in the NatSci Dean's Office by December 15 of the review year for reappointment cases and January 15 of the review year for tenure and promotion cases.