

Reappointment, Promotion, and Tenure (RPT) **overview**

2026 Faculty lunch series

Gemma Reguera

Associate Dean for Faculty Affairs and Development

Overview

1. Introduction

- Definitions
- Review framework

2. RPT Process

- Overview
- Steps and timeline

3. RPT Review

- Dossier assembly
- Evaluation criteria
- Final tips



1. Introduction

Definitions

MSU appointment categories

Faculty

- Tenure system faculty (“regular”)
- Fixed-term faculty (*end date*)
- Others (research faculty, instructors)

Academic Staff

- Librarian
- Specialists (advisor, curriculum development, outreach research, teacher)
- Others



1. Introduction

Definitions

MSU appointment categories

Faculty (ranked)

- Tenure system faculty (“regular”)] *Assistant, associate, full professor*
- Fixed-term faculty (*end date*)]
- Others (research faculty, instructors)

Academic Staff

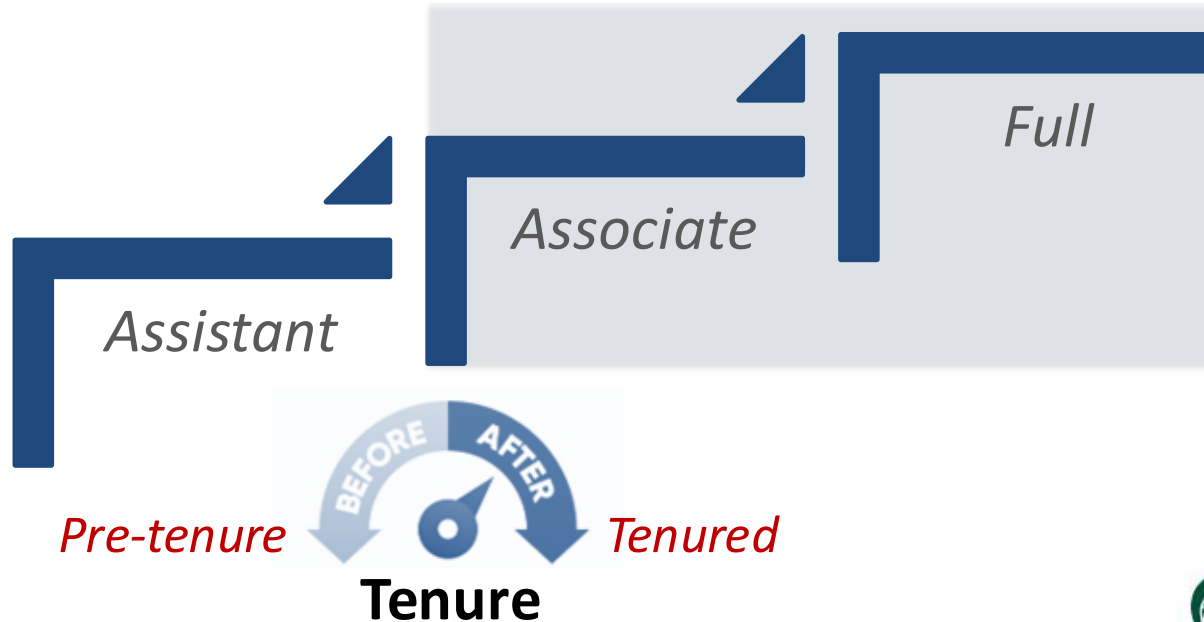
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1. Introduction

Definitions

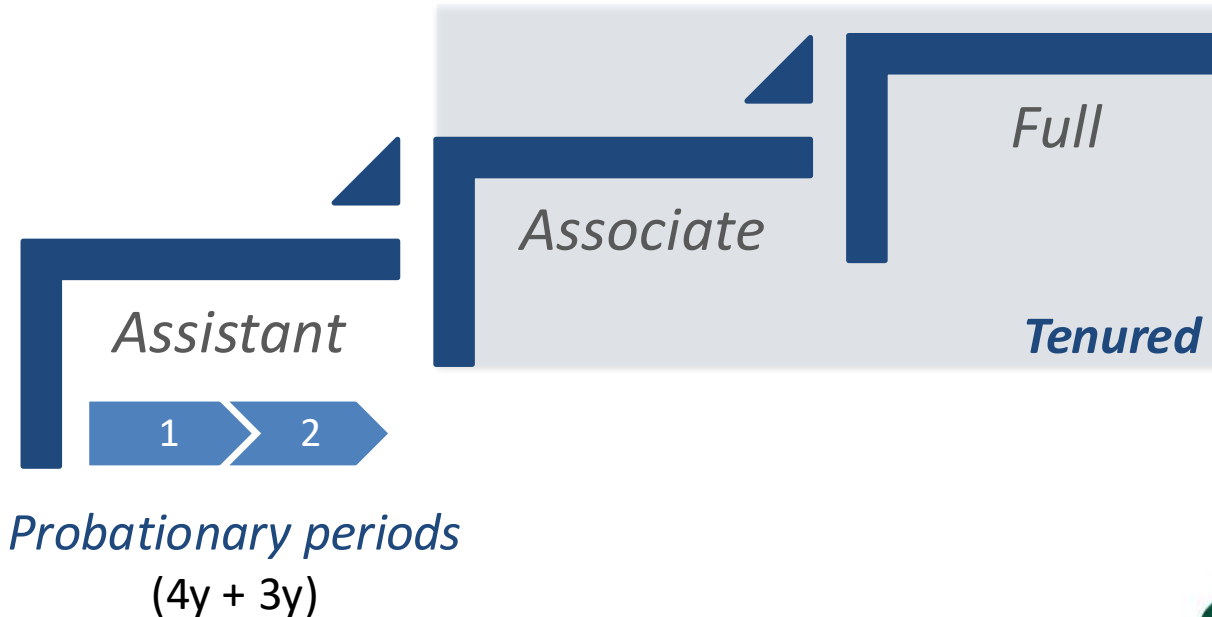
Tenure system professor ranks



1. Introduction

Definitions

Tenure system professor ranks



1. Introduction

Definitions

Tenure system professor ranks

Promotion with tenure
(mandatory review)



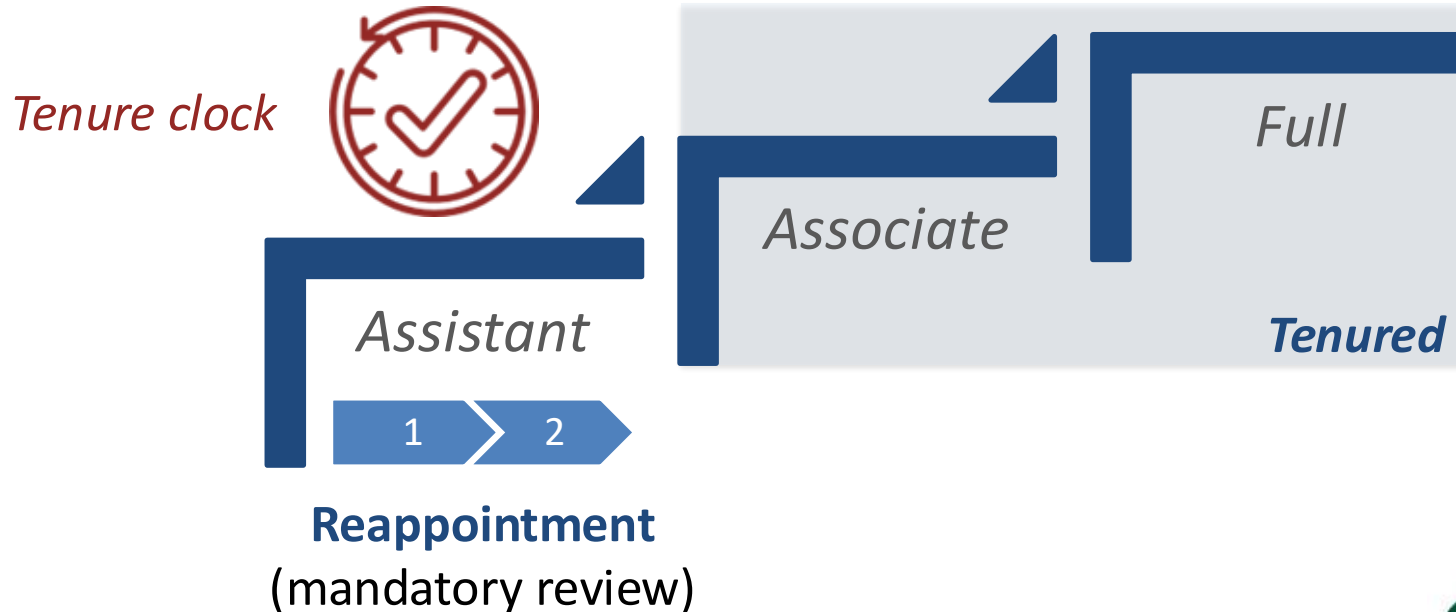
Reappointment
(mandatory review)



1. Introduction

Definitions

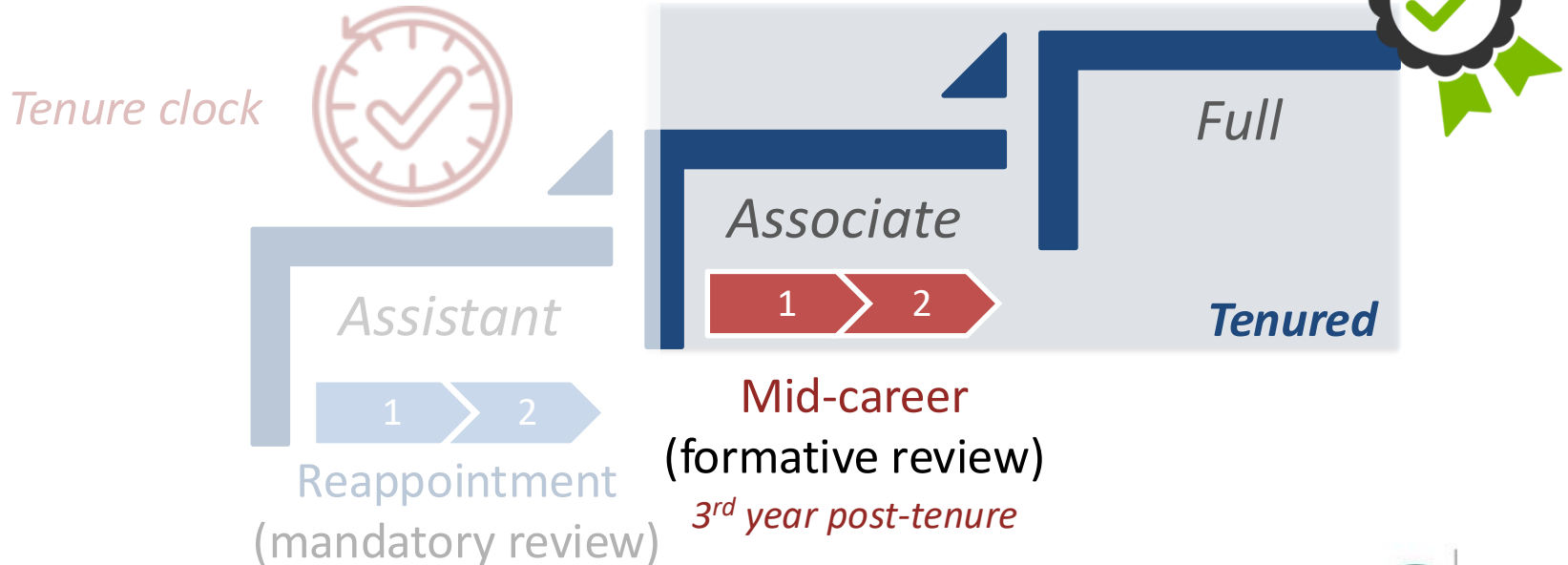
Tenure system professor ranks



1. Introduction

Definitions

Tenure system professor ranks



1. Introduction

Definitions

What is **tenure**?

Tenure is an **academic appointment** that can only be ended under extraordinary circumstances. Tenure is meant to **safeguard academic freedom**, such as freedom to speak or publish research findings.

SOURCE: AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS



1. Introduction

Definitions

What is **tenure**?

Board of Trustees (BOT) tenure policy

[BOT 504: Faculty - Tenure System](#)

The purpose of tenure is to assure the University staff academic freedom and security and to protect the best interests of the University. Tenure shall not be considered to protect any person from the loss of his/her position as a result of misconduct which constitutes cause for dismissal as specified in the Discipline and Dismissal of Tenured Faculty for Cause policy.

- Safeguard for academic freedom
- NOT a shield for misconduct



1. Introduction

Definitions

What is **tenure**?

Faculty Handbook

[Appointment, Reappointment, Tenure, and Promotion Recommendations](#)

This memorandum provides annual guidance for deans, department chairs, school directors, and faculty on the standards, criteria, and expectations for reappointment, promotion, and tenure (RPT) reviews.^[1] Tenure at Michigan State University reflects a comprehensive and integrated model of academic achievement in which faculty are evaluated on their contributions to research/creative activities, teaching, and outreach/service, within the context of our land-grant mission and commitment to advancing knowledge while serving society. The guidance below should be understood and applied within this **tripartite framework**



1. Introduction

Definitions

What is **tenure**?

Faculty Handbook

[Appointment, Reappointment, Tenure, and Promotion Recommendations](#)

Tenure also reflects a mutual commitment between the institution and the faculty member; an investment in a long-term relationship that supports continued growth in scholarship, teaching, and service. It is both a privilege and a responsibility, requiring faculty to uphold the highest standards of professional conduct and to contribute meaningfully to their academic communities.

- Privilege and responsibility



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- Privilege and responsibility
- Highest professional standards



1. Introduction

Definitions

What is **tenure**?

Faculty Handbook

[Appointment, Reappointment, Tenure, and Promotion Recommendations](#)

Tripartite foundation

- Research
- Teaching
- Service

Land-grant mission

Conduct and behavior



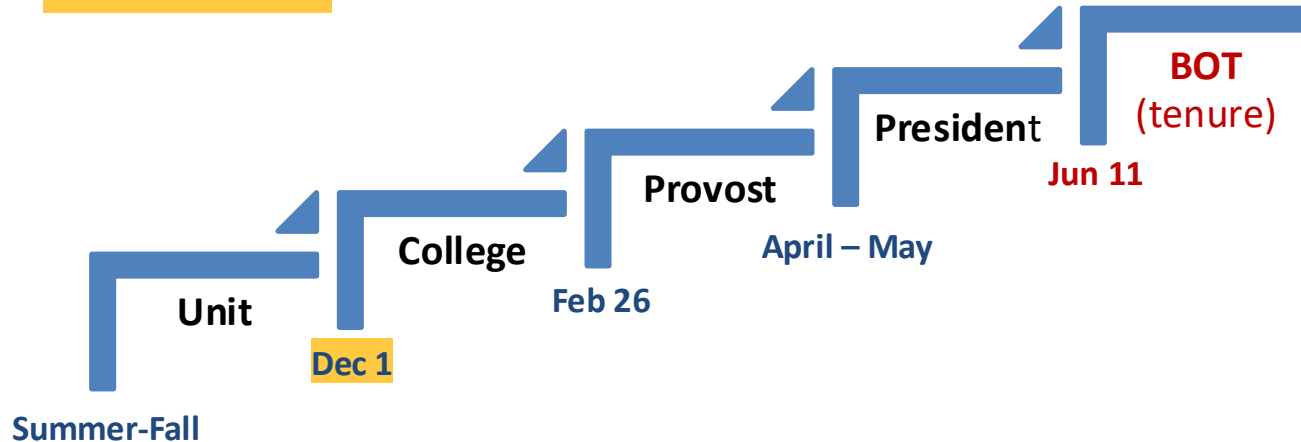
1. Introduction

Review framework

Faculty Handbook

Appointment, Reappointment, Tenure, and Promotion Recommendations

- **Multi-level**



1. Introduction

Review framework

Faculty Handbook

[Appointment, Reappointment, Tenure, and Promotion Recommendations](#)

- **Multi-level**
 - Clear **procedures and evaluation criteria**
 - Institutional alignment (**rigor, consistency**)
 - **Confidential, respectful, evidence-based**



1. Introduction

Review framework

Faculty Handbook

[Appointment, Reappointment, Tenure, and Promotion Recommendations](#)

- **Multi-level**
 - Peer evaluation
 - Institutional standards
 - Disciplinary norms



1. Introduction

Review framework

Faculty Handbook

[Appointment, Reappointment, Tenure, and Promotion Recommendations](#)

- **Multi-level**
 - **Peer evaluation**
 - Internal (RPT committees, administrators)
 - External (tenure, full)
 - 4 minimum, 6 maximum letters
 - At least 2 from faculty list (it can be all)



[External Letters of Reference](#)



1. Introduction

Review framework

Faculty Handbook

[Appointment, Reappointment, Tenure, and Promotion Recommendations](#)

- Multi-level
- **Multi-factorial**
 - Multiple **performance indicators**
 - Research, teaching, and service
 - Core values (professionalism, integrity, *inclusive excellence*)
 - Excellence **across the mission**



Overview

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- Dossier assembly
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- Final tips



2. RPT process



Resources: NatSci website

[🏠](#) > [Faculty & Staff](#) > [Faculty and Academic Staff](#) > Promotion



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Associate Dean, Faculty
Affairs and Development



Cori Fata-Hartley

Associate Dean, FT Faculty
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**College Office for Faculty and
Academic Staff Affairs
(COFASA)**

Tenure System Faculty

Fixed Term Faculty

Academic Specialists

NatSci [Promotion](#) website



College of
Natural Science

2. RPT process



Resources: NatSci website

[!\[\]\(eb3ff164f79f6658783ec1f6462fa176_img.jpg\)](#) > [Faculty & Staff](#) > [Faculty and Academic Staff](#) > Promotion



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**College Office for Faculty and
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Resources: NatSci website

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**College Office for Faculty and
Academic Staff Affairs
(COFASA)**

Tenure System Faculty

COFASA [Promotion](#) website



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2. RPT process

Resources: NatSci website



[Home](#) > [Faculty & Staff](#) > [Faculty and Academic Staff](#) > Promotion

- **Reappointment, Promotion, and Tenure (RPT)**

Due date: **December 1** (due to the Provost February 27)

Tipsheet: [RPT Tipsheet](#)

- **Extending the Tenure Clock**

Due date: Rolling application, but within 2 years of event/constraint and prior to next mandatory review date

Tipsheet: [Extension of the Tenure Clock](#)

- **Delayed RPT actions**

Due date: **September 1** (due to the Provost October 15)

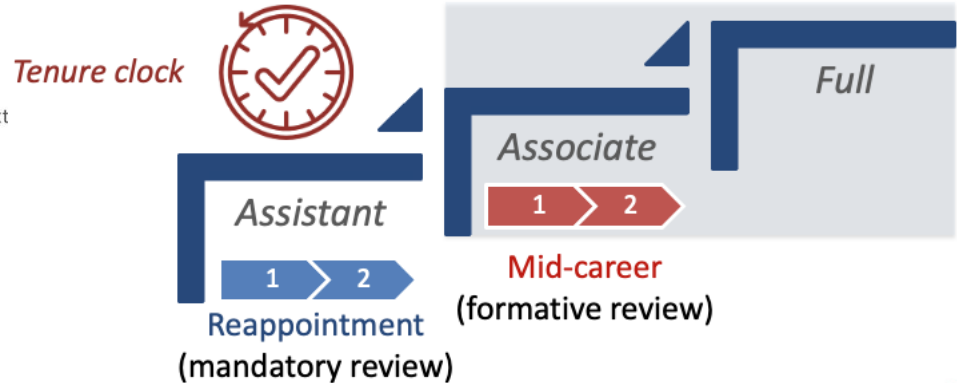
- **Mid-career Review of Tenured Associate Professors**

Due date: **September 30**

- **Sabbatical Leave Requests**

Due dates:

- Fall start: February 15 (department), March 1 (college), decision by April 15
- Spring start: May 1 (department), May 15 (college), decision by June 30



2. RPT process



Resources: NatSci website

[Reappointment, Promotion, and Tenure \(RPT\)](#)

CLICK

Due date: **December 1** (due to the Provost February 26)

Tipsheet: [RPT Tipsheet](#)

 College of Natural Science
HOUGHTON MIFFLIN HARCOURT

TENURE-SYSTEM FACULTY

REAPPOINTMENT, PROMOTION, AND TENURE (RPT)

The College applies unit and institutional policies to evaluate the merit and update the rank/status of our tenure-system faculty according to clearly articulated criteria and standards.

The tenure track typically includes 3 stages:

- 1 First probationary appointment** (4 years, starting August 16)
 - o **Mandatory review for reappointment** (typically 3rd academic year unless extensions granted)
 - + Due date: **December 1**
- 2 Second probationary appointment** (adds 3 more years)
 - o **Mandatory review for promotion to associate professor with tenure** (typically 2 years post-reappointment unless extensions granted)
 - + Due date: **December 1**
- 3 Tenured associate professor stage** (no timeline)
 - o **Formative mid-career review** (optional, third year post-promotion or beyond)
 - + Due date: **September 30**
 - o **Review for promotion to full professor** once expectations for rank are met
 - + Due date: **December 1**



+ Criteria & standards:

The Provost's Memorandum articulates the RPT standards, criteria and expectations for tenure system faculty in research, teaching, service/outreach, and conduct.

- 1) Reappointment:**
 - o Record of progress toward becoming an expert of national and/or international stature, a solid teacher, and a contributing member of the unit, college, University and/or discipline.
- 2) Promotion to Associate Professor with Tenure:**
 - o A reasonably long period of sustained, outstanding achievements in scholarship, teaching and service across the mission, consistent with performance levels at peer universities.
 - o Sufficiently long record for predicting capacity to grow as an expert of national or international stature and sustain long-term, high-quality professional achievement and University service.
- 3) Promotion to Full Professor:**
 - o A record of sustained disciplinary excellence and outstanding achievements in scholarship and education across the mission, consistent with performance levels at peer universities.
 - o Leadership within the department, college, and institution, and evidence of contributions to a flourishing intellectual life for those in the broader discipline, unit, college and institution.
 - o Sufficiently long record for predicting capacity to continue to grow as an expert of national or international stature and sustain long-term, high-quality professional achievement and University service.
- 4) All ranks:**
 - o Commitment to the highest standards of professional behavior, and the embodiment of a culture and climate that is respectful of all individuals, consistent with University's core values.

+ Process:

Multi-level review of the quality and quantity of outcomes, the creativity of the faculty effort, the significance and impact of the faculty member's accomplishments, and commitment to MSU's core values of conduct.

- 1) Unit's review**
 - o Internal review in the unit (typically during the summer-fall of the review year).
 - o Submission of the complete dossier to the college (RPT due date is **December 1**).
 - o Unit administrator shares their RPT letter at the same time with the faculty, who has 5 business days to respond confidentially to the college ([RPT Tipsheet](#)) with clarifications, corrections, and/or updates.
- 2) College's review**
 - o Independent review by the NatSci RPT committee and the Dean (typically during Jan-Feb).
 - o Submission of dossiers to the Office of the Provost (typically last day of February).
 - o College shares Dean's letter with the faculty, who has 5 business days to respond confidentially to the college ([RPT Tipsheet](#)) with clarifications, corrections, and/or updates.
- 3) Office of the Provost's review**

The FASA team and a university committee review the dossiers. The VP for FASA and university committee members meet with the Dean's team to hear the presentation of the cases and clarify any aspects of the review.
- 4) Last approval steps**

Provost's decisions are submitted to the President, and those related to tenure decisions to the Board of Trustees (BOT), for final review and recommendation.

+ Delayed actions and extensions

- o **Extensions:** The College assists probationary faculty with requests of automatic and non-automatic extensions to the tenure clock.
 - + Due date: rolling application
- o **Delayed actions:** Delay of mandatory review until early fall - Requires prior approval by the Associate Provost and Associate Vice President for Faculty and Academic Staff Affairs.
 - + Due date: September 1 (due to the Provost October 15)

+ Additional resources

- o Available in the [NatSci RPT webpage](#)



2. RPT process



Resources: NatSci website

[Reappointment, Promotion, and Tenure \(RPT\)](#)

Due Date	+
Tipsheet	+
Criteria, standards, & timetable	+
Forms, templates, & checklists	+
Guidelines & policies	+
Tips and other resources	+



2. RPT process



Resources: NatSci website

[Reappointment, Promotion, and Tenure \(RPT\)](#)

Due Date +

Tipsheet +

Criteria, standards, & timetable -

- NatSci RPT evaluation criteria – Updated every year to reflect institutional criteria and standards for **Reappointment**, **Associate Professor with Tenure**, and **Full Professor** cases.



2. RPT process



Resources: NatSci website

[Reappointment, Promotion, and Tenure \(RPT\)](#)

Due Date +

Tipsheet +

Criteria, standards, & timetable +

Forms, templates, & checklists -

- Templates for Chair's letter (with RPT evaluation criteria for each review type).
 - [Template for reappointment](#)
 - [Template for promotion to associate professor with tenure](#)
 - [Template for promotion to full professor](#)



2. RPT process



Resources: NatSci website

[Reappointment, Promotion, and Tenure \(RPT\)](#)

Due date: December 1 (due to the Provost February 26)

Tipsheet: [RPT Tipsheet](#)

[Extending the Tenure Clock](#)

Due date: None (but within 2 years of constraint and prior to next mandatory review date)

Tipsheet: [Extending the Tenure Clock](#) 



2. RPT process

Resources: NatSci website



TENURE-SYSTEM FACULTY

EXTENDING THE TENURE CLOCK

The College assists pre-tenure faculty requiring extensions to the tenure clock during their first or second probationary appointment. Some extensions are automatic (e.g., childbirth/adoption), others (justifiable constraints) require multi-level review and approval.

Automatic extensions

Pre-tenure faculty may request a one-year extension of their tenure clock due to:

- Childbirth or adoption of a child under six years of age (see restrictions)
- Any of the following other reasons:
 - o Leaves of absence with or without pay that are one semester to twelve months.
 - o Changes in appointment to 50% time or less for one year.
 - o Immigration/visa status that does not permit the award of tenure for candidates who have been recommended for tenure.
 - o An extension recommended as an outcome of a hearing and/or appeal conducted pursuant to the Faculty Grievance Policy.
 - o The impact of COVID-19 for any probationary faculty member who: a) was in the tenure system at MSU as of Spring 2020 scheduled for a reappointment or tenure review, or b) has an employment start date in the tenure system from Summer 2020 through August 15, 2023.

- + **Due date:**
 - o As soon as possible, but no later than the next mandatory review due date.
 - o For childbirth/adoption, the request must be submitted within two years of the event.
- + **Restrictions:**
 - o Childbirth/adoption requests are limited to two separate, one-year extensions during the probationary period.
- + **Process:**
 - 1) The faculty member makes the request to their department chair in writing (see [Automatic Tenure Clock Extensions](#) letter template for childbirth/adoption).
 - 2) The department chair signs the letter and sends it to the dean's office ([NatSci.RPT@msu.edu](#)), which will forward it to the Office of the Provost.

Non-automatic extensions (review required)

Serious constraints to progress may justify additional extensions to the probationary appointment. Examples:

- Constraints due to childbirth or adoption meriting extensions beyond the standard automatic period
- Care of an ill and/or disabled child, spouse, or parent
- Personal illness
- Receipt of prestigious awards, fellowships, and/or special assignment opportunities
- Other such serious constraints (e.g., infrastructure delays, impacts of the federal transition)

Requests for such extensions require review and endorsement by the unit, college, Office of the Provost, and the [University Committee on Faculty Tenure \(UCFT\)](#), which makes the final decision. This multi-level review process will consider 1) whether the circumstances justify an extension of the probationary appointment as an exception to the standard procedures governing the tenure system, and 2) whether the proposed decisions are consistent with preservation of the integrity of the tenure system.

- + **Due date:**

As soon as possible and prior to the next mandatory review due date.
- + **Restrictions:**

Request must be submitted no later than the next mandatory review due date.
- + **Process:**
 - 1) **Unit's endorsement**

The faculty member and department chair submit to the Dean's office ([NatSci.RPT@msu.edu](#)) a single, bookmarked PDF file with the following documents:

 - **Optional:** Letter from the faculty member explaining the specific constraint and impact on progress. Alternatively, the faculty member may sign the letter of endorsement from the chair.
 - Letter of endorsement from the department chair stating
 - o the specific reason that justifies an exception to the standard procedures governing the tenure system, and
 - o an explanation of the impact of the specified condition on the normal activities of the faculty member.
 - A mentoring plan (in the letter or as a separate document) explaining how the department/unit will support the faculty during the extended period. It needs to specify: 1) What is expected to be achieved at the end of the requested extension, including the prospects for success and 2) a description of the resources and/or proposed changes that will be made to facilitate success.
 - Current curriculum vitae.
 - One-page summary of prior assignments in teaching, research, outreach, and administrative duties during the previous three years for the faculty member seeking the extension.
 - Written documentation from the department that their peer review committee (e.g., the department's RPT committee) reviewed the extension request and had an opportunity to render advice as appropriate. This could be an email from the RPT committee chair in the unit. The committee's approval is not necessary.
 - 2) **College's endorsement**

The Associate Dean for Faculty Affairs and Development will review the request and recommend revisions, as appropriate.

Once endorsed by the Associate Dean, the request will be reviewed by the dean. A letter of endorsement from the dean will be added to the dossier before submission to the Office for Faculty and Academic Specialists Affairs (FASA).
 - 3) **FASA and UCFT review**

The FASA team will review the dossier for compliance and schedule its review at the next available meeting of the UCFT (see [UCFT meeting dates](#)). At least one week is needed for requests to be reviewed by the committee for discussion at their next scheduled meeting.
- + **Forms, templates & checklists**
 - o [Automatic Tenure Clock Extensions](#) letter template for childbirth/adoption
- + **Guidelines & policies**
 - o FASA tip sheet on [Extending the Tenure Clock Request Process](#) - Please note that it does not include college-specific requirements.
 - o MSU [Extending the Reappointment/Promotion/Tenure Review Timeline \(Extending the Tenure Clock\)](#) policy (Faculty Handbook).



2. RPT process



Resources: NatSci website

[Reappointment, Promotion, and Tenure \(RPT\)](#)

Due date: December 1 (due to the Provost February 26)

Tipsheet: [RPT Tipsheet](#)

[Extending the Tenure Clock](#)

Due date: None (but within 2 years of constraint and prior to next mandatory review date)

Tipsheet: [Extending the Tenure Clock](#)

[Delayed RPT actions](#)

Due date: September 1 (*due to the Provost October 15*)



2. RPT process



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Due date: September 1 (*due to the Provost October 15*)

[Mid-career Review of Tenured Associate Professors](#)

Due date: **September 30**

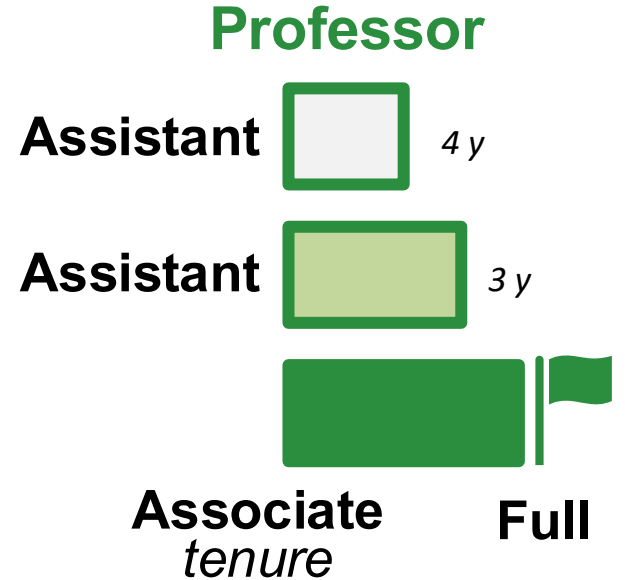
Tipsheet: [NatSci Mid-Career Review tipsheet](#)



2. RPT process



Overview



2. RPT process



Overview

Pre-tenure:

- Two probationary appointments (4+3)
- Mandatory reviews (2x)
 - Reappointment
 - Promotion to Assoc. Professor with tenure

- Extension may be granted
 - Automatic (childbirth)
 - Non-automatic (exceptional circumstances, constraints)
- Different timeline, same standards

Professor

Assistant



4 y

Assistant



3 y



**Associate
tenure**

Full



2. RPT process



Overview

Professor

Assistant



4 y

Assistant



3 y

- No timeline (sufficient time)
- Optional mid-career review (year 3)
- Promotion to full professor



Associate
tenure

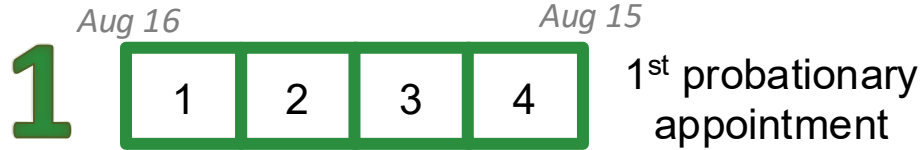
Full



2. RPT process



Steps and timeline



☐ Academic years

- Start Aug 16, year 1
- Probationary End Date (PED) Aug 15, year 4



Tenure clock

Professor

Assistant



4 y



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2. RPT process



Steps and timeline



- ☐ Academic years
- ☒ **Mandatory review**

- Academic year 3
- Example:
 - ✓ Hired 1 Jan 2026 (so, before 16 Aug 2026)
 - ✓ Tenure clock starts 16 Aug 2026
 - ✓ PED: 15 Aug 2030
 - ✓ Mandatory review: AY3 (Fall 28-Spring 29)

Professor

Assistant  4 y



2. RPT process



Steps and timeline



- ☐ Academic years
- ☐ Mandatory review
- ☒ Extensions
 - Automatic
 - Non-automatic (multi-level review)



2. RPT process



Steps and timeline



Multi-level review

☐ Fall – Internal review

- Department/unit **process**
- RPT committee + faculty **vote**
- Independent review by **chair**
- Chair's letter shared with faculty applicant
- Faculty confidential response to the college (*optional*)

Professor

Assistant



4 y



2. RPT process



Steps and timeline



Multi-level review

☐ Fall – Internal review

☐ **Dec 1** – College deadline

- Compliance check, RPT committee onboarding
- Committee review + vote (Jan-Feb)
- Independent review/recommendation by the Dean
- Dean's letter shared with faculty applicant
- Faculty's confidential response to the Provost (*optional*)

Professor

Assistant



4 y



2. RPT process



Steps and timeline



Multi-level review

- ☐ Fall – Internal review
- ☐ Dec 1 – College deadline
- ☐ **End of Feb** – Provost's deadline
 - Academic HR (compliance review)
 - Office for Faculty and Academic Staff Affairs (FASA)
 - Committee of professors
 - VP for FASA

Professor

Assistant



4 y



College of
Natural Science

2. RPT process



Steps and timeline



Multi-level review

- ☐ Fall – Internal review
- ☐ Dec 1 – College deadline
- ☐ **End of Feb** – Provost's deadline
 - Academic HR (compliance review)
 - Office for Faculty and Academic Staff Affairs (FASA)
 - VP FASA conferences with college Dean and Associate Dean
 - VP FASA recommendation to the Provost

Professor

Assistant



4 y



College of
Natural Science

2. RPT process



Steps and timeline



Multi-level review

- ☐ Fall – Internal review
- ☐ Dec 1 – College deadline
- ☐ End of Feb – Provost's deadline
- ☐ **May-June – President**
 - Provost's recommendation to the President
 - Final decision

Professor

Assistant



4 y



2. RPT process



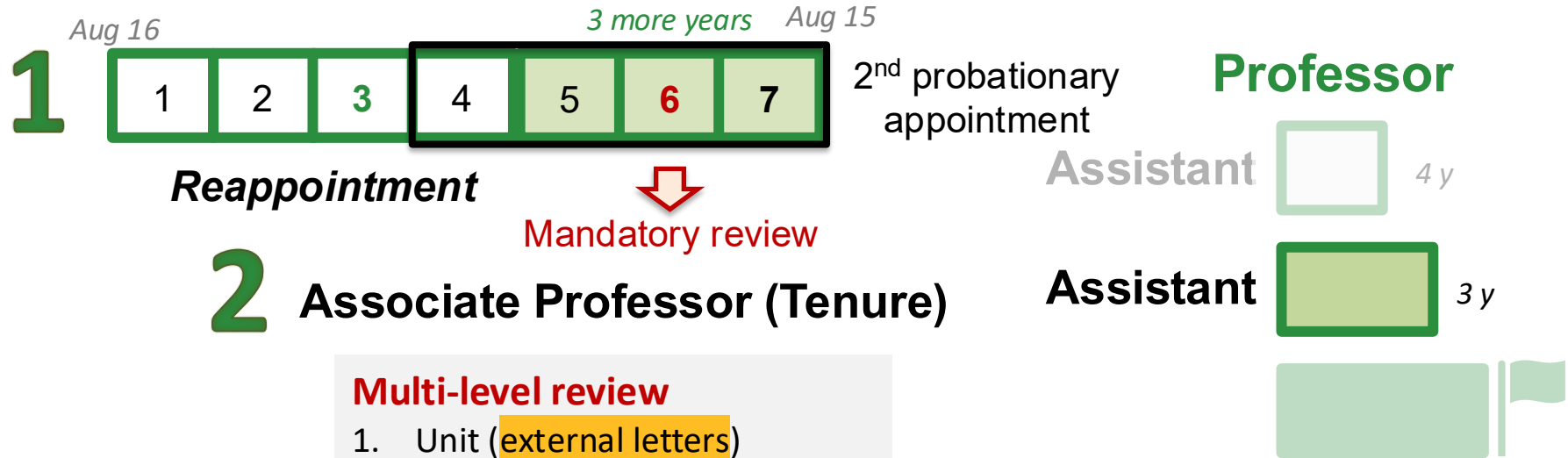
Steps and timeline



2. RPT process



Steps and timeline



Multi-level review

1. Unit (external letters)
2. College
3. Provost's Office
4. President
5. Board of Trustees (tenure)



2. RPT process



Steps and timeline



2 Associate Professor (Tenure) (no more timelines)



Mid-career
formative review
(Sep 30)

Professor



**Associate
tenure**



2. RPT process



Steps and timeline



2 Associate Professor (Tenure) (no more timelines)

Multi-level review

1. Unit (external letters)
2. College
3. Provost's Office
4. President



Mid-career

formative review
(Sep 30)

Full Professor

review
(Dec 1)

Professor



Associate
tenure



Full

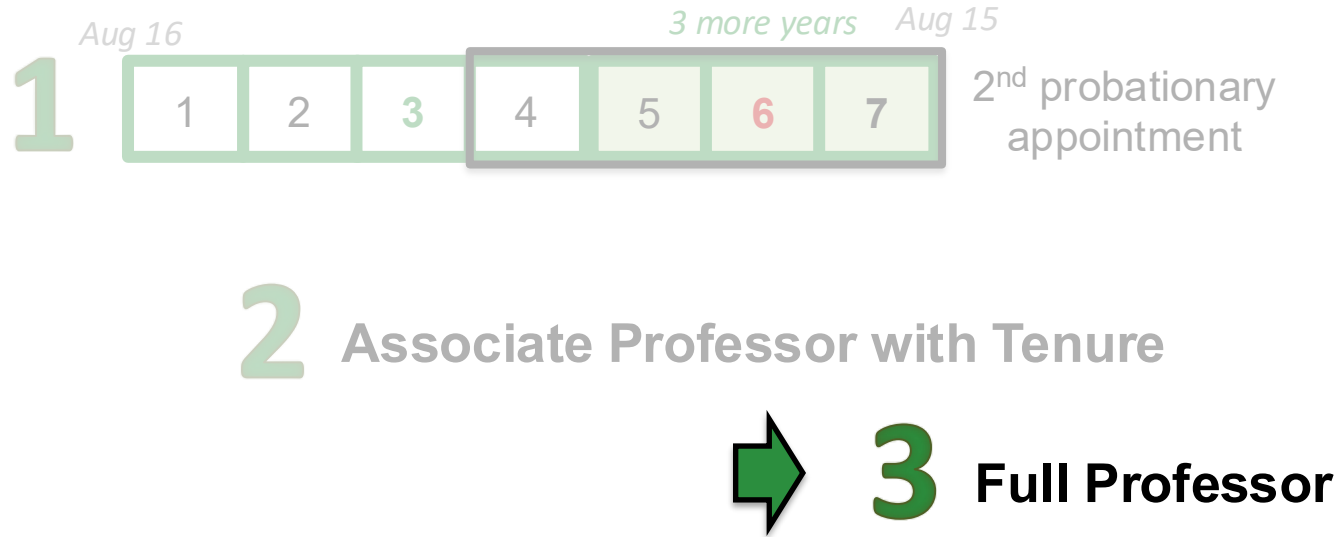


College of
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2. RPT process



Steps and timeline



Professor



Full



2. RPT process

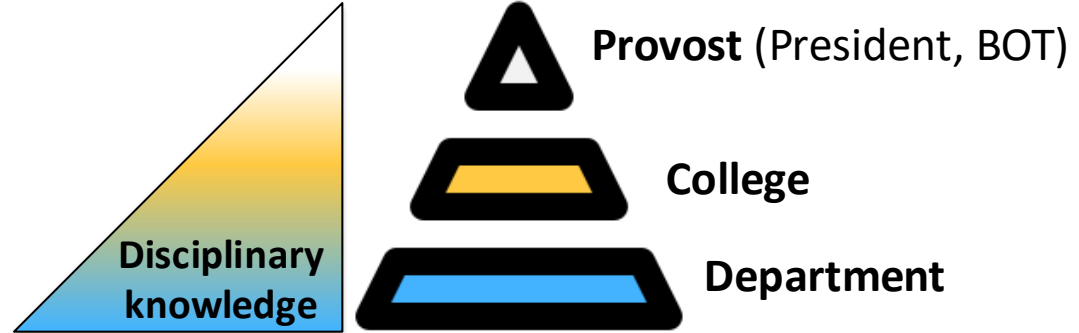


Summary

- **Multi-level**

- Unit review:**

- Institutional standards
 - **Disciplinary knowledge**
 - Mentorship



Ensure materials are **compliant**, **comprehensive**, provide **context**, and emphasize **impact**

2. RPT process

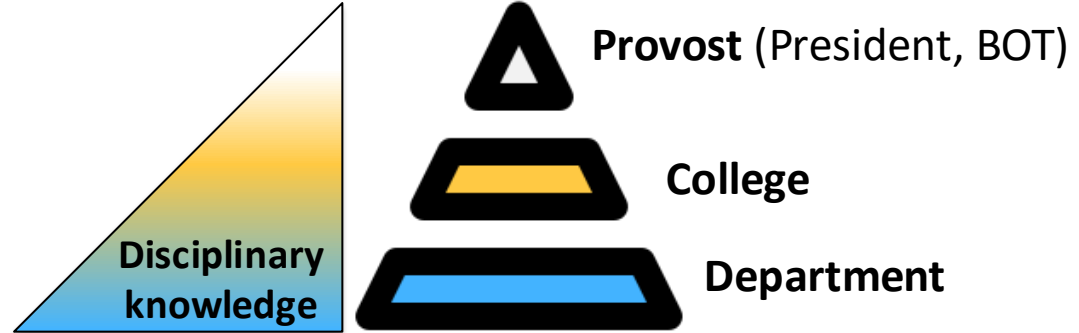


Summary

- **Multi-level**

- Unit review:**

- Institutional standards
 - **Disciplinary knowledge**
 - Mentorship



Be proactive, start discussions early (annual review)

[Annual Review of Faculty and Academic Staff](#)

2. RPT process



Summary

- Multi-level
- Long (full academic year)



Spring

Chair-faculty
discussion

- Mandatory review
- RPT readiness
- Endorsement



Annual review

Table 2. Required Review and Promotion Eligibility (mark (X) as appropriate)

*When selected, performance review must address expectations and timelines for mandatory review and/or promotion for the following **academic year**.*

	Pre-tenure faculty with a mandatory review date (due Dec 1)
	Tenured associate professor (3 rd year or more) eligible for formative mid-career review (due Sept 30)
	Tenured associate professor eligible for full professor (due Dec 1)
	Fixed-term faculty or specialist eligible for Designation B (due Oct 12 or Feb 20)
	Fixed-term faculty eligible for promotion (due March 1)
	Pre-continuing specialist with a mandatory review (due March 1)
	Continuing or fixed-term specialist eligible for promotion to Senior Specialist (due March 1)

2. RPT process



Summary

- **Multi-level**
- **Long** (full academic year)



Spring

Chair-faculty discussion

- Mandatory review
- RPT readiness
- Endorsement



Summer

Initial materials

- Reference list, CV, reflective essay (faculty)
- External letters (chair)

Initial materials:

- List of external references
 - MSU policy: 4 min, 6 max
 - NatSci policy: Half to all from faculty's list



Departmental review

Fall 2026

[External Letters of Reference](#)

2. RPT process



Summary

- **Multi-level**
- **Long** (full academic year)



Spring

Chair-faculty discussion

- Mandatory review
- RPT readiness
- Endorsement



Summer

Initial materials

- Referees list, CV, reflective essay (faculty)
- External letters (chair)



Departmental review

Fall 2026

Initial materials:

- List of **external referees**
 - Leading scholars, peer institutions
 - No Conflicts of Interest
 - Contact information, rank/title, qualifications
 - *Do not contact them!*

[External Letters of Reference](#)

2. RPT process



Summary

- **Multi-level**
- **Long** (full academic year)



Spring

Chair-faculty discussion

- Mandatory review
- RPT readiness
- Endorsement



Summer

Initial materials

- Referees list, CV, reflective essay (faculty)
- External letters (chair)



Departmental review

Fall 2026

Initial materials:

- List of external references
- CV (*comprehensive!*)
- Reflective essay (*true reflection!*)

Tenure System Faculty Lunch series:

- Preparing a CV for RPT review (Fri, **Oct 16** at noon)
- Writing a reflective essay for RPT review (Fri, **Oct 23** at noon)

2. RPT process



Summary

- **Multi-level**
- **Long** (full academic year)



Spring

Chair-faculty
discussion

- Mandatory review
- RPT readiness
- Endorsement



Summer

Initial materials

- Referees list, CV, reflective essay (faculty)
- External letters (chair)



Departmental review

Fall 2026

Initial materials:

- List of external references
- CV
- Reflective essay
- (Relevant publications)
- **(Teaching portfolio)**
 - Syllabi, representative assessments
 - Examples of teaching excellence
 - Contributions to teaching culture

[NatSci Teaching Evaluation Guidelines](#)

2. RPT process



Summary

- **Multi-level**
- **Long** (full academic year)



Spring

Chair-faculty discussion

- Mandatory review
- RPT readiness
- Endorsement



Summer

Initial materials

- Referees list, CV, reflective essay (faculty)
- External letters (chair)



Departmental review

Fall 2026

Initial materials:

- List of external references
- CV
- Reflective essay
- (Relevant publications)
- (Teaching portfolio)
- (**Work-Interruption Impact Statement**)

New!

- *Interruptions and challenges*
- *Ideas to overcome them*

2. RPT process



Summary

- **Multi-level**
- **Long** (full academic year)



Spring

Chair-faculty discussion

- Mandatory review
- RPT readiness
- Endorsement



Summer

Initial materials

- Referees list, CV, reflective essay (faculty)
- External letters (chair)



Fall

Dossier completion

- External letters
- Seminar
- RPT committee vote
- Chair's review



Departmental review

Fall 2026

Faculty materials:

- Form Progress and Excellence
- **Updated** CV
- **Updated** Reflective essay
- **Updated** Work-Interruption Impact Statement

Ensure:

- Most up-to-date information
- Alignment across materials

2. RPT process



Summary

- **Multi-level**
- **Long** (full academic year)

College
Spring 2027



Spring

Chair-faculty discussion

- Mandatory review
- RPT readiness
- Endorsement



Summer

Initial materials

- Reference list, CV, reflective essay (faculty)
- External letters (chair)



Fall

Dossier completion

- External letters
- Seminar
- RPT committee vote
- Chair's review



**Dec 1
Jan–Feb**

College RPT process

- Compliance review
- Chair's letter to faculty
 - ☐ Faculty response
- College review
 - ☐ Committee
 - ☐ Dean
- Dean's letter to faculty
 - ☐ Faculty response

Faculty response

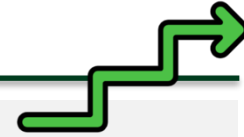
- Optional
- 5 business days
- One page
- Updates, clarifications, corrections



Departmental review

Fall 2026

2. RPT process



Summary

- **Multi-level**
- **Long** (full academic year)

College
Spring 2027

Provost
Spring-summer 2027



Spring



Summer



Fall



Dec 1
Jan–Feb



Feb 26
Mar–Apr

Chair-faculty discussion

- Mandatory review
- RPT readiness
- Endorsement

Initial materials

- Reference list, CV, reflective essay (faculty)
- External letters (chair)

Dossier completion

- External letters
- Seminar
- RPT committee vote
- Chair's review

College RPT process

- Compliance review
- Chair's letter to faculty
 - Faculty response
- College review
 - Committee
 - Dean
- Dean's letter to faculty
 - Faculty response

Office of the Provost

- HR review (compliance)
- Provost's committee review
- Dean's conferences with VP FASA

Provost's recommendation to President/BOT (May-Jun)

Departmental review

Fall 2026



2. RPT process



Summary

- Multi-level
- Long (full academic year)
- **Multi-factorial review**



Research



Teaching



Service



Overview

1. Introduction

- Definitions
- Review framework

2. RPT Process

- Overview
- Steps and timeline

3. RPT Review

- Dossier assembly
- Evaluation criteria
- Final tips



3. RPT review



Dossier



Standards



Tips



3. RPT review

Dossier: Elements to review



Dossier

Accomplishments during **reporting period**

(date of initial appointment or most recent reappointment/promotion)



3. RPT review

Dossier: Elements to review



Dossier

Accomplishments during reporting period

- **Form of Progress and Excellence**
+ 4 NatSci documents
- (Work-interruption impact statement)
- **External letters** (except for reappointment)
- **CV**
- **Reflective essay**
- **Annual reviews**



3. RPT review



Dossier: Elements to review

☐ Department's dossier

- Form of Progress and Excellence (form PE)

[RPT dossier assembly checklist](#)

NatSci promotion > RPT website



College of
Natural Science

3. RPT review



Dossier: Elements to review

☐ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)



3. RPT review



Dossier: Elements to review

□ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)
 - Section II – **Summary information**
 - Table with ratings (chairperson/school director)
 - Summary statement (chairperson/school director)
 - Chair's separate letter
 - Chair's confidential one-page **Addendum** (votes, external letters)



3. RPT review



Dossier: Elements to review

☐ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)
 - Section II – **Summary information**
 - Table with ratings (chairperson/school director)
 - Summary statement (chairperson/director)
 - Summary statement (Dean)
 - Separate letter



3. RPT review



Dossier: Elements to review

☐ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)
 - Section II – **Summary information**
 - Chair's letter (and addendum)
 - (Faculty applicant's response)
 - Dean's letter
 - (Faculty applicant's response)



3. RPT review



Dossier: Elements to review

□ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)
 - Section II – Summary information
 - Section III – Chairperson/director evaluation

A – INSTRUCTION

[Teaching portfolio assessment tool](#) (chairperson evaluation)

[NatSci Teaching Evaluation Guidelines](#)



3. RPT review



Dossier: Elements to review

□ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)
 - Section II – Summary information
 - Section III – Chairperson/director evaluation
 - A – INSTRUCTION
 - B – RESEARCH AND CREATIVE ACTIVITIES
 - C – SERVICE
 - D – SPECIAL FOCI (across functional areas, integration, other)



3. RPT review



Dossier: Elements to review

□ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)
 - Section II – Summary information
 - Section III – Chairperson/director evaluation
 - Section IV – Faculty applicant

A – INSTRUCTION

Student evaluation (SIRS and SPLS tables)



3. RPT review



Dossier: Elements to review

□ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)
 - Section II – Summary information
 - Section III – Chairperson/director evaluation
 - Section IV – Faculty applicant
 - A – INSTRUCTION
 - B – RESEARCH AND CREATIVE ACTIVITIES
 - C – SERVICE
 - D – ADDITIONAL REPORTING (other, integration, awards)



3. RPT review



Dossier: Elements to review

□ Department's dossier

- Form of Progress and Excellence (form PE)
 - Cover page – Applicant's information (appointment, reporting period)
 - Section IA – Additional information (unit's votes, external reviewers)
 - Section II – Summary information
 - Section III – Chairperson/director evaluation
 - Section IV – Faculty applicant
- E – GRANT PROPOSALS (complete grant activity)
- Funded grants only (NatSci)



3. RPT review



Dossier: Elements to review

☐ Department's dossier

- Form of Progress and Excellence (form PE)
 - Integrated NatSci forms (4)

Form PE with integrated NatSci forms
(assembly guidelines)



3. RPT review



Dossier: Elements to review

□ Department's dossier

- Form of Progress and Excellence (form PE)
- Integrated NatSci forms (4)
- Work-Interruption Impact Statement (optional, **new**)

To inform both internal and external reviewers, faculty who experienced related disruptions are encouraged to create a work-interruption impact statement as a standalone document in their RPT dossiers. Statements are optional, but if utilized, faculty may create a record of interruptions and challenges to the areas for which they are appointed. Candidates should also include their ideas to address the challenges and whether a particular type of mentoring or other support would be helpful. External and internal reviewers are expected to give due consideration to the noted interruptions in the impact statement and to seek guidance from the RPT chair if they have questions.²

– Provost MacIntyre Spring 2026 RPT Memo



3. RPT review



Dossier: Elements to review

❑ Department's dossier

- Form of Progress and Excellence (form PE)
 - Integrated NatSci forms (4)
- Work-Interruption Impact Statement (optional, *new*)
- **External letters** (except for reappointment)
 - 4-6 **evaluative letters** (at least half from your list)
 - Up to 2 **explanatory letters** (e.g., from collaborators clarifying your intellectual role)

3. RPT review



Dossier: Elements to review

☐ Department's dossier

- Form of Progress and Excellence (form PE)
 - Integrated NatSci forms (4)
- Work-Interruption Impact Statement (optional, *new*)
- External letters (except for reappointment)
- CV (full record of scholarship)
- Reflective essay (max. 5 pages)
 - NOT a narrative of the CV
 - Reflection on previous and current accomplishments, and how to build on them to further develop scholarship.
- Annual reviews (reporting period)



3. RPT review



Dossier: Elements to review

☐ Department's dossier

- **Single PDF, bookmarked** sections
- Send to NatSci.RPT@msu.edu by Dec 1
- Chair sends their letter to faculty at the same time
- *Optional*: Faculty has 5 business days to send confidential response to the college (clarifications, corrections, updates)



3. RPT review



Dossier: Elements to review

- ☐ Department's dossier
- ☐ College's dossier
 - Department's dossier
 - Faculty's response to Chair's letter (*if any*)

NatSci RPT committee review and vote



3. RPT review



Dossier: Elements to review

- ☐ Department's dossier
- ☐ College's dossier
 - Department's dossier
 - Faculty's response to Chair's letter (*if any*)

NatSci RPT committee review and vote

- College RPT committee votes and Dean's recommendation (Form PE)
- Dean's letter (shared with the faculty)
- Faculty's confidential response (*if any*)
- Send to academic HR (compliance step for Provost's review)



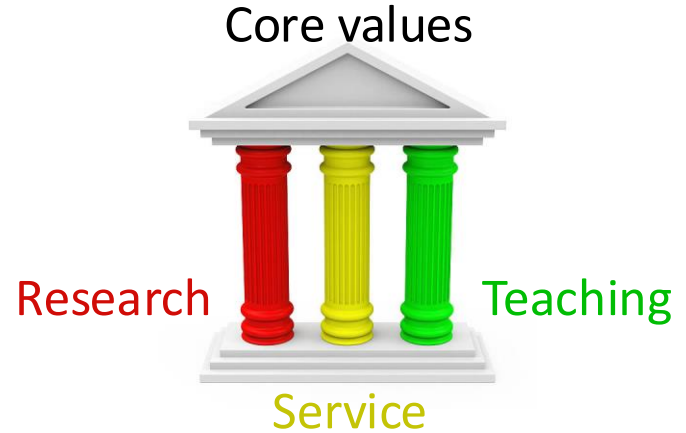
3. RPT review



Evaluation criteria: University-level standards



Standards



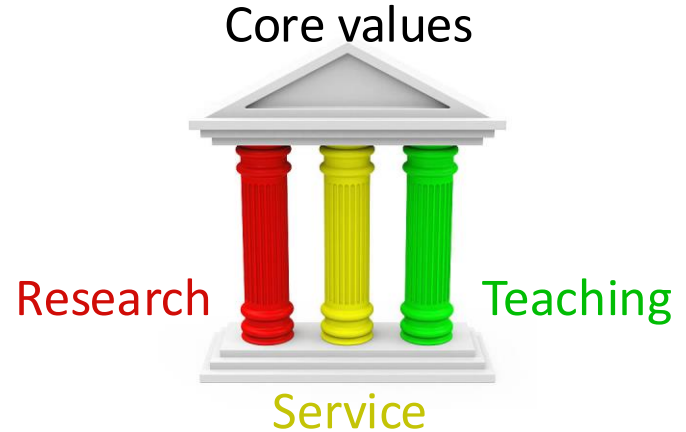
3. RPT review



Evaluation criteria: University-level standards

Tripartite framework (land-grant mission)

- Research/creative activities
- Teaching
- Outreach/service



Use multiple methods for assessing the **faculty's effectiveness in the performance of assigned academic duties.**



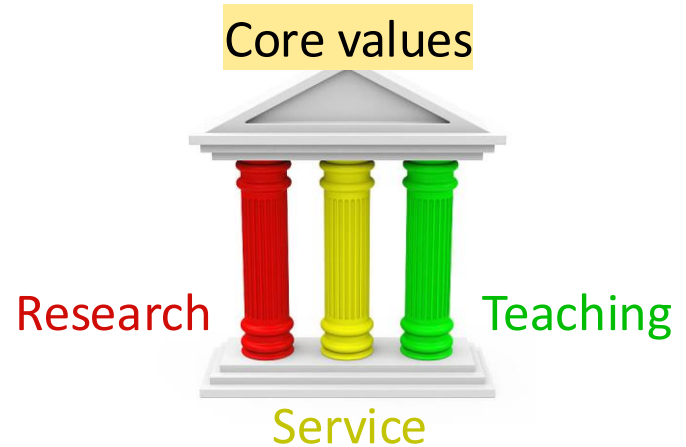
3. RPT review



Evaluation criteria: University-level standards

Tripartite framework (land-grant mission)

- Research/creative activities
- Teaching
- Outreach/service
- Core values



The university expects faculty to uphold the highest standards of conduct, foster a respectful culture for all, and take personal responsibility for the environment they create within their units. In keeping with these values, the Provost will consider all available information when making final decisions.



3. RPT review



Evaluation criteria: University-level standards

- **Multi-factorial review**



Research

- Research funding sustainability
- Publications/citations, invited talks
- Creativity, originality, impact
- Independent leadership
- Scholarly visibility
- Peer evaluations (letters)
- Predictive capacity



2. RPT process



Evaluation criteria: University-level standards

- **Multi-factorial review**



Research



Teaching

- Classroom instruction
 - Teaching portfolio
 - Peer evaluations
 - Student evaluations
- Research mentoring
- Informal settings

2. RPT process



Evaluation criteria: University-level standards

- **Multi-factorial review**



Research



Teaching



Service

- Internal
- External (journals, federal, industry, etc.)
- Outreach (land-grant)
- Leadership

2. RPT process



Evaluation criteria: University-level standards

- **Multi-factorial review**

- Professionalism, integrity
- Culture and climate
- Access, opportunity
- Inclusive excellence



Research



Teaching



Service



3. RPT review



Evaluation criteria: University-level standards

Reappointment



Progress

Upward trajectory

Reappointment to a Second Probationary Appointment – Each reappointment recommendation should be based on clear evidence that a record of progress is being established toward becoming an expert of national and/or international stature, a solid teacher, and a contributing member of the unit, college, university, and/or discipline.



3. RPT review



Evaluation criteria: University-level standards

Reappointment



Progress
Upward trajectory

Promotion with **T**enure



Sustained achievements
Peer-level performance
Predicted capacity

Tenure also reflects a mutual commitment between the institution and the faculty member; an investment in a long-term relationship that supports continued growth in scholarship, teaching, and service. It is both a privilege and a responsibility, requiring faculty to uphold the highest standards of professional conduct and to contribute meaningfully to their academic communities.



College of
Natural Science

3. RPT review



Evaluation criteria: University-level standards

Reappointment



Promotion with Tenure



Promotion to Full



As a tenured faculty member, a professor must not only demonstrate disciplinary excellence but also demonstrate commitment and effectiveness in larger institutional missions such as improving the breadth and depth of our community of scholars and culture, both in the academy and more broadly in society. Innovation brought to teaching and interdisciplinary teambuilding that enables broader groups of people from the widest possible disciplinary or college perspective is also part of a move from individual work to being a university professor. Such a responsibility is even greater for those who earn promotion to full professor.

Sustained achievements
Peer-level performance
Predicted capacity
Leadership



College of
Natural Science

3. RPT review



Final tips



Tips

Make it easy for reviewers to find
evidence of accomplishments in dossier

(ensure every major claims are supported
by **clear documentation**, appropriate
context, and demonstrable **impact**)

3. RPT review



Final tips

1. Build a clear, evidence-based dossier

- Reviewers should not have to infer the significance of your work.
- Explicitly articulate your scholarly trajectory, contributions, and impact.
- Explain how individual publications, grants, creative works, or educational innovations fit into a coherent program.
- Distinguish your specific contributions and leadership in collaborative projects.

3. RPT review



Final tips

1. Build a clear, evidence-based dossier
2. **Make dossier easy to navigate**
 - Use consistent headings and formatting throughout.
 - Cross-reference claims to supporting documentation.
 - Provide concise summaries at the beginning of major sections.
 - Highlight key accomplishments without requiring reviewers to search for them.

3. RPT review



Final tips

1. Build a clear, evidence-based dossier
2. Make dossier easy to navigate

3. Document impact, not just activity

- Emphasize impact over effort

- Example:

✗ “I published 25 papers during the reporting period.”

✓ “My Google Scholar citation record has grown steadily during the reporting period, reaching 600 citations alone in 2026.”

3. RPT review



Final tips

1. Build a clear, evidence-based dossier
2. Make dossier easy to navigate
3. Document impact, not just activity
4. **Provide appropriate context**
 - Disciplinary knowledge decreases through multi-level review
 - Contextualize accomplishments for disciplinary and unit expectations (publication conventions, expected grant funding, journal reputation, teaching/service loads)

3. RPT review



Final tips

1. Build a clear, evidence-based dossier
2. Make dossier easy to navigate
3. Document impact, not just activity
4. Provide appropriate context
5. **Demonstrate independence and leadership**
 - Provide evidence for independent scholarship and disciplinary reputation
 - Clarify leadership roles on grants, publications, and collaborative efforts
 - Showcase scholarship impact on others and the discipline

3. RPT review



Final tips

1. Build a clear, evidence-based dossier
2. Make dossier easy to navigate
3. Document impact, not just activity
4. Provide appropriate context
5. Demonstrate independence and leadership
6. **Address potential weaknesses directly**
 - Do not leave reviewers to speculate
 - Provide factual, concise, and contextualize explanations about career interruptions, publication gaps, changes in research direction, unusual teaching assignments, administrative responsibilities, etc.

3. RPT review



Final tips

1. Build a clear, evidence-based dossier
2. Make dossier easy to navigate
3. Document impact, not just activity
4. Provide appropriate context
5. Demonstrate independence and leadership
6. Address potential weaknesses directly
- 7. Select external reviewers strategically**
 - Follow policy (recommend respected scholars in your field and no COIs)
 - Seek reviewers able to evaluate the full scope of your work
 - **Build your professional network and disseminate your work!**

3. RPT review



Final tips

8. Present teaching as scholarly and evidence-based

- Classroom instruction: Go beyond course lists, focus on learning achievements and impacts
- Research mentoring: Focus on student mentoring outcomes (publications, awards, job placement).
- Instruction/mentoring in informal settings

3. RPT review



Final tips

8. Present teaching as scholarly and evidence-based
9. **Quantify service contributions when possible**
 - Go beyond listing roles, describe leadership responsibilities and highlight measurable outcomes and/or impacts on the profession.

3. RPT review



Final tips

- 8. Present teaching as scholarly and evidence-based
- 9. Quantify service contributions when possible

10. Solicit critical feedback before submission

- Ask mentors or senior colleagues with RPT experience to review dossier
- Submit dossier materials to RPT committee early to get feedback

3. RPT review



Final tips

8. Present teaching as scholarly and evidence-based
9. Quantify service contributions when possible
10. Solicit critical feedback before submission

11. Avoid overstatements

- Be precise and fact-based
- Let the evidence speak for itself

3. RPT review



Final tips

- 8. Present teaching as scholarly and evidence-based
- 9. Quantify service contributions when possible
- 10. Solicit critical feedback before submission
- 11. Avoid overstatements

12. Think like a reviewer!

- Use the NatSci RPT committee forms to present accomplishments

- NatSci RPT evaluation criteria – Updated every year to reflect institutional criteria and standards for Reappointment, Associate Professor with Tenure, and Full Professor cases.

[Reappointment, Promotion, and Tenure \(RPT\)](#)

3. RPT review



Final tips

8. Present teaching as scholarly and evidence-based
9. Quantify service contributions when possible
10. Solicit critical feedback before submission
11. Avoid overstatements

12. Think like a reviewer!

- Use the NatSci RPT committee forms to present accomplishments
- Help non-disciplinary reviewers understand the impact of your work (emphasize “why” over “what”)

