



# TENURE-SYSTEM FACULTY

## HIRING WITH TENURE

Hiring recommendations which involve the award of tenure (regardless of rank) must be **reviewed and approved successively** by:

- 1) the college RPT committee and dean,
- 2) the provost, and
- 3) the president, who makes the final recommendation to
- 4) the Board of Trustees (BOT) for action.

### + **Due date:**

Rolling application but constraint by the timeline of multi-level review and the need to submit the request to the BOT agenda a month before its next scheduled meeting.

### + **Process:**

The unit must submit to the college ([NatSci.RPT@msu.edu](mailto:NatSci.RPT@msu.edu)) a dossier that includes:

- An **independent review by the unit administrator** - RPT style, including:
  - o A summary of qualifications, prior experience, & research/creative interests.
  - o A justification that MSU standards for tenure have been met.
  - o Anticipated start date
- Applicant's **search materials**:
  - o Cover letter describing the motivation and overall qualifications for the job.
  - o Research and teaching statements.
- A current **curriculum vitae** from the applicant
- A minimum of **4 external letters of reference** following the same [principles and procedures](#) used for internal faculty applicants (only exceptionally can letters of reference from the application package meet these criteria).

The college will add a cover letter with written/signed endorsement from the dean summarizing why the candidate should be appointed with tenure. The complete packet will then be submitted to the Vice Provost for Faculty and Academic Staff Affairs (FASA) for review of the request and to seek approval from the Provost (typically within 1-5 days).

### + **Guidelines & policies**

- o FASA tipsheet for [Hiring with Tenure - Provost Approval Process](#) - Please note that it does not include college-specific requirements.
- o MSU's HR website with [Tenure-system Hiring Information](#).
- o [External letters of reference](#) (Faculty Handbook)

### + **Forms, templates & checklists**

- o MSU's HR information about BOT schedule, background checks, and more - [Review Process for Appointments Granting Tenure](#)
- o [Criminal Background Checks policy](#) and [Frequently Asked Questions \(FAQ\) policy](#) (Faculty Policies and Procedures)

