



Guidelines for Promotion of Fixed Term Faculty from Assistant to Associate Professor or from Associate Professor to Professor

This document specifies the criteria and procedures used by the College of Natural Science and its affiliated units in reviewing applications for fixed term faculty promotion. It follows the university policy on the *Promotion of Fixed Term Faculty*, which can be found here: [University Policy on the Promotion of Fixed Term Faculty](#).

Promotion of fixed term faculty is based solely on an evaluation of the duties and responsibilities specified in the candidate's position description. The procedures below follow the review process for the promotion of tenure system assistant and associate professors as closely as possible.

1. The promotion criteria for research and teaching excellence used by College of Natural Science and its affiliated units are the same as those used in evaluating those duties for tenure system faculty as described in the "Guidelines for Faculty Reappointment, Promotion, and Tenure in the College of Natural Science at Michigan State University", for the corresponding promotion.¹ As in the case of tenure system faculty, a successful promotion candidate is expected to have demonstrated an appropriate level of *leadership* in the areas of their assignment.
2. The procedures that the College of Natural Science (NatSci) and its affiliated units will use for reviewing the promotion of fixed term faculty are as follows.
 - a. Each year, during the required annual performance review², unit administrators should discuss with eligible fixed term faculty the criteria for promotion in rank, the faculty member's progress toward promotion, and discuss whether he or she wishes to seek promotion in the coming academic year. The administrator shall provide a written copy of this review to the faculty member. While there is no fixed timeline associated with these promotions, successful candidates typically require 5-6 years in rank to acquire a suitable record of accomplishments.
 - b. If the individual elects to seek promotion, the unit administrator will prepare a description of the candidate's assignment including, for example, the percentage of the appointment devoted to research, teaching, and other duties. This description will form part of the review portfolio and will be distributed to all individuals who evaluate the portfolio.

¹ <https://natsci.msu.edu/natsci/assets/File/faculty-staff/rpt-guidelines.pdf>

² <https://natsci.msu.edu/faculty-staff/policies-procedures/evaluation-policy-resources/fixed-term-faculty-annual-performance-evaluation-policy/>

- c. In preparing materials for the review portfolio, the candidate is required to provide information or documents related to the activities that are part of his or her assignment, using the Recommendation for Reappointment, Promotion, or Tenure Action form (Form D, as implemented in the NatSci RPT guidelines³) as a guide. MSU guidelines specify that these materials must include:
 - i. A current curriculum vitae,
 - ii. A reflective essay about accomplishments during the reporting period (5 pages maximum), detailing the leadership activities undertaken,
 - iii. A representative sample of scholarly work, and
 - iv. Evidence of excellence in performing assigned duties, e.g., significance, impact, and innovation of research/creative activities, instructional activities, and service.
- d. If teaching is an assigned duty, the candidate must provide the Department with a “Teaching Portfolio”, as described in the “NatSci Teaching Evaluation Guidelines.”⁴ In addition, as per MSU policy⁵ for all teaching faculty, candidates must use unit-approved student instructional ratings forms (or online equivalent) in all classes (every course, every section, every semester), and make these forms available to the unit for collection and analysis.
- e. If research/creative work is an assigned duty, the Department must seek external review letters in accord with the NatSci RPT guidelines; in other cases, the inclusion of external review letters is optional.
- f. Units should review the promotion material submitted by fixed term faculty candidates in the same manner in which they review tenure system promotion candidates, though focusing only the duties assigned to the fixed term candidate.
- g. Unit administrators must provide a recommendation to the NatSci Dean by mid-January, submitting Form D and supporting materials (those relevant for the assigned duties as described in the NatSci RPT guidelines), and must include copies of the annual evaluations of the candidate during the reporting period. This recommendation should provide an analysis of the candidate’s performance in their assigned duties, as well as the leadership activities in which they have been involved.
- h. The NatSci Dean will consult with the NatSci RPT committee and make a final recommendation to the Office of the Provost, according to the timetable for the academic year in question.

Approved by NatSci Faculty Advisory Council 12/12/2013

³ <https://natsci.msu.edu/natsci/assets/File/faculty-staff/rpt-guidelines.pdf>

⁴ <https://natsci.msu.edu/faculty-staff/policies-procedures/evaluation-policy-resources/teaching-evaluation-guidelines/>

⁵ <https://hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/instructional-rating-system.html>