

APPENDIX E

GUIDELINES FOR PROMOTION OF FIXED-TERM FACULTY TO ASSOCIATE PROFESSOR OR PROFESSOR

Introduction

The following further explication of the requirements for promotion are to be interpreted as minima; meeting the minimum does not in and of itself establish that the candidate is entitled to promotion. While the procedures are a process similar to the review process for the promotion of tenure system faculty, it is understood that promotion of fixed-term system faculty will be based solely on an evaluation of the duties and responsibilities specified in the candidate's actual appointment and position description. For more details on college-level requirements, see http://www.cal.msu.edu/application/files/1315/3116/0972/CAL_Guidelines_for_Promotion_of_Fixed_Term_System_Faculty.pdf.

Candidates for fixed-term faculty promotion from assistant to associate professor should have been an assistant professor for at least six years with appropriate accomplishments. Note, attaining a UNTF Designation B status is strongly recommended, but not required, before being considered for promotion. Candidates for fixed-term faculty promotion from associate to full must have been in rank for an appropriate amount of time, usually equivalent to at least six years.

The criteria are the same as those for tenure-stream faculty, but will be considering only in relation to the candidate's specified duties. For explanation of italicized terms, refer to the accompanying document, "Interpretations and Clarifications of Terminology."

Promotion from Assistant Professor to Associate Professor.

The candidate must clearly demonstrate excellence in teaching (including graduate student supervision, where appropriate), and, if specified by his or her contract, an involvement in the area of service commensurate with assigned teaching load, and *sustained excellence* in professional, *peer-reviewed publication* (in print or other *recognized media*). Research output is expected to be appropriate to the candidate's discipline and commensurate with assigned teaching load.

Promotion from Associate Professor to Professor.

A recommendation for promotion from associate professor to professor fixed-term must be based on sustained, outstanding achievements in the areas of teaching, research/creative activity, administration, and/or service/outreach corresponding to the relevant position workload percentages. There must be a sufficiently long period in rank, typically the equivalent of six years, prior to the promotion, so as to provide a firm basis in actual performance to permit endorsement of the individual as an expert in their field and to predict continuous, long-term, high quality professional achievement.

Interpretations and Clarifications of Terminology as Applicable to the Candidate's Position

1. *A research and publication agenda* for promotion is reflected by coherent and focused scholarship. This scholarship can take the form of articles in print or accepted for publication, a contract for a book, or other peer-reviewed research.
2. *Publication* means articles or books in print, accepted by, or in production by the publisher. "Accepted" means that the editor or publisher has committed in writing to publication, and the final manuscript is in the hands of the editor or publisher. Grantsmanship is strongly encouraged. Research

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grants are considered part of the candidate's overall scholarly record, but are no substitute for publication.

3. *Sustained excellence* requires a record of scholarly productivity throughout the period being considered.
4. *Peer-reviewed* means published as a result of a process that involves assessment by reviewers whose involvement the journal or press arranges.
5. *Recognized media* means any digital or print publication that involves an external review process, for example an electronic journal or on-line conference proceedings, but not a self-published work.
6. *A book* or other *work* may be single-authored or co-authored, depending on the standards of the candidate's discipline. In cases of co-authorship it is the responsibility of the candidate to specify the nature and the extent of his/her contribution. Whether scholarly editions and scholarly tools (e.g., dictionaries, annotated bibliographies) should be counted as a book is determined by the norms of the discipline. An edited or co-edited collection will normally not be counted as a book.
7. *Effective teaching* involves generally positive student evaluations at the University, course syllabi and other materials which reveal a continuing commitment to excellence in teaching, and participation in advising and on guidance committees as appropriate.
8. *Professional service* includes participation on committees at the departmental, college, university and national levels; refereeing for journals, conferences, and funding agencies; organizing conferences; editorial board work; holding leadership positions in professional organizations; liaison work; and other such activities in support of the academic profession.
9. Outreach involves generating, transmitting, applying, and preserving knowledge for the direct benefit of external audiences in ways that are consistent with University and unit missions. Outreach cuts across the categories of research/publication, teaching, and service, and is particularly relevant in the context of the University's land grant mission and shall be given due consideration. (See "Points of Distinction" <https://outreach.msu.edu/documents/pod.pdf>).

5.6 Committees on Fixed-Term Promotion to Associate Professor and Professor

5.6.1 Membership

The appropriate committee shall be constituted for each faculty member reviewed, with at least four faculty members with the following characteristics:

- 5.6.1.1 To recommend promotion to the rank of associate professor or professor, an ideal committee should include two tenured associate or full professors from the candidate's program and two fixed-term faculty from any program who have achieved the rank for which the candidate is being considered. However, tenured faculty from outside the candidate's program with related interests will be considered. If there are insufficient number of fixed-term faculty available to serve on the committee, the requirement can then be satisfied by more tenured faculty who have achieved the rank for which the candidate is being considered. If the candidate teaches hybrid or online courses, it is recommended that at least one of the committee members also has online teaching experience.
- 5.6.1.2 If teaching is a primary activity in the candidate's assignment, one tenure-stream and one fixed-term member from the committee will form a Teaching Review Sub-Committee. This Sub-Committee will follow the procedures outlined in the [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#) and write a committee report.

5.6.2 Function

The committees shall make recommendations to the Chair regarding the promotion of fixed-term faculty.

5.6.3 Mode of Participation

The mode of participation of the committee shall be Advisory.

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5.6.4 Procedure

- 5.6.4.1 By the end of September, the committee will receive for each candidate a dossier containing the elements outlined in the [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#). Please see College guidelines for information about the crucial deadlines for each step of the procedure and the requirements for the dossier submitted by the applicant.
- 5.6.4.2 Please see the [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#) for information about restrictions on review letters. (See also “[*Confidentiality of Letters of Reference for Reappointment, Promotion, and Tenure Recommendations*](#)” in the Faculty Handbook.)
- 5.6.4.3 Please see the [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#) for information about the responsibilities of the Chair.
- 5.6.4.4 Please see [*College of Arts & Letters Guidelines for Promotion of Fixed Term System Faculty*](#) for information about the responsibilities of the committee members.
- 5.6.4.5 Professional ethics demand that the committee’s deliberations be held in the strictest confidence.

5.6.5 Standards of Achievements Expected of Candidates

- 5.6.5.1 The promotion criteria used by the College of Arts & Letters 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 Arts & Letters at Michigan State University,” for the corresponding promotion. (Also see 5.4.5 above.) As with tenure system faculty, these may be in the areas of teaching, research, and/or service/outreach depending on the position. The successful candidate for a fixed-term system faculty promotion is expected to have demonstrated leadership excellence in the areas of their assignment.