APPENDIX C

GUIDELINES FOR REAPPOINTMENT, PROMOTION AND TENURE

Introduction
The following further explication of the requirements for reappointment, promotion, and tenure are to be interpreted as minima; meeting the minimum does not in and of itself establish that the candidate is entitled to reappointment or promotion.

Reappointment, promotion, and tenure require a record of significant publication, effective teaching, and professional service. Where appropriate, outreach will be considered an essential part of the candidate’s dossier.

The above criteria are all important. However, since the University is distinguished from other types of institutions of higher learning (e.g., colleges, community colleges) by its commitment to research and since the goals of effective teaching and professional service/outreach are furthered by individual research, special consideration will be given to the candidate's research record.

For explanation of italicized terms, refer to the accompanying document, “Interpretations and Clarifications of Terminology.”

Reappointment.
The candidate for reappointment must show definite promise of being able, within the contractually stipulated amount of time, to meet the requirements for promotion. Reappointment does not, however, constitute a commitment by the Department to eventual promotion and tenure. Scholarly promise is shown by demonstrating a research agenda that extends beyond the candidate’s dissertation and a research and publication agenda appropriate to the candidate’s discipline and commensurate with assigned teaching load. Teaching promise is shown by effective teaching and contributions to course/curriculum development, undergraduate advising and/or graduate student supervision, where appropriate. Effective engagement in the area of service is shown by relevant activities, commensurate with the nature of the appointment and/or the needs of the program.

Promotion from Assistant Professor to Associate Professor with tenure or award of tenure to those initially appointed at Associate Professor rank without tenure.
The candidate must clearly demonstrate excellence in teaching (including graduate student supervision, where appropriate), 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). The candidate can satisfy the third requirement by publication of a book or a monograph and/or by the publication/acceptance of a significant amount of work in journals, collections, 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.
Since promotion to Associate Professor, the candidate must clearly demonstrate continued excellence in teaching (including undergraduate advising and/or graduate student supervision, where appropriate), a record of service both to the profession and within the University, and sustained excellence in professional, peer-reviewed publication (in print or other recognized media). The candidate can satisfy the third requirement by publication of a book or a monograph and/or by the publication of a significant
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amount of work in journals, collections, or other recognized media. Research output is expected to be appropriate to the candidate’s discipline and commensurate with assigned teaching load. It is expected that candidates for promotion from Associate Professor to Professor will have achieved a national/international reputation in their discipline.

Interpretations and Clarifications of Terminology

1. *A research and publication agenda for reappointment* 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 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” http://outreach.msu.edu/pod.pdf).