

## 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 significant 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 amount* of *work* in journals, collections, or other *recognized media*. Research output is expected to be

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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. In their service responsibilities, individuals should provide leadership in their discipline(s), units, the college, and institution. They should lead in effective pedagogies, in significant service both to the profession and on committees or administration within the university, in mentorship to junior faculty or graduate students, and in meaningful contributions to a flourishing intellectual life for those in the discipline(s), unit, college, and institution.

#### **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, state, national, and international levels; refereeing for journals, conferences, and funding agencies; organizing conferences; editorial board work; holding leadership positions at the university or 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>).

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5.3.2.2 Whenever necessary or requested by one-third of the voting faculty of the Department, the Department Advisory Committee shall prepare and submit for approval by the voting faculty of the Department recommendations for or against changes in the criteria and procedure for faculty evaluation.

#### 5.3.3 Procedures

The mode of participation shall be Shared Responsibility.

5.3.3.1 The FTEC shall be convened each year by the Chair of the Department to review its responsibilities and determine its procedures.

5.3.3.2 The FTEC shall use the document entitled *Criteria and Procedure for Peer Evaluation* in the conduct of their business.

5.3.3.3 The fixed-term evaluation subcommittees and the FTEC shall submit their reports to the Chair at a mutually agreed upon date. Any fixed-term faculty members who are required to be evaluated by the department and do not submit their evaluation materials by the deadline will not be considered for merit raises in October in the following academic year.

## **5.4 Committees on Tenure-Stream Promotion, Tenure, and Reappointment**

#### 5.4.1 Membership

The composition of each committee shall be determined by its specific function. The appropriate committee shall be constituted for each faculty member reviewed, with membership as follows:

5.4.1.1 to recommend promotion to the rank of professor, all members of the Program at that rank;

5.4.1.2 to recommend promotion to associate professor and tenure in the case of those appointed at associate professor rank without tenure, all members of the Program at the rank of professor or associate professor;

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- 5.4.1.3 to recommend reappointment of non-tenured faculty in the tenure stream, the tenured faculty of the Program;
- 5.4.1.4 each committee shall also include one member of respective rank from another Program of the department, appointed by the Chair, with the concurrence of the DAC;
- 5.4.1.5 if a duly composed committee shall otherwise have no women and/or minority members, the Chair, with the concurrence of the Department Advisory Committee, shall appoint one additional member to that committee from other Sections or from outside the department as necessary to include women and/or minority representation among the membership of the committee;
- 5.4.1.6 if a committee shall otherwise have fewer than five members, the Chair with the concurrence of the DAC shall appoint as many faculty of respective rank from the candidate's Section as necessary to bring membership to five; if there are not enough section members, the Chair should ideally draw from other Sections within the Department. If required, the Chair may go outside the Department or the College.
- 5.4.1.7 if a committee should otherwise have no members of a Section in which a candidate has significant duties, the Chair, with the concurrence of the Department Advisory Committee, shall appoint one additional member from that Section to the committee.
- 5.4.1.8 Faculty members with joint appointments with a majority appointment in the department and a minority appointment or assignment in another unit, the make-up of the RPT Committee will include one representative from the minority unit. This representative will be jointly chosen by the majority and minority units' Chairs or Directors.

#### 5.4.2 Function

The committees shall make recommendations to the Chair regarding the promotion, tenure and reappointment of tenure-stream faculty.

#### 5.4.3 Mode of Participation

The mode of participation of the committee shall be Advisory.

5.4.4 Procedure (See 3.1.2)

- 5.4.4.1 By the middle of the Fall semester, the committee will receive for each candidate a dossier containing (i) a full curriculum vitae, (ii) a reflective essay addressing how previous and current accomplishments represent excellence, as well as DEI (Diversity, Equity, and Inclusion) activities and contributions in research/creative activity, teaching, and professional service, (iii) materials such as those defined in *Criteria and Procedures for Peer Evaluation* (in keeping with the units and University's criteria for reappointment, promotion, and/or tenure), including copies of all publications since any previous change in the candidate's personnel status, (iv) in the case of promotion and tenure reviews (and optionally for reappointments) external review letters, and (v) additional materials the candidate may wish to provide.
- 5.4.4.2 For a candidate for reappointment or tenure, to clarify the candidate's duties and responsibilities as an MSU faculty member, the committee shall receive at the same time the announced official description of the position filled by the candidate, and, as deemed appropriate by the candidate, any correspondence between the chair and the candidate during the search and appointment process.
- 5.4.4.3 Committees shall evaluate the achievement of candidates in the areas of teaching, research, and service, applying the standards given below (5.4.5).
- 5.4.4.4 The candidate may attend a meeting of the committee to answer questions or to make a presentation of qualifications.
- 5.4.4.5 After examination of the materials and after open discussion concerning the merits of each case, in which the Chair shall participate, committee members shall each provide the Chair and the committee chair with written recommendations. In addition, the committee as a whole shall provide the Chair with a letter including both the

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recommended personnel action and an explanation of its recommendations. All faculty members of the committee should indicate by signature that this recommendation letter is a fair representation of the committee's position. If there is a minority or dissenting viewpoint, the letter should so indicate. The letter then becomes part of the candidate's dossier.

5.4.4.6 Professional ethics demand that the committee's deliberations be held in the strictest confidence.

#### 5.4.5 Standards of Achievements Expected of Candidates

The principles of academic freedom and the rights and responsibilities of faculty with regard to teaching, research, and service concern "the unfettered search for knowledge and its free exposition" (MSU Faculty Handbook, p. 27) and are relevant to expectations of faculty achievement. Paragraphs 5.4.5.1, 5.4.5.2, and 5.4.5.3 below provide general direction for candidates and committees and should be interpreted with appropriate flexibility so as not to constrain such search and exposition. Candidates and committees will find further explication of requirements and clarification of terminology in Appendix C: Guidelines for Reappointment, Promotion, and Tenure, with accompanying Interpretations and Clarifications of Terminology. In addition to the requirements specified here and in the aforementioned Guidelines document, candidates should be aware of the current University and College criteria for reappointment, tenure and promotion.

All assessment should take into account the quality of outcomes as well as their quantity and their impact on students and others the University serves. It is expected that multiple methods for assessing performance be used in assessing research, teaching, and service.

5.4.5.1 For reappointment (without award of tenure), the candidate must show promise of being able to meet the requirements for promotion within the contractually stipulated amount of time. Promise shall be demonstrated by evidence of the candidate's effectiveness and achievement in teaching, scholarship and service (See Appendix C "Guidelines for Reappointment, Promotion, and Tenure.")

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- 5.4.5.2 For promotion from assistant professor to associate professor with tenure or award of tenure in the case of those appointed at associate professor rank without tenure, candidates must demonstrate excellence in teaching, sustained excellence in scholarship, and involvement in service. (See Appendix C “Guidelines for Reappointment, Promotion, and Tenure.”)
- 5.4.5.3 For promotion from associate professor to professor, the candidate must demonstrate continued excellence in teaching, sustained excellence in scholarship, and significant involvement in service. It is an expectation that individuals build a balanced service record across the University and the profession. (See Appendix C “Guidelines for Reappointment, Promotion, and Tenure.”)

## **5.5 Committees on Designation B**

### 5.5.1 Membership

- 5.5.1.1 Fixed-term faculty's Designation B committee will include one Designation B fixed-term member, to be determined by alphabetical rotation, and two tenure-stream faculty. The two tenure-stream faculty should come from the candidate's program if possible. In consultation with the Chair, programs may also request that up to two additional tenure-stream faculty from the candidate's program be added.
- 5.5.1.2 If a duly composed committee shall otherwise have no women and/or minority members, the Chair, with the concurrence of the Department Advisory Committee, shall appoint one additional member to that committee from other Sections or from outside the department as necessary to include women and/or minority representation among the membership of the committee.

### 5.5.2 Function

The committees shall make recommendations to the Chair regarding the Designation B.

### 5.5.3 Mode of Participation