Dean's Charge to the Lyman Briggs College
Promotion Review Committees (PRC) for 2014-15

Peer review of candidates for reappointment, promotion, and tenure (RPT) is a crucial aspect of academic governance and faculty intellectual life. This document contains the following information to guide you as a member of a Promotion Review Committee for an RPT candidate in Lyman Briggs College:

- The role of the "Promotion Review Committee" or PRC in Lyman Briggs College
- The role of the unit leaders (LBC Dean and joint appointment Chair/Dean)
- Timeline of the RPT process

The LBC faculty information website includes further details about the RPT process in Lyman Briggs and guidelines for the committee (especially as related to the evaluation of teaching) at http://www.lymanbriggs.msu.edu/faculty/RPT.cfm.

The role of the Promotion Review Committee (ordinarily composed of one HPS and one STEM faculty member from LBC and one representative from the joint appointment department) is to evaluate whether one LBC candidate meets the criteria for reappointment, promotion, or tenure.

- Visit the candidate’s class(es) in fall 2014
- Write and submit to the LBC Dean an evaluative report on the candidate’s teaching, research, and service during his/her years on the faculty. This will underpin the essays the Dean and joint appointment department Chair will later write for the university RPT forms, as well as the discussions of the faculty review groups.
  - Focus on whether the candidate meets criteria from the RPT agreement with the joint appointment unit http://www.lymanbriggs.msu.edu/faculty/MUFJA.cfm
  - Use the prompts for the Chair’s essays on the MSU RPT forms (Form D) as a guide. There should be separate sections on teaching, scholarship, and service; a section on cross-cutting activities may also be included where appropriate
  - The teaching section of the report should discuss the implications of the table of SALG (or other) student evaluation scores provided by the candidate. Likewise, discuss peer evaluation of teaching made by the PRC and from prior years.
  - The scholarship section of the report should stress the impact of the candidate’s work and the likely trajectory of future contributions. The role of external funding and student involvement should be discussed where relevant. The PRC member from the joint appointment department should play a leading role in crafting this section, as that individual will likely have the greatest relevant expertise.
  - The report should stress analysis and evaluation of the candidate’s accomplishments in the context of his/her appointment. Cite specific activities as evidence but do not merely re-list them. They are already in the CV and Form D.
  - Bear in mind that the report is to be read by an interdisciplinary audience. Hence, the significance of the candidate’s accomplishments should be stated explicitly and clearly for a non-specialist academic audience.
  - The committee is not required to vote or make a recommendation on the case; that is for the faculty review groups (e.g. the full tenured faculty of LBC) and the unit leaders (Dean and joint appointment Chair) to do
  - In the case of reappointment, the committee should offer constructive criticism that will help the candidate make progress towards tenure and promotion
The role of the unit leaders

- The LBC Dean and joint appointment department Chair make the formal written unit recommendation at the Chair/Director level, taking into account the information submitted by the candidate and the committee, and also the discussion and votes of the faculty review groups of LBC and the joint appointment department
- The Dean of LBC convenes a college-level advisory committee to review all of the year’s reappointment, tenure, and promotion cases; the Dean of the joint appointment College follows that College’s procedures
- The two Deans jointly make a formal written college-level recommendation and the LBC Dean submits it to the Provost for review

Timeline

- **Summer:** Candidate provides LBC Associate Dean Mark Largent with his/her suggested names for potential external evaluators, per the LBC procedures. [promotion/tenure only]
- **August:** LBC Dean arranges for the candidate’s evaluation materials from prior years and his/her SIRS to be posted on a secure D2L site to which only the PRC and unit leaders will have access.
- **August:** PRC contacts candidate to arrange visit to visit his/her class(es)
- **September 22:** Candidate submits his/her material electronically to LBC Dean’s Office (Ms. Heather Bentley, HR Officer) for posting to the secure D2L site,
- **Fall Semester:** Candidate is welcome to present a voluntary, non-evaluative seminar in LBC, to which members of the joint appointment department are also invited
- **November 24:** PRC submits its report to LBC Dean Elizabeth Simmons who shares it with the joint appointment department Chair, the candidate, and the tenured faculty; the LBC Dean obtains the joint unit’s report and shares it with the tenured faculty of LBC.
- **December (final exam week):** Tenured LBC faculty have a separate meeting to discuss and vote on each candidate’s case. (The joint appointment unit follows its own timetable.)
- **January 15:** joint unit recommendations sent to Deans’ Offices
- **February 28:** joint Deans recommendations sent to Provost