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 an RPT candidate in Lyman Briggs College:

- The role of the candidate
- The role of the unit leaders (LBC Dean and joint appointment Chair/Dean)
- Timeline of the RPT process
- Dean’s comments about the candidate’s reflective essay

The LBC faculty information website includes further details about the RPT process in Lyman Briggs and guidelines for the candidate at http://www.lymanbriggs.msu.edu/faculty/faculty_info.cfm

**The role of the candidate:** Note that all documents should be submitted electronically to the Dean’s Office [Ms. Heather Bentley, HR Officer] for placement on a secure D2L site viewable by the committee.

- Provide an up-to-date CV
- Fill out the appropriate portions of the university RPT forms (Form D)
- Submit a 5-page reflective essay on his/her teaching, research, and engagement
- Submit supporting materials (e.g. syllabi, publications)
- Submit SALG/SIRS (or similar) forms from any MSU course you taught outside of LBC.
- As desired, contact the LBC seminar committee and arrange to give a voluntary, non-evaluative seminar
- Candidates for promotion and/or tenure should provide names of prospective external referees to LBC Associate Dean Mark Largent in the summer (see LBC procedures for guidelines on this).
- Review the PRC (promotion review committee) report on his/her case and, if desired, provide written feedback on the report to the tenured faculty or make an oral statement to the tenured faculty.

**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 PRC committee, and also the discussion and votes of the faculty review groups of LBC and the joint appointment unit
- 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

Dean’s Comments about the Candidate’s Reflective Essay

The essay provides the non-expert reader with an overview of the major themes and objectives of the candidate’s activities in teaching, research, and engagement and indicates how the various accomplishments support those themes. It should portray a teacher-scholar with a significant intellectual program and trajectory for future work. Since the essay is limited to 5 pages, more detail on particular projects can be given in Form D. Look at samples available from Faculty & Organizational Development website and ask the Dean’s Office for feedback on an early draft.

Here is one possible way to frame a section of the essay to convey the structure and trajectory of the candidate’s work. The point is to tell a compelling story that a non-expert can understand.

**Intro paragraph**: My work [e.g., research or teaching] has themes A and B.

**Theme A paragraph**: I have advanced my work on theme A through multiple projects that accomplish D, E, and F. Let me give detail on each project

- Separate paragraph for each project, making clear how each relates to theme A, whether each is completed or in progress and noting outcomes (publications, talks, grants...)

**Theme B paragraph**: I have advanced my work on theme B through multiple projects that accomplish I,J,K. Let me give detail on each project

- Separate paragraph for each project, making clear how each relates to theme B, whether each is completed or in progress and noting outcomes (publications, talks, grants...)
- Brief paragraph saying “project A2 described earlier also advances theme B as follows”

**Summary paragraph**: In the next few years, I look forward to advancing theme A via project X and theme B via project Y (reminds the reader that the candidate has momentum and a trajectory).