Lyman Briggs College Criteria and Procedures for promotion of Fixed Term Faculty from Assistant Professor to Associate Professor or from Associate Professor to Professor

According to the Faculty Handbook, each unit must establish appropriate procedures whereby fixed-term faculty who hold the rank of Assistant Professor (Associate Professor) may be reviewed for promotion to the rank of Associate Professor (Professor). Details on the minimum requirements for such procedures are given here: http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/PromotionFTFac.htm

This document specifies the criteria and procedures that Lyman Briggs College (LBC) will use for reviewing these promotion cases.

1. The **criteria** that LBC will use in promotion reviews for fixed-term Assistant and Associate Professors are the same it uses for promotion reviews for tenure-system Assistant and Associate Professors. These are given in Part I of the LBC Faculty Evaluation Procedures document located here: http://www.lymanbriggs.msu.edu/faculty/faceval.pdf

2. The **procedures** that LBC will use for promotion reviews of fixed-term Assistant and Associate Professors are as follows. They are designed to be consistent with other review procedures in the college and meet the requirements of the policy delineated in the Faculty Handbook. Essentially, they follow the review process for promotion of tenure-system Assistant and Associate Professors as closely as possible.

   a. Each year, during the annual evaluation meeting in the spring, the Dean or Associate Dean will ask the fixed-term faculty member whether he or she wishes to seek promotion in the coming academic year and discuss what is involved. This mirrors the procedures used for tenure-system faculty.
   
   b. If the individual elects to seek promotion, the Dean or Associate Dean will prepare a description of the candidate’s assignment, including, for example, the percentage of the appointment devoted to research/creative activities, teaching, service, and other duties. This description will form part of the review portfolio and be distributed to all individuals who evaluate the portfolio.
   
   c. In preparing materials for the review portfolio, the candidate is only required to submit information or documents related to activities that are part of his or her assignment. For example, someone whose assignment is 100% teaching need only submit materials related to teaching.
   
   d. External review letters will only be sought in cases where an external reviewer might reasonably be expected to be able to comment meaningfully on the candidate’s work. For example, if scholarship is part of the candidate’s
assignment, then external letters commenting on the quality and impact of that scholarship will be solicited.

e. In all other respects, the procedures for this review will be the same as those for the review of a tenure-system Assistant or Associate Professor. Information on the timetable, procedures, and portfolio materials for tenure-system reviews is available on the reappointment, promotion, and tenure page of the LBC website: http://www.lymanbriggs.msu.edu/faculty/RPT.cfm

i. The candidate will submit the same materials as for a tenure-system review (Form D, curriculum vitae, 5-page reflective essay, teaching portfolio, samples of scholarly work).

ii. As is standard practice in LBC, the candidate will submit his or her materials electronically to the LBC information technology officer by the deadline for the year in question. The materials will be placed in an ANGEL folder to which those involved in the review process will have access.

iii. The timetable for the review within the college will be the same as for a tenure-system review. This is spelled out in the Dean’s letter to RPT candidates on the web page listed above.

iv. The stages of review (individualized promotion review committee (PRC), review by the full tenured faculty, review by the Dean’s RPT committee) will be the same as for a tenure-system review.

v. The candidate will have the same rights to see the PRC report and respond to it before it goes to the tenured-faculty, as would a tenure-system candidate.

vi. The candidate will have the same opportunity to present a (voluntary) non-evaluative seminar on his or her work to the LBC faculty during the fall semester of the promotion year as does any tenure-system promotion candidate.

Written by E.H. Simmons, Dean of Lyman Briggs College
Approved by the Briggs Advisory Council – April 24, 2013