

Plant Research Laboratory Responses to the NatSci RPT Unit Policies & Procedures Questionnaire

Unit Review and Recommendation

“As provided in the *Bylaws for Academic Governance*, the faculty, operating in the advisory mode, is to provide advice to the chairperson/director as described in unit bylaws. Each department, school, and comparable unit is required to have procedures and criteria that are clearly formulated and relevant to evaluating the performance of faculty members (see [Statement on Non-Tenured Faculty in the Tenure System](#), *Faculty Handbook*).”

1. How are candidates informed about unit standards and expectations for reappointment, tenure, and promotion? Are there written guidelines? **All candidates are informed of unit standards as part of the hiring process and in a written document with the offer letter. Expectations are laid out in the PRL Bylaws and discussed at annual reviews.**
2. When does the candidate meet with the unit leader and/or appropriate faculty review committee to discuss the procedures for the unit RPT review? **This is discussed in advance when preparations for the annual review are being made and information (by the candidate) is being prepared. Preparations begin in early spring semester.**
3. When are joint-appointment candidates informed how their case will be handled in each unit? How are joint appointment actions coordinated? **The candidate is informed of the upcoming review and the Director and Academic Chair meet and discuss the candidate information packet and compile a joint letter to be given to the candidate in the review meeting.**
4. Faculty bylaws require that each candidate be given the opportunity to meet the appropriate faculty (or representative faculty committee) to discuss their case: whom do candidates meet with and when does this meeting occur? **The candidate meets with the Director and with the Chair of the candidate's academic department.**
5. How is the candidate's teaching portfolio evaluated, and by whom? **The teaching portfolio including SIRS forms is reviewed by the academic unit Chair.**
6. Is peer teaching observation required in your unit? If so, who carries it out? **The PRL is a research unit. Teaching is evaluated by the criteria of the candidate's academic unit.**
7. Which faculty (or representative faculty committee) provide advice to the chair/director on each of the issues of reappointment, promotion and/or tenure, and promotion to professor? Which faculty vote on these actions? **The Personnel Affairs Committee coordinates actions and feedback for reappointment, promotion, and tenure. All unit faculty of rank higher than the candidate will be consulted, directly and indirectly. This information will be used as input in the decision by the Director. An official vote of the consulted faculty will be recorded and reported to the college.**

8. Does a faculty member's departmental mentor participate in the review process and, if so, how? **Because PRL is a small unit, all faculty at higher rank than the candidate participate in the reviews. The mentor does not have a specific formal role.**
9. When are candidates informed of the recommendation of the chair/director? **Recommendations at the departmental level are communicated to the candidate once the formal vote of the eligible faculty has occurred and the Director has completed the memo recommending a decision.**

Completion of RPT Documentation

All candidates for reappointment to assistant professor, promotion to associate professor, the granting of tenure, and promotion to professor are responsible for providing the following information requested in Form D:

Form D-IVA (Instruction)

Form D-IVB (Research and Creative Activities)

NatSci Funded Grants Only worksheet

Form D-IVC (Service)

Form D-IVD (Additional Reporting)

Form D-IVE (Grant Proposal summary)

Research Essay

Teaching Essay

Teaching Portfolio

CV

Names of suggested external referees (tenure and promotion candidates)

1. By what time does the candidate need to provide the chair/director with the information listed above? **July: names of suggested external referees (for tenure and promotion candidates). September: Research essay, teaching essay, teaching portfolio, and cv. November: everything else.**
2. What clerical assistance is available to candidates in filling out Form D and gathering the necessary information? **The Business Office Manager in the PRL assists with assembling the Form D packets for the faculty member. The manager relies on the Academic units for information regarding SIRS and teaching evaluations.**

See the [*Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University*](#) and the tenure system policies section of the [*MSU Faculty Handbook*](#) for details. Form D, including the portions completed by the unit/department and the candidate is due in the NatSci Dean's Office by December 15 of the review year for reappointment cases and January 15 of the review year for tenure and promotion cases.