

CANR Check List for Department Chairs/School Directors, Eligible Faculty and Mentors: Preparation and Submission of Reappointment or P&T Packages

This checklist emphasizes often-overlooked or incorrectly presented items and needs. It is *NOT* a replacement for university instructions and guidelines.

1. Department chairs/school directors are to distribute to all eligible faculty members the “CANR Check List for Department Chairs/School Directors, Eligible Faculty and Mentors: Preparation and Submission of Reappointment or P&T Packages. Eligible faculty also should be made aware of information about reappointment and P&T as posted at the CANR web site (http://www.canr.msu.edu/facultystaff/faculty_development/reappointment-tenure-and-promotion). University guidelines may be found at:
 - a. Tenure System: <https://www.hr.msu.edu/ua/promotion/faculty-academic-staff/guide.html>
 - b. Fixed-Term: https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/fixed-term_promotion.html

2. **For Chairs and School Directors:** The first page coversheet must indicate the candidate’s name, department/school, assignment of responsibilities (including percentage distribution), and area(s) of scholarly contributions. The package will be evaluated based on the assignment of responsibilities.

The **budgetary appointment distribution** among General Fund, MSUE, AgBR, etc., should be listed also; and it should be specified whether the budgetary appointment is different from the candidate’s assignment of responsibilities. This is placed in Appendix II, immediately following Form-D because it does not go forward to higher administration for Provost review.

3. **For Department Chairs/School Directors:** Each completed package must include the following elements **in the order listed below in items 4, 10, 11, 12, 13, 14, 15, 16, 17, and possibly 18.**

4. **Chair/School Director’s letter** which includes the following.
 - a. A summary of instructions the candidate was given for preparation of the package given the assignment of responsibilities.
 - b. The process used to gather departmental input, external reviews’ letters, and any other input that was used in forming the chair/school director’s recommendation. This need not repeat the rationale provided in Form D, sections II and III.
 - c. A concise summary of the candidate’s area(s) of scholarly excellence.

- d. In the cover letter, the chair/school director must make the assignment of responsibilities, as well as the budgetary appointment proportions of the candidate's position very clear. This should include a clear definition of the assignment of responsibility, as well as the position appointment, including joint appointment so that the basis of the evaluation of the candidate is clear. Please note any change in annual (AN) or academic year (AY) appointment with date of change and any shift in assignment of responsibilities.
 - e. The chair/school director's letter must include the relative assignment of effort and the dollar amounts of grants and contracts specifically attributable to the candidate, in addition to the total number of grant/contracts and monetary totals. This must be in agreement with the (OSP) Contract/Grant information in the candidate's Form D.
 - f. A clear summary of the faculty vote(s) on the candidate (if conducted), including votes from any jointly appointing department/school. If there is a vote by the faculty in the department/school of the candidate, the CANR P&T Committee must be informed of the actual vote count and the voting process in the chair/school director's letter. This must include itemized information about the vote of eligible unit faculty (e.g., the P and T Committee of the unit; eligible voting faculty of the unit; or, whatever is appropriate according to the unit's Bylaws, protocols, and processes regarding P&T) including: the number of total eligible voters, number of votes cast in favor and opposed, number of votes in abstention, and the number of voters absent when the vote was taken. If there are votes in abstention the reason for abstaining must be included, such as conflict of interest, etc.
 - g. The chair/school director's recommendation for the reappointment, tenure and/or promotion decision must be stated clearly in the cover letter, which must be signed. A concise statement of the chair/school director's recommendation, including recommendation by any jointly appointing department/school.
 - h. Highlights of the candidate's strengths and weaknesses, and any special considerations.
 - i. Comments on the quality of the journal(s) in which the candidate has published.
 - j. Include a copy of the chair/school director's letter of request to external reviewers immediately before the bio-sketch of reviewer followed by external letters, and a short summary of the expertise and stature of each reviewer asked to provide a letter. The letter to external reviews must request specific examples to document scholarly excellence and impact.
5. For the **Chair/School Director and Candidate:** each should review the dossier to be certain that organization, headers, and format of each package are consistent with Form D.

6. For a **candidate with assignment in more than one academic unit or in an academic unit and a non-MSU entity** a separate letter of evaluation of the candidate's scholarly performance and impact during the evaluation period from the administrator of each unit and entity must be included in the Promotion and Tenure Package. These letters should indicate the proportion of the candidate's assignment (whatever the proportion of the total assignment) in each unit or entity.
7. The **candidate's Reflective Essay must be placed as listed on page 4**, immediately following Form D II. The Essay is written by the candidate and must briefly address accomplishments and impacts of the work over the reporting period, and **emphasize the candidate's vision for the future of their program** (5-page maximum length; 1-inch margins; 12-point Arial or Times New Roman font in either first or third person).
8. Form D-I Assignment Information; chair/school director's recommended action and results of department/school vote, including all signatures must be present or the package cannot be evaluated. Please carefully check this form for completeness and accuracy.
9. Form D- II – Summary information and evaluation from chair/school director must be included.
10. Form D-III – must be a detailed evaluation by chair/school director per percentage assignment of responsibilities in instruction, research, service, and administrative functions, as appropriate; include any relevant evaluation and elaboration of special foci or emphases.
11. Form D- IV – (~page 7-16) – candidate's summary/reflective essay of activities must be completed by the candidate in either first or third person.
12. A comprehensive professional CV (inclusive of all professional time and work with emphasis on efforts at MSU) included; all publication must be listed chronologically beginning with most recent in both the CV and in Form D. All publication must be listed in the same location in Form D.
13. A minimum of four (4) letters, however the Provost prefers five (5), are included from external reviewers (i.e., from tenured faculty, at peer institutions) evaluation the candidate's package. Letters from external reviewers must be confidential, as described in the University guideline for external review letters: https://www.hr.msu.edu/policies-procedures/faculty-academic-staff/faculty-handbook/external_ref-letters.html

The candidate's chair/school director must request that external reviewers write a careful and thorough evaluation of scholarly accomplishments relative to percentage assignment of responsibilities. Indication of selection of external reviewers should be a mixture of unit leader and candidate suggestions.

All letters received from external reviews must be included in the package; none should be omitted.

14. A table summarizing numerical values from SIRS scores of each course taught by the candidate since the last assignment action should be included. Students' written comments from SIRS form should **NOT** be included in the package sent to the College P&T Committee. Evaluation of students' written comments from SIRS forms should occur in the academic unit and a comprehensive summary should be provided as part of Summary Evaluation of Instruction by department chairperson or school director. This is placed in Appendix I. SIRS scores are not included in the Provost-level review and should be removed prior to submission for Provost review.
15. Additional material beyond that required in Form D and professional CV may be warranted in some cases. This material should be appended to the package; but, it is important to keep this to a minimum. For example, letters from external (stakeholder) reviewers should be appended and possibly course syllabi if felt useful as part of the evaluation. However, unsolicited letters of support, article or bulletin reprints, patent descriptions, etc., should be summarized in the chair/director's evaluation comments and not be included in or appended to the package.
16. All appropriate signatures are required before the package leaves the department/school for review at the college and university levels. If the candidate has an ABR or MSUE appointment, a signature line should be added in the location for signatures.
17. **Packages are uploaded to SharePoint by the second Friday in December.**

The final package will be re-uploaded to SharePoint after the discussion/review by chairs/directors with the CANR Dean and directors, to allow for any final changes before submission for the university review.

Simplified order of the upload is as follows:

Form D First Page
Chair's Letter
Form D-II etc.
Reflective Essay

C.V.

External Review Letters

Any Additional Information

Appendix – I: SIRS Summaries

Appendix – II: Cover Sheet with Candidate's Appointment, Assignment, etc.

Links to University Resources:

Instructions for filling out Form D:

https://www.hr.msu.edu/ua/forms/documents/FormD_instructions.pdf

To Download Form D:

<https://www.hr.msu.edu/ua/forms/faculty-academic-staff/info-rrpt-pages.html>