

Residential College in the Arts and Humanities
POLICY FOR REAPPOINTMENT, TENURE, PROMOTION,
and ANNUAL MERIT REVIEW

Approved February 26, 2010

CRITERIA

The following criteria for evaluating faculty in the Residential College in the Arts and Humanities (RCAH) apply to decisions about reappointment, tenure, and promotion and to decisions such as salary adjustment stemming from annual review. These criteria are informed by the mission of the College and the University. The order in which the criteria are listed—Teaching and Student Engagement, Scholarly and Creative Activities, and Service—reflects their relative weight in such decisions.

1. TEACHING AND STUDENT ENGAGEMENT

In keeping with the mission of the RCAH, the primary criterion for evaluating the performance of faculty is excellence in teaching, broadly understood. Assessment will be based on quality, initiative, innovation, and the stimulation of intellectual activity that contributes to the educational success of students, the professional development of faculty, and the collective life of the College.

Instructional programs addressed to or in collaboration with nontraditional or nonacademic audiences—whether these programs are part of civic engagement courses or components of courses, scholarly or creative activities, or community engagement projects—will also be evaluated as aspects of teaching practices.

Candidates for reappointment must show promise of and progress toward excellence in teaching. Candidates for tenure and promotion must demonstrate sustained excellence in teaching.

The following is a list of items to be evaluated; no significance is implied by their order:

- a. Classroom performance in terms of content, structure, and implementation of discussion, presentation, and creative or collaborative activities
- b. Contributions to course and program development with special consideration of contributions to collectively taught courses, to collectively formulated sequences of courses, to interdisciplinary specializations, or to the curriculum of the College as a whole
- c. Student evaluations (assessed relative to the level and nature of the course and the size of the class)
- d. Performance in working with students on out-of-class academic or creative projects (e.g., independent study)
- e. Scholarly and creative activity encouraged among students

- f. Preparation of instructional materials, i.e., class projects, videotapes, slides, transparencies, instructional modules, computer programs, etc.
- g. Experimental instruction techniques or other innovations in a course
- h. Academic advising
- i. Institutes, workshops, and other programs attended that are relevant to instruction
- j. Teaching load in terms of class size, number of sections, and number of preparations
- k. Organizing and directing study abroad, study away, or civic engagement programs
- l. Cross-curriculum development
- m. Pedagogical engagement with on-campus events in the arts and humanities
- n. Expansion of one's teaching competencies across disciplines or across fields
- o. All other material that the faculty member feels is germane to the support of instruction

2. SCHOLARLY AND CREATIVE ACTIVITIES

Scholarly and creative activities are critical to maintaining faculty vitality and enriching the educational climate of the RCAH, the University, the arts and humanities professions, and society at large. Evaluation criteria will include such considerations as the stature of the publisher or exhibition or performance venue; whether work is refereed or juried; and the impact of the work on the profession or the community and its contribution to the greater good. The quality of scholarly and creative work will be measured according to evidence submitted by the faculty member and solicited by the RCAH. Quality is valued over quantity; and qualitative evaluation will be based on standards that accord with disciplinary practices.

Scholarship on teaching and learning is considered on a par with other scholarly and creative activities. Research that explores community issues and develops knowledge, materials, performances, exhibits, or other outcomes that address community needs will also be evaluated as a scholarly and/or creative contribution. Criteria for evaluating the outreach component of research projects include their significance, context, knowledge and/or design application, and external and internal impacts.

Candidates for reappointment must show the promise of and progress toward significant scholarly and/or creative contributions. Candidates for tenure and promotion must demonstrate a record of sustained scholarly and/or creative contributions.

The following is a nonexhaustive list of items to be evaluated. They are grouped according to their presumptive significance (Group A's items carry the most weight because they are peer-reviewed and/or juried). The evaluation of significance and quality for all items ultimately rests on consideration of the evidence presented by the faculty member and solicited by the College. Items are listed alphabetically within each of the groups, with no ranking implied by the order of the items within each group.

Group A:

- Articles in journals (including electronic publications)
- Authored scholarly and creative works *
- Chapters in books

- Edited or curated scholarly and creative works *
 - Exhibits, performances, and recordings
- *specifically, books and other nonprint media

Group B:

- Articles in meeting proceedings
- Grant proposals written and/or funded
- Magazine articles; reviews of books, exhibitions, or performances
- Radio and TV programs
- Scholarly presentations, including those in community venues

Group C:

- Academic and artistic recognition (awards, election to a professional academy, etc.)
- Organizational or scholarly and creative activities associated with professional meetings, exhibitions, or performances
- Other scholarly and creative activities deemed relevant by the faculty member and his or her peers in the profession
- Professional workshops, short courses, seminars, institutes, symposia, etc. attended
- Service as a referee or administrative editor of a professional journal, or as juror for an exhibition or performance

3. SERVICE

The success of the RCAH depends upon having highly committed faculty willing to undertake those activities necessary to further the mission of the College. These include, but are not limited to, activities that contribute to the RCAH and MSU governance processes and activities, and that strengthen ties between the RCAH and the community. Engagement activities that extend a faculty member's scholarly or creative expertise to a community or public that will directly benefit from this involvement are also regarded as contributions under this heading.

The following is a list of items to be considered; no significance is implied by their order:

- Unit, College, or University committee assignments with special consideration for serving as chairperson or secretary
- Service on graduate committee assignments with special consideration for serving as chairperson
- Participation in RCAH recruitment activities by those whose primary function(s) is other than recruitment
- Elected or appointed officer of a professional organization
- Coordination of College events, extra-curricular activities, and interdisciplinary specialization
- Coordination of workshops, speaking engagements, exhibits, performances, or consultation with community audiences

- Service on boards or external committees where professional expertise is the major reason for the faculty or staff member's participation
- Faculty or staff adviser to an RCAH student organization or other registered campus organization
- Other activities that can be supported by an argument for their contribution to the good and welfare of the RCAH, MSU, and the community

GUIDELINES and CALENDARS

All University rules and guidelines regarding annual evaluation, reappointment, tenure, and promotion apply to tenure-system faculty in the RCAH (see "Faculty Guide for Reappointment, Tenure and Promotion Review at Michigan State University," http://www.hr.msu.edu/HRsite/Promotion/Faculty/tenure/Faculty_Guide_for_RPT.htm). In addition, the following guidelines apply to tenure-system faculty with approximately a 50% or greater appointment in the RCAH.

1. Reappointment, Tenure, and Promotion

- a. The dean must notify faculty of their eligibility at the beginning of the spring semester prior to the year they will be eligible for reappointment, tenure, and/or promotion.
- b. By May 1, eligible faculty must notify the dean of their intention to be considered for reappointment, tenure, and/or promotion.
- c. By May 15, faculty eligible for **tenure and/or promotion** must provide the dean and the Reappointment, Tenure, and Promotion Committee (RTPC) with an updated c.v., samples of scholarly and/or creative work, and a narrative summarizing their academic achievements and plans, building on the narratives they have written for past annual merit evaluations. An addendum for teaching materials can be submitted by August 15.

Faculty eligible for **tenure and/or promotion** also must submit an appropriate list of external referees for consideration by the dean and the RTPC. Each eligible faculty member shall submit a list of four referees outside the University. The dean will solicit letters from two of these and from two additional outside referees outside the University. The candidate may request that certain outside referees not be solicited because of conflict of interest. The four referee letters will be added to the faculty member's materials for review. For joint appointments, the dean shall consult with the chair and dean of the other college(s) to coordinate the review procedure and minimize unnecessary duplication of materials, including letters from outside referees.

- d. By May 31, the dean will provide to the selected external referees the narrative, updated c.v., and sample scholarly and/or creative materials with a return date of August 15.

- e. By July 1, faculty eligible for **reappointment** must provide the dean and the RTPC with an updated c.v., samples of scholarly and/or creative work, and a narrative summarizing their academic achievements and plans, building on the narratives they have written for past annual merit evaluations. An addendum for teaching materials can be submitted by August 15.
- f. By September 30, the dean shall convene the RTPC to establish the RTPC calendar for that year and to list the eligible faculty who wish to be considered that year. If there are no eligible faculty in a given year, the dean shall so inform the RTPC.
- g. The dean shall inform each eligible faculty member of the timeline for his or her review by the RTPC.
- h. All materials are confidential.
- i. For tenure and/or promotion review, eligible faculty may solicit letters for their files from College and University colleagues. College colleagues may submit unsolicited letters to an eligible faculty member's file.
- j. For reappointment, tenure, and/or promotion review, eligible faculty may submit names of students to the dean from whom the dean can request letters.
- k. By January 31, the RTPC will review and evaluate all files. Its vote totals and recommendations shall be submitted to the dean in the form of a letter signed by all members of the committee
- l. By the last working day of February, the dean must submit tenure and promotion recommendations to the Provost.
- m. The dean shall notify each faculty member who was reviewed of his/her recommendation and succeeding decisions as promptly as University procedural requirements permit.

2. Annual Merit Evaluation

- a. By the end of the fall semester, the dean will request from all tenure-system faculty with approximately a 50% or greater appointment in the RCAH a completed Professional Accomplishments form for the calendar year ending December 31.
- b. At the same time, the chair of the RTPC will request an addendum to the Professional Accomplishments form summarizing the items referenced on that form, documentation of those items (e.g., copies of articles, book chapters, books, and exhibit programs), an updated c.v., course syllabi and materials, and a narrative.
- c. Early in the spring semester, all tenure-system faculty with approximately a 50% or greater appointment in the RCAH must submit the completed Professional

Accomplishments form and accompanying material to the dean's office for the annual merit evaluation process.

- d. By April 1, the chair of the RTPC will make its recommendations to the dean according to the RCAH policy on annual merit raises.
- e. By the end of the spring semester, the dean will meet with each tenure-system faculty member with approximately a 50% or greater appointment in the RCAH to discuss his or her annual merit evaluation and, when appropriate, progress toward tenure and/or promotion.
- f. By the end of the spring semester, the dean will meet with each fixed term faculty member in the RCAH who will be on the RCAH raise list for the coming academic year to discuss his or her performance during the preceding calendar year.
- g. By the end of the spring semester, the dean will provide a written annual merit evaluation letter to each tenure-system faculty member with a 50% or greater appointment in the RCAH.
- h. In the summer or beginning of the following fall semester, the dean will notify each tenure-system faculty member and fixed term faculty member of the College raise list of his or her annual salary for the coming academic year.