Dean's Charge to the Lyman Briggs College
Promotion Review Committees (PRC) for 2015-16

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 a member of a Promotion Review Committee for an RPT candidate in Lyman Briggs College:

- The role of the "Promotion Review Committee" or PRC in Lyman Briggs College
- The role of the unit leaders (LBC Dean and joint appointment Chair/Dean)
- Timeline of the RPT process

The LBC faculty information website includes further details about the RPT process in Lyman Briggs and guidelines for the committee (especially as related to the evaluation of teaching) at [http://www.lymanbriggs.msu.edu/faculty/RPT.cfm](http://www.lymanbriggs.msu.edu/faculty/RPT.cfm).

The role of the Promotion Review Committee (ordinarily composed of one HPS and one STEM faculty member from LBC and one representative from the joint appointment department) is to evaluate whether one LBC candidate meets the criteria for reappointment, promotion, or tenure.

- **Visit the candidate's class(es) in fall 2015**
- **Write and submit to the LBC Dean an evaluative report** on the candidate's teaching, research, and service during their years on the faculty. This will underpin the essays the Dean and joint appointment department Chair will later write for the university RPT forms, as well as the discussions of the faculty review groups.
  - **Focus on whether the candidate meets criteria from the RPT agreement with the joint appointment unit** [http://www.lymanbriggs.msu.edu/faculty/MUFJA.cfm](http://www.lymanbriggs.msu.edu/faculty/MUFJA.cfm)
  - **Use the prompts for the Chair's essays on the MSU RPT forms (Form D) as a guide.** There should be separate sections on teaching, scholarship, and service; a section on cross-cutting activities may also be included where appropriate
  - **The teaching section of the report** should discuss the implications of the table of SALG (or other) student evaluation scores provided by the candidate. Likewise, discuss peer evaluation of teaching made by the PRC and from prior years.
  - **The scholarship section of the report** should stress the impact of the candidate’s work and the likely trajectory of future contributions. The role of external funding and student involvement should be discussed where relevant. The PRC member from the joint appointment department should play a leading role in crafting this section, as that individual will likely have the greatest relevant expertise.
  - **The report should stress analysis and evaluation of the candidate’s accomplishments in the context of his/her appointment.** Cite specific activities as evidence but do not merely re-list them. They are already in the CV and Form D.
  - Bear in mind that the report is to be read by an interdisciplinary audience. Hence, the significance of the candidate’s accomplishments should be stated explicitly and clearly for a non-specialist academic audience.
  - The committee is not required to vote or make a recommendation on the case; that is for the faculty review groups (e.g. the full tenured faculty of LBC) and the unit leaders (Dean and joint appointment Chair) to do
  - In the case of reappointment, the committee should offer constructive criticism that will help the candidate make progress towards tenure and promotion
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 committee, and also the discussion and votes of the faculty review groups of LBC and the joint appointment department.

- 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

- **By May 15:** Candidates for tenure and/or promotion to Associate Professor or Professor provide LBC Associate Dean Mark Largent with suggested names for potential external evaluators, per the LBC procedures; reappointment candidates do not do this step.

- **August:** The LBC Dean arranges for the candidate's evaluation materials from prior years and their SALG/SIRS evaluations to be posted on a secure D2L site to which only the PRC and unit leaders will have access.

- **August:** The PRC contacts candidate to arrange visit to visit the candidate's class(es).

- **By September 29:** The candidate submits all required materials electronically to the LBC HR Officer for posting to the secure D2L site.

- **Fall Semester:** The candidate is invited to present a voluntary, non-evaluative seminar in LBC, to which members of the joint appointment department are also invited.

- **By December 1:** The PRC submits its report to the LBC Dean 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:** The joint appointment unit provides advice to LBC regarding the RPT case.

- **December (final exam week):** Tenured LBC faculty meet to discuss and vote on each candidate's case separately.

- **By January 15:** LBC Dean asks the joint college's Dean to prepare a recommendation.

- **By February 28:** LBC Dean sends RPT recommendation to the Provost.