Dean’s Letter to the Lyman Briggs College
Reappointment, Promotion, and Tenure (RPT) Candidates 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 an RPT candidate in Lyman Briggs College:

• The role of the candidate
• The role of the unit leaders (LBC Dean and joint appointment Chair/Dean, if any)
• Timeline of the RPT process
• Dean’s comments about the candidate’s reflective essay

The LBC faculty information website includes further details about the RPT process in Lyman Briggs and guidelines for the candidate at [http://www.lymanbriggs.msu.edu/faculty_staff/RPT.cfm](http://www.lymanbriggs.msu.edu/faculty_staff/RPT.cfm)

**The role of candidates:** All documents should be submitted electronically to the LBC HR Officer for placement on a secure D2L site viewable only by the appropriate individuals.

• Provide an up-to-date CV
• Fill out the appropriate portions of the university RPT forms (Form D)
• Submit a 5-page reflective essay on your teaching, research, and engagement
• Submit PDFs of publications
• Submit PDFs of teaching materials (e.g. syllabi, evidence of student learning outcomes)
• Submit SALG/SIRS (or similar) forms from any MSU course you taught outside of LBC.
• As desired, present a voluntary, non-evaluative seminar within LBC
• Review the PRC (promotion review committee) report on your case and, if desired, provide written feedback on the report to the tenured faculty or make an oral statement to the tenured faculty.

**Additional item only for candidates for promotion and/or tenure [not reappointment]**

• Provide names of prospective external referees to LBC Associate Dean Mark Largent in the late spring (see LBC procedures for guidelines on this).

**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 PRC committee, and also the discussion and votes of the faculty review groups of LBC and the joint appointment unit
• 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.

Dean’s Comments about the Candidate’s 5-Page Reflective Essay

The essay provides non-specialist readers with an overview of the major themes and objectives of the candidate’s activities in teaching, research, and engagement and indicates how the various accomplishments support those themes. It should portray a teacher-scholar with a significant intellectual program and trajectory for future work. The essay is limited to 5 pages; more detail on particular projects can be given in Form D. Samples are available from the Faculty & Organizational Development website. You can also ask the Dean’s Office and colleagues for feedback on early drafts.

Here is one possible way to frame a section of the essay to convey the structure and trajectory of the candidate’s work. The point is to tell a compelling story that a non-specialist can understand.

**Intro paragraph:** My work [e.g., research or teaching] has themes A and B.

**Theme A paragraph:** I have advanced my work on theme A through multiple projects that accomplish D, E, and F. Let me give detail on each project

- Separate paragraph for each project, making clear how each relates to theme A, whether each is completed or in progress and noting outcomes (publications, talks, grants…)

**Theme B paragraph:** I have advanced my work on theme B through multiple projects that accomplish I,J,K. Let me give detail on each project

- Separate paragraph for each project, making clear how each relates to theme B, whether each is completed or in progress and noting outcomes (publications, talks, grants…)
- Brief paragraph saying “project A2 described earlier also advances theme B as follows”

**Summary paragraph:** In the next few years, I look forward to advancing theme A via project X and theme B via project Y (reminds the reader that the candidate has momentum and a trajectory).