

Neuroscience Responses to the NatSci RPT Policies and Procedures Questionnaire FIXED TERM FACULTY

Unit Review and Recommendation

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 a written document outlining those standards is provided to the candidate with the offer letter. These standards, including the percentage of appointment allocated to individual categories are reviewed each year as part of the annual faculty evaluation process. Guidelines specific to the Neuroscience Program are posted on the Neuroscience Program website, along with a link to the expectations and guidelines of the college of Natural Science (<https://natsci.msu.edu/faculty-staff/policies-procedures/rpt-guidelines/>).

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?

The candidate meets with the Program Director in the spring semester prior to the year of a review for promotion to discuss procedures (neither reappointment, which typically occurs on an annual basis, nor tenure, are relevant to the appointments of fixed term faculty). The promotion evaluation committee is established at this time by the Director with input from the candidate, and the Chair of the committee will again inform the candidates of the procedures by late summer or early in the fall semester.

3. When are joint-appointment candidates informed how their case will be handled in each unit? How are joint appointment actions coordinated?

Joint appointment actions are handled in a collaborative manner between the Chairs/Directors of the relevant units. Specifically, the Chairs/Directors will meet to discuss the procedures in the spring prior to the year of the promotion review, and the unit with the majority appointment will take the lead in preparing the promotion case with the candidate. The minority appointment unit(s) is(are) consulted at each stage of the case preparation.

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 Chair of the promotion committee will meet with the candidate in late summer or early in the fall semester to be sure the candidate knows what to provide. This info will be reviewed by the committee and a member of the committee will let the candidate know if the package is in good order or if it needs to be refined before the package goes out for review, which ideally happens in late September or early October. After the promotion committee makes its recommendation (early December) the Chair of the Department will meet with the candidate.

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5. How is the candidate's teaching portfolio evaluated and by whom?

The candidate's teaching portfolio is evaluated by the Neuroscience Program Director, and the promotion committee.

6. Is peer teaching observation required in your unit? If so, who carries it out?

Peer review of teaching will be done by the Neuroscience Program faculty. The faculty who will conduct the peer review will be appointed in consultation with the candidate and will, with the candidate, decide upon when and how to observe the candidate's teaching. The candidate may also request an outside peer teaching review by faculty from other units.

7. Which faculty (or representative faculty committee) provide advice to the chair/director on each of the issues of reappointment and promotion to professor? Which faculty vote on these actions?

The reappointment decision, which typically occurs annually, is made by the Neuroscience Program Director; other aspects of the reappointment, such as annual raises are currently being developed and will be included in the guidelines posted to the Neuroscience Program website once approved. Advice to the Neuroscience Program Director on the promotion decision (to either associate or full professor) will be provided by the promotion committee. *{**NOTE: guidelines for the composition of the promotion committee for fixed term faculty has not yet been decided, it is also not clear which faculty would vote on the promotion recommendation **}*

8. Does a faculty member's departmental mentor participate in the review process and, if so, how?

Currently, fixed term faculty (which number two) do not have mentors in the Neuroscience Program. As more fixed term faculty are hired, this issue should be revisited.

9. When are candidates informed of the recommendation of the chair/director?

Candidates are informed following the meeting and vote of the promotion committee and after the Neuroscience Program Director has reviewed the recommendations of the respective promotion committee members.

Completion of RPT Document

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:

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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?

In July the candidate provides the Neuroscience Program Director with the names of 6-8 suggested external referees; the promotion committee must choose at least 3, but can solicit more than 3)

In September the candidate submits to the Neuroscience Program Director all the information in Form D

2. What clerical assistance is available to candidates in filling out Form D and gathering the necessary information?

Most of the forms are handled by the candidate. Neuroscience office staff will provide clerical assistance and assembly of form at the request of the candidate.