

Neuroscience Program Responses to the NatSci RPT Unit Policies & Procedures Questionnaire

Unit Review and Recommendation

“As provided in the Bylaws for Academic Governance, the faculty, operating in the advisory mode, is to provide advice to the chairperson/director as described in unit bylaws. Each department, school, and comparable unit is required to have procedures and criteria that are clearly formulated and relevant to evaluating the performance of faculty members (see Statement on Non-Tenured Faculty in the Tenure System, Faculty Handbook).”

In all RPT documents, NEU refers to faculty with at least a 25% appointment in the Neuroscience Program, while NSP refers to any faculty member affiliated with the Neuroscience Program

1. How are candidates informed about unit standards and expectations for reappointment, tenure, and promotion? Are there written guidelines?

Faculty are informed of expectations for reappointment and promotion and tenure (RPT) during annual review meetings. Neuroscience Program specific guidelines and expectations for RPT are under construction and when finalized and approved, will be posted on the Neuroscience website, alongside a link to the expectations and guidelines of the College of Natural Science (<https://natsci.msu.edu/faculty-staff/policies-procedures/rpt-guidelines/>). The faculty may also review the expectations with their mentoring committee.

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?

NEU faculty who are tenure system faculty and have not yet reached tenure are jointly appointed with a tenure-granting unit. Thus, the candidate's annual performance review meetings during April or May includes both the NSP Director and Chair of the tenure home to discuss RPT procedures and expectations.

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 Chair of the tenure unit and the NSP Director and discussion occurs during the annual review meeting. A single jointly prepared statement in the tenure and reappointment package is included in the form D submission and the paperwork is handled by the unit with the majority appointment.

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 faculty member discusses issues with the NSP Director and can meet with the NSP RPT committee (the RPT committee consists of all NEU tenured faculty; those with $\geq 25\%$ FTE in Neuroscience). For promotion, only NEU RPT faculty with a higher rank than the candidate will be involved (i.e. for Asst. to Assoc. promotion, all tenured faculty, for Assoc. to Full, only full tenured faculty). The candidate submits all forms and materials to the NSP Director who will distribute the materials to the RPT committee. The candidate has an opportunity to meet with the committee prior to committee review of the candidates RPT documents.

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

The candidate's teaching portfolio is evaluated by the NSP Director, the Chair of the tenure home department, the NEU and tenure home department RPT committees.

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

Peer teaching observation will be a new requirement for NEU faculty beginning in the 2017 calendar year. All NEU tenure-stream faculty will be evaluated at least once per year. This evaluation will be completed by a NEU faculty member and will use the CNS Peer Classroom Observation Tool (<https://natsci.msu.edu/faculty-staff/policies-procedures/evaluation-policy-and-resources/>). NEU faculty may also elect to have additional teaching evaluations by either NEU faculty, or through other programs.

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

The NEU RPT committee and tenure departments provide advice to the Chair and Director. The faculty who make these recommendations are tenured faculty at a rank above that held by the candidate and they are the voting members. Non-NEU tenured faculty who are NSP members of the FAC also voted. The RPT committee will be composed of NEU tenure-track faculty (with a $\geq 25\%$ NEU appointment) and only these faculty will vote on promotion and tenure decisions.

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

If the mentor is tenured NEU faculty, he/she can serve as any other faculty member for the decision. If the mentor determines that participation on the RPT during

review of the mentee than the mentor can recuse his/herself from the discussion of the candidate's qualifications for promotion.

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

Faculty are informed following the meeting and vote of the NEU RPT committee and after the NSP Director and tenure home Department Chair have reviewed the recommendations by the respective RPT committees.

Completion of RPT Documentation

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:

- 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)

10. By what time does the candidate need to provide the chair/director with the information listed above?

The materials listed above (Form D) are completed and submitted to the NSP Director and tenure home Department Chair by September 30. This will allow sufficient time for the Director and Chair to complete their portions of form D and in the case of tenure decisions to solicit and receive outside letters of recommendation. Unit RPT committees will meet in late November/early December.

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

Most of the forms are completed by the candidate. The mentoring committee and other colleagues offer advice and editorial assistance. Neuroscience office staff (Shari Stockmeyer) will provide any clerical assistance and assembly of forms that the candidate requests.

See the Guidelines for Faculty Reappointment, Promotion and Tenure in the College of Natural Science at Michigan State University and the tenure system policies section of the MSU Faculty Handbook for details. Form D, including the portions completed by the unit/department and the candidate is due in the NatSci Dean's Office by December 15 of the review year for reappointment cases and January 15 of the review year for tenure and promotion cases.