4. SECTION 4 - Annual Reviews, Reappointment, Promotion and Tenure

4.1. Annual Faculty Review and Evaluation
4.1.1. Each year, every faculty member (except Honorary Faculty) shall have an annual review. The review shall be conducted by the Chairperson or his/her designee in accordance with Department and College policies and procedures.
4.1.2. The annual review is used to evaluate a faculty member’s performance during the past year and to provide a clear statement of performance expectations and accomplishments. The evaluation will assess the faculty member’s performance against expectations and provide an opportunity for the faculty member to provide information to their Division Chief, Chair, Advisory Committee and College about their performance and future plans.

4.1.3. Procedure:
4.1.3.1. The annual review/evaluation form shall be distributed to all faculty members in the Department during December.
4.1.3.2. The review shall be completed by March 31, and an electronic copy sent to the CHM Dean’s office for their files.
4.1.3.3. All faculty members shall have an annual review with either their Division Chief or the Chair.
4.1.3.4. During this review, statements of one (1)- and three (3)-year objectives shall be reviewed and future one (1)- and three (3)- year goals to be established.
4.1.3.5. The annual review shall include a review of the one (1)-year statement of objectives, the extent to which these have been met and the reasons why some of the objectives may not have been accomplished. This statement shall emphasize particular areas in which the faculty person will concentrate his/her activities.
4.1.3.6. The Division Chiefs will meet individually with the Chair to summarize the reviews of the members of their Division.
4.1.3.7. The Chair makes the final decision on all ratings and percent of effort in each of four categories (research, instruction, administrative/committee, and clinical/professional service).
4.1.3.8. The annual statement of objectives and statement of annual review shall be kept by the Chair in his/her files, and shall be available to the RPT Committee for consideration of RPT.
4.1.3.9. Following completion of the annual review process, the Chair will make recommendations for further review for reappointment, promotion and/or tenure to the Reappointment, Promotion and Tenure (RPT) Committee (see 4.2 below). The Chair’s review will take place in sufficient time for this consultation with the RPT Committee. The RPT Committee will then independently review all faculty eligible for reappointment, promotion and tenure, and submit a list of faculty to be reviewed in the next cycle to the Chair early enough for definitive planning.

4.2. Reappointment, Promotion and Tenure
4.2.1. The group designated to make recommendations to the Chairperson for the reappointment of tenure system faculty shall be the Reappointment, Promotion and Tenure Committee (RPT Committee).
4.2.2. The group designated to make recommendations to the Chairperson for the promotion
and/or tenure of MSU-Employed Faculty and non-prefix Community Based Faculty shall be the Reappointment, Promotion and Tenure Committee.

4.2.3. The group designated to make recommendations to the Chairperson for the 
reappointment of all non-tenure system faculty and the promotion of Community Based 
Faculty with a prefix designation shall be the Advisory Committee.

4.2.4. Non-tenure system Faculty must be reviewed and notified of any adverse decisions about 
reappointment at least 90 days prior to the end of their current appointments.

4.2.5. Recommendations which do not involve the award of tenure are reviewed successively by 
the dean, the provost and the president, who makes the final decision.

4.2.6. Recommendations which involve the award of tenure are reviewed successively by the 
dean, the provost, and the president, who makes the final recommendation to the Board 
of Trustees for action.

4.3. Procedure:

4.3.1. The Department follows the process for annual reviews and reappointment, promotion 
and tenure outlined in the University guidelines and Department’s policies and 
procedures.

4.3.2. Successful candidates for Reappointment, Promotion and Tenure must fulfill all relevant 
Department, College and University criteria.

4.3.3. The Chair shall notify all faculty members in May of the requirements and deadlines for 
promotion and/or tenure review in the following academic year. Special notice will be 
given to faculty members whose review will be required for reappointment in the tenure 
system. This notification will be in writing.

4.3.4. Individual faculty members shall notify the Chair of their intent to be reviewed for 
promotion and/or tenure by September 1. This notification will be in writing.

4.3.5. Individual faculty members (candidates) requesting review shall submit the required 
materials (Department policy & Procedures for RPT) to the RPT Committee by October 1.

4.3.6. The RPT Committee shall conduct a full review of the submitted application 
package.

4.3.7. Committee members vote to recommend or not to recommend the candidate for 
promotion, reappointment and/or tenure. There will be an opportunity for the candidate 
to confer with the RPT Committee before an official recommendation is made.

4.3.8. A quorum to conduct business shall consist of four (4) members. Recommendations of the 
Committee shall be made by a majority vote of the members present at a meeting at 
which there is a quorum. No member of the Committee will engage in any deliberations or 
voting on his/her own reappointment, promotion or tenure (or salary). S/he shall be 
absent himself/herself from the proceedings during such time.

4.3.9. The chairperson of the RPT Committee shall prepare a report for the Department Chair. This 
report will include a description of the review process, the complete dossier including 
external letters reviewed by the committee, a summary of the positive and negative 
qualifications of the candidate, and conclusions and recommendations of the RPT 
Committee.

4.3.10. The RPT Committee reviews the report(s) for consistency with department and 
University guidelines. Any discrepancies with University procedures must be documented 
and addressed.

4.3.11. The Department Chair makes judgment taking into consideration peer evaluations, and will 
communicate the recommendation of the RPT Committee and the decision of the Chair to 
the candidate, in writing, at least two weeks prior to the Chair’s deadline for submitting 
recommendations to the Office of the Dean. This communication shall include a summary of
the positive and negative qualifications of the candidate that were crucial in the review process.

4.3.12. Upon notification, the candidate will have the opportunity to confer with, orally or in writing, the RPT Committee as a whole and/or the Chair before a final recommendation is submitted to the Dean.

4.3.13. Appropriate documentation shall be maintained by the Department Chair. Each candidate’s form “Recommendation for Reappointment, Promotion or Tenure” will be made part of the candidate’s promotion and tenure file, and will be available to the candidate and to future RPT Committees upon request.

4.3.14. In the event a candidate is not satisfied with either the decision made by the RPT Committee and/or with the faithfulness with which the Committee executed the procedures, the candidate may confer with the committee as a whole. The candidate may also confer with and/or make representations to the Department Chair and can appeal the decision. Should the candidate not be satisfied with the results of the appeal, the candidate may file a grievance under the provisions of the university and department grievance procedures, pursuant to procedures set forth in Section 5 of this Bylaws (see below).

4.3.15. The RPT Committee shall serve as a consulting body to the Chairperson for matters of evaluation of individual faculty members hired under the rules of tenure as they progress through the reappointment, promotion and tenure process. Only regular tenured faculty whose academic rank is higher than the individual being considered shall review the qualifications of the individual under consideration.