Lyman Briggs College Criteria and Procedures for Reappointment, Promotion to Continuing Status, or Promotion to Senior Specialist for Continuing System Academic Specialists [Teaching]

According to the Faculty Handbook, each unit must establish appropriate procedures whereby Academic Specialists in the continuing system are reviewed for Reappointment or Promotion. Details on the minimum requirements for such procedures are given here: https://www.hr.msu.edu/documents/facacadhandbooks/academicspecialist/index.htm.

This document specifies the criteria and procedures that Lyman Briggs College (LBC) will use for reviewing reappointment and promotion cases for continuing system Academic Specialists [Teaching].

1. **The criteria** that LBC will use in these reappointment and promotion reviews are the same it uses for reappointment and promotion reviews for tenure-system Assistant and Associate Professors. These are given in Part I of the LBC Faculty Evaluation Procedures document located here: http://www.lymanbriggs.msu.edu/faculty_staff/faceval.pdf.

2. **The procedures** that LBC will use for promotion reviews of continuing system Academic Specialists [Teaching] are as follows. They are designed to be consistent with other review procedures in the College and meet the requirements of the policy delineated in the Faculty Handbook. Essentially, they follow the review process for reappointment and promotion of tenure-system Assistant and Associate Professors as closely as possible. Checklists, timelines, and guidelines are available on the LBC web page devoted to **Review of Academic Specialists**: http://www.lymanbriggs.msu.edu/faculty_staff/RPTnontenure-AS.cfm

   a. Each year, during the annual evaluation meeting in the spring, the Dean or Associate Dean will ask the specialist whether they wish to seek reappointment/promotion in the coming academic year and discuss what is involved. This mirrors the procedures used for tenure-system faculty.

   b. If the individual elects to seek reappointment/promotion, the Dean or Associate Dean will prepare a description of the candidate’s assignment, including, for example, the percentage of the appointment devoted to teaching, research/creative activities, service, and other duties. This description will form part of the review portfolio and will be distributed to all individuals who evaluate the portfolio.

   c. In preparing materials for the review portfolio, the candidate is only required to submit information or documents related to activities that are part of their assignment. For example, someone whose assignment is 100% teaching need only submit materials related to teaching.

   d. External review letters will only be sought in situations where an external reviewer might reasonably be expected to be able to provide key information
or perspectives that would otherwise be unavailable during the review process. For example, if scholarship is part of the candidate’s assignment, then external letters commenting on the quality and impact of that scholarship will be solicited.

e. As is standard practice in LBC, the candidate will submit materials (Form C, curriculum vitae, teaching portfolio, and samples of scholarly work [as applicable]) electronically to the LBC HR Officer by the deadline for the year in question. The materials will be placed in a D2L folder to which those involved in the review process will have access. Details on materials appropriate for a teaching portfolio are here: [http://www.lymanbriggs.msu.edu/faculty_staff/RPT.cfm](http://www.lymanbriggs.msu.edu/faculty_staff/RPT.cfm).

f. The timetable for the review within the College will be set to enable the College to submit the Dean’s recommendation to the Provost’s Office by the April 1st deadline. It will be posted each year on the web page for Review of Academic Specialists as part of the Dean’s Charge to Review Candidates.

g. The stages of review will be:
   i. individualized promotion review committee (PRC),
   ii. review and vote by the tenured faculty and by Academic Specialists [Teaching] of higher rank than the candidate, and
   iii. review by the Dean.

h. The candidate will have the same rights to see the PRC report and respond to it before it goes to the faculty for review, as would a tenure-system candidate.

i. The candidate will have the same opportunity to present a (voluntary) non-evaluative seminar on their work to the LBC faculty during the promotion year as would a tenure-system candidate. Guidelines on the seminar are available on the web page for Review of Academic Specialists.

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