

Statistics and Probability 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*).”

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

The Promotion and Tenure Committee (PTC) of the Department of Statistics and Probability (STT) evaluates candidates for reappointment, tenure and promotion and makes recommendations to department’s Chairperson. In 2015-2016, PTC appointed a subcommittee to work with potential candidates to conduct initial evaluations.

The department informs faculty candidates that it will use the “Reappointment, Promotion and Tenure Guidelines” of the College of Natural Science. These guidelines are followed very closely during the process.

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?

After the initial evaluation by STT’s PTC subcommittee, the Chairperson meets with each candidate who submitted materials for evaluation and provides feedback. The discussion begins in March or April of the preceding year, usually in conjunction with the annual review. Candidates are informed that the department will put together their promotion packages if they decide to move forward.

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

N/A

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?

Candidates meet and communicate with RPT subcommittee during the initial evaluation process. They meet with the Chair after the initial evaluation. They can meet and talk with the Chair during the whole process.

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

The teaching portfolios are evaluated by the Chair, based on candidates' own statements, student evaluations and class observations.

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

Yes. The observations are usually done once a semester, by the Associate Chair or a designated faculty member.

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?

According to STT's bylaws, PTC shall consist of all faculty members of the Committee of the Whole above the academic rank of those being considered for reappointment, promotion, or tenure.

PTC members can provide advice to the Chair on RPT, they also vote on these actions.

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

A faculty member's departmental mentor provides his/her evaluation and opinion during PTC meetings, and to the Chair when needed.

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

The candidates are informed of the action of recommendation by the Chair within 2-3 working days of the package submission to the NatSci dean's office.

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)

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

The department gathers most of information in September or October.

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

The candidates work with the Chair to get the required information and fill out the forms.

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.