



Faculty & Academic Staff Affairs
MICHIGAN STATE UNIVERSITY

Fixed Term Promotion Project

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Initial Charge

- Faculty request through Academic Governance
- FASA -Assuring all colleges have a visible process in place
- Collaborative approach with FASA and UCFA



Understanding the Challenges

- Most Colleges had defined processes but both administrators and faculty were often unclear on how to effectively operationalize them.
- We collected these questions & ideas from faculty and the Council of Faculty Affairs Deans
- Determined that committee work would be necessary.

Committee Work

- **Core Work Team:**

Jamie Alan, Marilyn Amey, Kate Birdsall, Sonja Fritsche, Jennie Schaeffer

- **Large Committee:**

20+ members representing various colleges and position types and UNTF.

- Subcommittees were formed to address key points of confusion

What's New



1

Timeline: parallel to the Academic Specialist timeline, with packets submitted to HR in May.



2

Form on Progress & Excellence for Fixed Term Faculty



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Guidelines

Considerations


- Increased Clarity for Faculty & Unit/College
- Underlying principles
- Maintain flexibility within colleges

"The fixed term promotion process offers a structured pathway for career advancement, allowing all faculty to develop and receive recognition for their contributions while ensuring that MSU remains responsive to changing needs of individual colleges."

- *Fixed Term Promotion Guidelines*



Highlights of the Guidelines

- University Level Standards for Promotion
 - Instructor to Sr. Instructor
 - Assistant to Associate Professor
 - Associate to Full Professor
 - Tips for Dossier Preparation
 - Considerations for External Letters
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Highlights of the Guidelines

➤ Committee Formation

- Key points to guide units in being thoughtful and purposeful about who makes up the review committee to ensuring a fair and equitable process

➤ Mentoring

- Mentoring has not been robust for most fixed-term faculty. Suggestions & considerations are noted for strengthening this area.



The New Form



MICHIGAN STATE UNIVERSITY | Office of the Provost

FORM ON PROGRESS AND EXCELLENCE: Recommendation for Promotion of Fixed-Term Faculty Section 1: To Be Completed by Faculty Member

Name: Date:
Last First Middle

Present Rank

Appointment Basis ☐ AY or ☐ AN

Do you have Designation B status? ☐ Y or ☐ N Date Awarded:

Primary Department Name Second Department Name Other Department Name

Primary College Name Second College Name Other College Name

Years of MSU faculty service as of next August 16 as: INSTRUCTOR ☐ ASSISTANT PROFESSOR ☐ ASSOCIATE PROFESSOR ☐

Highest Degree(s) Achieved	<input type="text"/>	Institution	<input type="text"/>	Date	<input type="text"/>
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Review Period Begin Date: The review period begins with the date of appointment or most recent promotion, **not including Designation B.**

Section 1A: To be completed by Unit/College

	RECOMMENDATION BY DEPT CHAIR/SCHOOL DIRECTOR:	RECOMMENDATION BY DEAN:
Promote to Senior Instructor	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Associate Professor	<input type="checkbox"/>	<input type="checkbox"/>
Promote to Professor	<input type="checkbox"/>	<input type="checkbox"/>
Do not promote	<input type="checkbox"/>	<input type="checkbox"/>

Primary Chairperson/Director Signature

Second Chairperson/Director Signature

Other Chairperson/Director Signature

Primary Dean/Adm. Head Signature

Second Dean/Adm. Head Signature

Other Dean/Adm. Head Signature

Provost Signature



Questions?