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Department of Linguistics and Germanic,  
Slavic, Asian and African Languages

### 5.6 Committees on Fixed-Term Promotion to Associate Professor and Professor

#### 5.6.1 Membership

The appropriate committee shall be constituted for each faculty member reviewed, with at least four faculty members with the following characteristics :

5.6.1.1 to recommend promotion to the rank of associate professor or professor, an ideal committee should include three tenured associate or full professors from candidate's program and one fixed-term faculty from any program who have achieved the rank for which the candidate is being considered. However, tenured faculty from outside the candidate's program with related interests will be considered and fixed-term faculty with Designation B status may be considered in order to bring the committee to four members. If the candidate teaches hybrid or online courses, it is recommended that at least one of the committee members also has online teaching experience.

5.6.1.2 If teaching is a primary activity in the candidate's assignment, one tenure-stream and one fixed-term member from the committee will form a Teaching Review Sub-Committee. This Sub-Committee will follow the procedures outlined in the college guidelines and write a committee report focusing on but not limited to: organization and presentation of concepts, skills, and reading and discussion materials; interaction with students; and effective and productive use of class period in relation to instructional objectives. The sub-committee will submit a draft of the report to the candidate, who shall have the opportunity to respond to it in person or in writing, in order to make relevant comments regarding points of substance, emphasis, or neglect. The revised report will then be given to the full committee.

#### 5.6.2 Function

The committees shall make recommendations to the Chair regarding the promotion of fixed-term faculty.

#### 5.6.3 Mode of Participation

The mode of participation of the committee shall be Advisory.

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### 5.6.4 Procedure

- 5.6.4.1 By the end of September, the committee will receive for each candidate a dossier containing the elements outlined in the college procedure (see Appendix E) including but not limited to: A current curriculum vitae; a reflective essay about accomplishments during the reporting period; a representative sample of the candidate's best work that corresponds to the candidate's assignment; and if teaching is an assigned duty, a teaching portfolio that includes syllabi, unit-approved student course evaluation form (or online equivalent) for all classes taught (every course, every section, every semester) dating back to the candidate's prior review. Other items recommended by the College should be included as desired and as applicable.
- 5.6.4.2 Following the College guidelines, four review letters must be included and can come from within the College or University. Whenever possible these letters should come from outside of the department. If research is an assigned duty, at least one or more letters (depending on percentage of workload) external to MSU must be obtained evaluating said activity in accord with the CAL tenure-system RPT guidelines. All letters must come from individuals who hold a rank above the candidate's current rank. The candidate is not informed of those individuals who provide letters of evaluation but they may be asked for recommendations of referees. (See also "Confidentiality of Letters of Reference for Reappointment, Promotion, and Tenure Recommendations" in the Faculty Handbook.)
- 5.6.4.3 For a candidate's promotion, the unit administrator will prepare a description of the candidate's assignments including, for example, the percentage of the appointment devoted to research, teaching, and/or service/outreach. This description will form part of the promotion review portfolio and will be distributed to all individuals of the unit's review committee who evaluate the candidate's materials.
- 5.6.4.4 After examination of the materials and after open discussion concerning the merits of each case, in which the Chair shall participate, committee members shall each provide the Chair

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and the committee chair with written recommendations. In addition, the committee as a whole shall provide the Chair with a letter including both the recommended personnel action and an explanation of its recommendations. All faculty members of the committee should indicate by signature that this recommendation letter is a fair representation of the committee's position. If there is a minority or dissenting viewpoint, the letter should so indicate. The letter then becomes part of the candidate's dossier.

5.6.4.5 Professional ethics demand that the committee's deliberations be held in the strictest confidence.

### 5.6.5 Standards of Achievements Expected of Candidates

5.6.5.1 The promotion criteria used by the College of Arts & Letters and its affiliated units are the same as those used in evaluating those duties for tenure system faculty as described in the "Guidelines for Faculty Reappointment, Promotion, and Tenure in the College of Arts & Letters at Michigan State University," for the corresponding promotion. (Also see 5.4.5 above.) As with tenure system faculty, these may be in the areas of teaching, research, and/or service/outreach depending on the position. The successful candidate for a fixed-term system faculty promotion is expected to have demonstrated leadership excellence in the areas of their assignment.

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### APPENDIX E

## **GUIDELINES FOR PROMOTION OF FIXED-TERM FACULTY TO ASSOCIATE PROFESSOR OR PROFESSOR**

### **Introduction**

The following further explication of the requirements for promotion are to be interpreted as minima; meeting the minimum does not in and of itself establish that the candidate is entitled to promotion. While the procedures are a process similar to the review process for the promotion of tenure system faculty, it is understood that promotion of fixed-term system faculty will be based solely on an evaluation of the duties and responsibilities specified in the candidate's actual appointment and position description. For more details on college-level requirements, see [http://www.cal.msu.edu/application/files/1315/3116/0972/CAL\\_Guidelines\\_for\\_Promotion\\_of\\_Fixed\\_Term\\_System\\_Faculty.pdf](http://www.cal.msu.edu/application/files/1315/3116/0972/CAL_Guidelines_for_Promotion_of_Fixed_Term_System_Faculty.pdf).

Candidates for fixed-term faculty promotion from assistant to associate professor must have attained UNTF Designation B status before being considered for promotion and should have been an assistant professor for at least six years with appropriate accomplishments. Candidates who are not eligible for UNTF or have a less than 50% teaching appointment should have been at MSU for six years before being considered for promotion. Candidates for fixed-term faculty promotion from associate to full must have been in rank for an appropriate amount of time, usually equivalent to at least six years.

The criteria are the same as those for tenure-stream faculty, repeated here from Appendix C, but will be considering only in relation to the candidate's specified duties. For explanation of italicized terms, refer to the accompanying document, "Interpretations and Clarifications of Terminology."

### **Promotion from Assistant Professor to Associate Professor.**

The candidate must clearly demonstrate excellence in teaching (including graduate student supervision, where appropriate), and, if specified by his or her contract, an involvement in the area of service commensurate with assigned teaching load, and *sustained excellence* in professional, *peer-reviewed publication* (in print or other *recognized media*). Research output is expected to be appropriate to the candidate's discipline and commensurate with assigned teaching load.

### **Promotion from Associate Professor to Professor.**

Since promotion to Associate Professor, the candidate must clearly demonstrate continued excellence in teaching (including undergraduate advising and/or graduate student supervision, where appropriate), and, if specified by his or her contract, a record of service both to the profession and within the University, and *sustained excellence* in professional, *peer-reviewed publication* (in print or other *recognized media*). Research output is expected to be appropriate to the candidate's discipline and commensurate with assigned teaching load. It is expected that candidates for promotion from Associate Professor to Professor will have achieved a national/international reputation in their discipline.

### **Interpretations and Clarifications of Terminology as Applicable to the Candidate's Position**

1. *A research and publication agenda* for promotion is reflected by coherent and focused scholarship. This scholarship can take the form of articles in print or accepted for publication, a contract for a book, or other peer-reviewed research.

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2. *Publication* means articles or books in print, accepted by, or in production by the publisher. “Accepted” means that the editor or publisher has committed in writing to publication, and the final manuscript is in the hands of the editor or publisher. Grantsmanship is strongly encouraged. Research grants are considered part of the candidate's overall scholarly record, but are no substitute for publication.
3. *Sustained excellence* requires a record of scholarly productivity throughout the period being considered.
4. *Peer-reviewed* means published as a result of a process that involves assessment by reviewers whose involvement the journal or press arranges.
5. *Recognized media* means any digital or print publication that involves an external review process, for example an electronic journal or on-line conference proceedings, but not a self-published work.
6. *A book* or other *work* may be single-authored or co-authored, depending on the standards of the candidate's discipline. In cases of co-authorship it is the responsibility of the candidate to specify the nature and the extent of his/her contribution. Whether scholarly editions and scholarly tools (e.g., dictionaries, annotated bibliographies) should be counted as a book is determined by the norms of the discipline. An edited or co-edited collection will normally not be counted as a book.
7. *Effective teaching* involves generally positive student evaluations at the University, course syllabi and other materials which reveal a continuing commitment to excellence in teaching, and participation in advising and on guidance committees as appropriate.
8. *Professional service* includes participation on committees at the departmental, college, university and national levels; refereeing for journals, conferences, and funding agencies; organizing conferences; editorial board work; holding leadership positions in professional organizations; liaison work; and other such activities in support of the academic profession.
9. Outreach involves generating, transmitting, applying, and preserving knowledge for the direct benefit of external audiences in ways that are consistent with University and unit missions. Outreach cuts across the categories of research/publication, teaching, and service, and is particularly relevant in the context of the University's land grant mission and shall be given due consideration. (See “Points of Distinction” <http://outreach.msu.edu/pod.pdf>).