



## **Departmental Bylaws and Appendices**

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## **SECTION 1. Faculty of the Department**

### **1.1. Composition of the Faculty**

- 1.1.1. The Tenure-System Faculty of the Department of Art, Art History, and Design shall consist of all persons in the Department who have been appointed under the rules of tenure and who hold the rank of Professor, Associate Professor, or Assistant Professor.
- 1.1.2. The Fixed-Term Faculty of the Department shall consist of all persons holding the rank of Professor, Associate Professor, Assistant Professor, or Instructor, but who are not appointed under the rules of tenure.
- 1.1.3. The Academic Specialists of the Department shall consist of all persons holding the rank of Senior Specialist, Specialist with Continuing Appointment, Specialist with Probationary Appointment, or Fixed-Term Specialist, but not appointed under the rules of tenure.
- 1.1.4. The jointly appointed faculty of the Department shall consist of all persons appointed in the Department and at least one other department in the College of Arts and Letters or another college as a faculty member either under the rules of tenure or in a fixed-term appointment and holding the rank of Professor, Associate Professor, or Assistant Professor, whose responsibilities are clearly defined in each person's Memorandum of Understanding (MoU).
- 1.1.5. The jointly assigned faculty of the Department shall consist of all persons appointed in the Department and assigned to at least one other program or center as a faculty member either under the rules of tenure or in a fixed-term appointment and holding the rank of Professor, Associate Professor, or Assistant Professor, whose responsibilities are clearly defined in each person's Memorandum of Understanding (MoU).
- 1.1.6. Other faculty shall be those persons designated as visiting professors, adjunct professors, professors emeriti, or affiliated faculty.

### **1.2. Voting Faculty**

- 1.2.1. The voting faculty shall consist of all Tenure-System Faculty, Full-Time Fixed-Term Faculty, and Academic Specialists who hold current positions and have served under a full-time appointment in the Department for at least three consecutive years immediately preceding the term in which they will vote are also voting faculty. Full-Time Fixed-Term Faculty and Academic Specialist voting faculty are eligible to vote in all matters except those related to Reappointment, Promotion, and Tenure.

- 1.2.2. A jointly appointed or jointly assigned non-Tenure-System Faculty member who holds at least a 25% appointment in the Department may vote on Department matters, after they have served in the Department for at least three consecutive years immediately preceding the term in which they will vote. Jointly appointed voting faculty who hold a minority appointment in the department may not vote in matters related to Reappointment, Promotion, and Tenure and may not represent the Department on College or University Standing Committees.
- 1.2.3. The Chairperson of the Department shall be responsible for distributing a list of faculty eligible to vote to the Parliamentarian of the Department Advisory Committee at the beginning of each semester to be referenced as needed.

### **1.3. Governance Responsibility of the Faculty**

- 1.3.1. Full-Faculty meetings of the Department shall be held at least once during each semester. Additional meetings of the Department may be called by the Department Chairperson or by the chairperson of the Department Advisory Committee.
  - 1.3.1.1. Faculty members shall submit matters for inclusion on the agenda to the Department Advisory Committee for consideration either prior to the meeting or as an amendment to the agenda on the day of the meeting.
  - 1.3.1.2. The Department Chairperson or Department Chairperson's designee shall attend all faculty meetings.
  - 1.3.1.3. The chairperson of the Department Advisory Committee or another designated member of the Department Advisory Committee shall preside at all faculty meetings.
  - 1.3.1.4. The Department Academic Adviser, Technicians, and Staff shall be invited to faculty meetings as needed and relevant to participate, with voice but without vote, in significant discussion pertaining to the facilities, operations, and curriculum of the Department.
  - 1.3.1.5. A quorum is necessary for the conduct of official business at an officially constituted meeting of the Department. A quorum shall be defined as fifty percent plus one member of the voting faculty. A quorum for all officially constituted committees of the Department shall be defined as a simple majority of the voting members of the committees.
  - 1.3.1.6. The Parliamentarian of the Department Advisory Committee or another designated member of the Department Advisory Committee shall serve at all faculty meetings to ensure that be conducted under general parliamentary rules set forth in Robert's Rules of Order Newly Revised.

1.3.1.7. All meetings of the Department shall conform to the Department Community Norms as outlined in [Appendix A: AAHD Community Norms](#).

1.3.2. Faculty participate in committees dealing with issues of curriculum and teaching, faculty affairs, and all other aspects of department business. The responsibilities and functions of those committees are outlined in further sections of these bylaws.

1.3.2.1. Appointments and elections to Department and College Committees should follow the timeline outlined in [Appendix B: Guidance and Timeline for Elections and Appointments](#).

#### **1.4. Policy on Work Assignments for Tenure-System Faculty**

1.4.1. Tenure-System Faculty are typically expected to teach two courses per semester on a regular, on-going basis, in addition to their responsibilities in research and/or creative activity and service. These faculty may also choose to engage in additional teaching, which may include graduate students supervision and independent study. There is no penalty for faculty who cannot participate in these activities based on agreements made with the Department Chairperson.

1.4.2. Occasionally, in addition to course releases associated with administrative positions, other factors and circumstances may lead to a modification of the basic two course per semester assignment. The Department Chairperson or the faculty member may initiate discussion on work assignment adjustments.

### **SECTION 2. Students of the Department**

#### **2.1. Student Constituency of the Department**

2.1.1. The student constituency of the Department for the purpose of selecting student representatives to the Department, College, and the University committees, or for any other appropriate purpose, shall be all undergraduate students who have declared with the Registrar a major or major preference in the Department, and all graduate degree and non-degree candidates in the Department.

#### **2.2. Student Participation in Academic Governance**

2.2.1. Undergraduate and graduate students shall be elected to serve as voting members on certain Standing Committees ([4.1.1](#)). Student participation in the Department academic governance bodies shall in all cases be in the same mode as faculty participation, except as reserved.

## **SECTION 3. Departmental Organization**

### **3.1. Organization Overview**

Individual positions in the Department are as follows:

- 3.1.1. The **Department Chairperson** (3.2) is the chief administrative officer of the Department.
- 3.1.2. The **Associate Chairperson** (3.3) is the associate administrative officer of the Department.
- 3.1.3. The **Director of Graduate Studies** (3.4) is the chairperson of the Graduate Committee and the Graduate Admissions Committee and is the Department Representative for the College Graduate Council.
- 3.1.4. The **Foundations Program Coordinator** (3.5) is the primary contact for the Foundations Program.
- 3.1.5. The **Undergraduate Program Coordinators** (3.6) are the primary contacts for the Department's degree granting undergraduate programs: Apparel and Textile Design; Art Education; Graphic Design; History of Art; and Studio Art.
- 3.1.6. The **Studio Art Area Heads** (3.7) are the primary contacts for each area within Studio Art: Ceramics, Electronic Art & Intermedia, Painting, Photography, Printmaking, and Sculpture.
- 3.1.7. The primary contacts for minors in the Department are as follows:
  - 3.1.7.1. The **Comic Art and Graphic Novels Coordinator** is the primary contact for the Comic Art and Graphic Novels Minor.
  - 3.1.7.2. The **Undergraduate Program Coordinator for Graphic Design** is the primary contact for the Graphic Design Minor.
  - 3.1.7.3. The **Photography Area Head** is the primary contact for the Photography Minor.
  - 3.1.7.4. The **Art History Coordinator** is the primary contact for the Art History Minor.
  - 3.1.7.5. The **Directors** (3.8) of Interdepartmental degree granting Programs (Experience Architecture and Arts and Cultural Management) are the primary contacts for their respective programs.

### **3.2. Department Chairperson**

3.2.1. All matters relating to the Department Chairperson are set forth in Section 2.1 of the [University Bylaws for Academic Governance](#).

#### 3.2.2. Responsibilities of the Department Chairperson

3.2.2.1. Oversee the educational, research, and service missions of the Department, including the outreach components of all three. This responsibility includes management of the budget, all aspects of academic programming, physical facilities, and personnel of the Department.

3.2.2.2. Develop and implement a strategic plan that encourages an environment of excellence and support for faculty, staff, and students of the Department.

3.2.2.3. Encourage the free and open exchange of information and points of view among the faculty, staff, and students of the Department.

3.2.2.4. Promote the principles of diversity, equity, and inclusion among the faculty, staff, and students of the Department.

3.2.2.5. Develop, maintain, and facilitate connections and fundraising opportunities within the MSU community and beyond.

#### 3.2.3. Functions of the Department Chairperson

3.2.3.1. Delegate to the Associate Chairperson a set of responsibilities and priorities, and share that information with the full faculty as duties are assigned and/or modified.

3.2.3.2. Coordinate with the chairperson of the Department Advisory Committee to call Department Advisory Committee meetings at least once per month with a prepared agenda submitted to the Department faculty at least four days beforehand (whenever possible), or upon petition of three or more Department Advisory Committee members, or upon petition of 25% of the Department faculty.

3.2.3.3. Attend all the Department Advisory Committee meetings to which they have been invited by the chairperson of the Department Advisory Committee, with voice but without vote.

3.2.3.4. Appoint members of the Department to fill any vacant positions among the individual administrative roles of the Department. Except in the case of unplanned vacancies, which shall be replaced in a timely manner, these



appointments shall be made before the end of each Spring Semester with the term to begin in the Fall Semester.

3.2.3.5. Upon consultation with the Department Advisory Committee, appoint members of the Department to fill any vacant positions on Department committees that do not require members to be elected ([4.2.2.6](#) and [4.2.2.7](#)). Except in the case of unplanned vacancies, which shall be replaced in a timely fashion, these appointments shall be made before the end of each Spring Semester with the term to begin in the Fall Semester.

#### 3.2.4. Selection, Review and Terms of the Department Chairperson

3.2.4.1. The Department Advisory Committee, in consultation with the voting faculty, shall have shared responsibility with the Dean to determine procedures on the nomination of the Department Chairperson.

3.2.4.2. The Department Advisory Committee, in consultation with the voting faculty, shall have shared responsibility with the Dean to determine procedures for the review of the Department Chairperson, which shall take place at intervals not to exceed five years.

3.2.4.3. There is no limit on how long an individual may continue in the position of Department Chairperson.

### **3.3. Associate Chairperson**

#### 3.3.1. Responsibilities of the Associate Chairperson

3.3.1.1. Assist the Department Chairperson in carrying out the duties outlined in [3.2](#).

3.3.1.2. Manage tasks and priorities as determined by the Department Chairperson.

#### 3.3.2. Functions of the Associate Chairperson

3.3.2.1. Carry out the set of responsibilities and priorities delegated by the Department Chairperson.

3.3.2.2. Attend all the Department Advisory Committee meetings to which they have been invited by the chairperson of the Department Advisory Committee, or as the Department Chairperson's designee in their absence, with voice but without vote.

#### 3.3.3. Selection, Review, and Terms of the Associate Chairperson

- 3.3.3.1. The Associate Chairperson shall be appointed by the Department Chairperson after consultation with the Department Advisory Committee, from a pool of Department tenured faculty candidates nominated or self-nominated for the position. The Department Chairperson may seek other forms of consultation as they see fit.
- 3.3.3.2. The Associate Chairperson shall not serve concurrently as the Director of Graduate Studies, the Foundations Coordinator, an Undergraduate Program Coordinator, or as a member of any Standing Committee of the Department.
- 3.3.3.3. The compensation associated with the position of Associate Chairperson shall be negotiated with the Department Chairperson and the College.
- 3.3.3.4. The initial appointment of the Associate Chairperson will be for a period of three years, with an option to continue, to be decided by the Department Chairperson in consultation with the Department Advisory Committee. Sabbaticals or leaves will be treated within the term of the appointment rather than extend the time of service.
- 3.3.3.5. In consultation with the voting faculty and the Department Advisory Committee, the Department Chairperson shall determine procedures for the review of the Associate Chairperson which shall take place at intervals not to exceed three years.
- 3.3.3.6. The Associate Chairperson may be removed from the position within the term of appointment at the discretion of the Department Chairperson, in consultation with the Department Advisory Committee.

### **3.4. Director of Graduate Studies**

#### 3.4.1. Responsibilities of the Director of Graduate Studies

- 3.4.1.1. Directs the Graduate Program in the Department, Masters of Fine Arts (MFA).
- 3.4.1.2. Serves as the chairperson (non-voting) of the Graduate Committee and the Graduate Admissions Committee and is the Department Representative for the College Graduate Council.
- 3.4.1.3. The Director of Graduate Studies reports to the Department Chairperson and is responsible to the Associate Chairperson, Graduate Committees, the Foundations Program Coordinator, affiliated faculty with teaching responsibilities in the MFA Program, and Graduate Students.

#### 3.4.2. Functions of the Director of Graduate Studies

- 3.4.2.1. Oversees all aspects of the Graduate Program, in consultation with the Graduate Committee, including recruiting and admitting graduate students, student orientation for incoming graduate students, scheduling graduate student courses, graduate program budget, appointing first-year advisory committees for graduate students, coordinating the efforts of faculty to nominate graduate students for fellowships and awards, and regular review of the [2019 AAHD Graduate Handbook](#).
  - 3.4.2.2. Collaborate with the Graduate Secretary and Foundations Area Coordinator to appoint graduate students to teaching assistantships (Graduate Student Instructors).
- 3.4.3. Selection, Review, and Terms of the Director of Graduate Studies
- 3.4.3.1. The Director of Graduate Studies shall be appointed by the Department Chairperson after consultation with the Department Advisory Committee, from a pool of Department tenured faculty candidates nominated or self-nominated for the position. The Department Chairperson may seek other forms of consultation as they see fit.
  - 3.4.3.2. The Director of Graduate Studies shall not serve concurrently as the Associate Chairperson.
  - 3.4.3.3. Compensation associated with the position shall be negotiated with the Department Chairperson and the College.
  - 3.4.3.4. Initial appointment shall be for a period of three years, with an option to continue, to be decided by the Department Chairperson in consultation with the Department Advisory Committee. Sabbaticals or leaves will be treated within the term of the appointment rather than extend the time of service.
  - 3.4.3.5. In consultation with the voting faculty and the Department Advisory Committee, the Department Chairperson shall determine procedures for the review of the Director of Graduate Studies which shall take place at intervals not to exceed three years.
  - 3.4.3.6. The Director of Graduate Studies may be removed from the position within the term of appointment at the discretion of the Department Chairperson, in consultation with the Department Advisory Committee and the Graduate Committee.

### **3.5. Foundation Program Coordinator**

### 3.5.1. Responsibilities of the Foundation Program Coordinator

- 3.5.1.1. Oversees the Department's undergraduate foundations program.
- 3.5.1.2. The Foundation Program Coordinator reports to the Department Chairperson and is responsible to the Associate Chairperson, Director of Graduate Studies, Department advisors, affiliated faculty with teaching responsibilities in the Foundations Program, and the Graduate Student Instructors.

### 3.5.2. Functions of the Foundation Program Coordinator

- 3.5.2.1. Oversees all aspects of the Foundations Program including curriculum, schedule of classes, program budget, pool searches, affiliated faculty meetings, facilities, and ad hoc programming. Oversees curriculum, schedule of classes and program budget in Drawing.
- 3.5.2.2. Shares responsibility with the Director of Graduate Studies in the appointment, supervision, and evaluation of Graduate Student Instructors assigned to the Foundations Program.
- 3.5.2.3. Collaborates with other Undergraduate Program Coordinators, Studio Art Area Heads, the Director of Graduate Studies, and affiliated faculty with teaching responsibilities in the program for the schedule of classes.
- 3.5.2.4. Works with Graduate Student Instructors individually and in groups to implement curriculum and continually improve instruction within the Foundations Program.

### 3.5.3. Selection, Review, and Term of the Foundations Program Coordinator

- 3.5.3.1. The role of Foundation Program Coordinator rotates among faculty with a preference for those with a primary appointment in the area, to be appointed by the Department Chairperson in consultation with the Department Advisory Committee, the Director of Graduate Studies, and those area faculty.
- 3.5.3.2. The compensation associated with the position of Foundations Program Coordinator shall be negotiated with the Department Chairperson and the College.
- 3.5.3.3. The Foundation Program Coordinator shall serve a period of no less than three years, with an option for a fourth, to be decided by the Department Chairperson. Sabbaticals or leaves will be treated within the term of the appointment rather than extend the time of service.

3.5.3.4. In consultation with the voting faculty and the Department Advisory Committee, the Department Chairperson shall determine procedures for the review of the Foundations Program Coordinator which shall take place at intervals not to exceed three years.

3.5.3.5. The Foundation Program Coordinator shall be removed from the position within the term of appointment at the discretion of the Department Chairperson, in consultation with the Department Advisory Committee.

### **3.6. Undergraduate Program Coordinators**

#### 3.6.1. Responsibilities of the Undergraduate Coordinators

3.6.1.1. Oversee the Department's degree granting undergraduate programs: Apparel, Textile, & Design; Art Education; Graphic Design; History of Art & Visual Culture; and Studio Art.

3.6.1.2. The Undergraduate Program Coordinators are responsible to the Department Chairperson, other Program Coordinators, Studio Art Area Heads (as applicable). They are also responsible for coordination and communication with Department Advisors, Fixed-Term Faculty, and affiliated faculty with teaching responsibilities in the respective programs.

#### 3.6.2. Functions of the Undergraduate Program Coordinators

3.6.2.1. Oversee all aspects of their respective Undergraduate Program including curriculum, schedule of classes, program budget (as applicable), pool searches (as applicable), affiliated faculty meetings, facilities, and ad-hoc programming.

3.6.2.2. Convene at least one meeting per semester of all faculty who teach within the Undergraduate Program, or at the request of 25% of the voting faculty. Faculty shall have the right to submit matters for consideration either prior to the meeting or as an amendment to the agenda on the day of the meeting.

3.6.2.3. Attend at least one meeting per year among all Undergraduate Program Coordinators and the Foundations Program Coordinator in order to discuss matters of shared concern, to be called by the Department Chairperson.

#### 3.6.3. Selection and Term of the Undergraduate Program Coordinators

3.6.3.1. Undergraduate Program Coordinator shall hold a primary teaching appointment in the area and be selected by the voting faculty in that area. Each area shall adopt a process by which the role of Undergraduate Program Coordinator is rotated among faculty within the area. Acceptable processes include strict rotation, rotation via consensus, ballot, and/or co-coordination.

Additional service commitments shall be taken into consideration. Assignment of pre-tenure faculty, Academic Specialists, or Fixed-Term Faculty, as an Undergraduate Program Coordinator should not be part of first year responsibilities.

- 3.6.3.2. The Undergraduate Program Coordinators shall be selected at the last program faculty meeting of the academic year. The Undergraduate Program Coordinators shall assume the duties of their positions at the beginning of the Fall Semester.
- 3.6.3.3. The Undergraduate Program Coordinators shall not concurrently serve as the Department Chairperson, Associate Chairperson, Director of Graduate Studies, or the Foundations Program Coordinator.
- 3.6.3.4. The Undergraduate Program Coordinators shall serve an initial period of two years, limited to renewal of one additional term. Sabbaticals or leaves will be treated within the term of the appointment, by temporary replacement from among those eligible faculty, rather than extend the time of service.

### **3.7. Studio Art Area Heads**

#### 3.7.1. Responsibilities of the Studio Art Area Heads

- 3.7.1.1. Oversee the disciplinary areas within the Studio Art Undergraduate Program: Ceramics, Electronic Arts & Intermedia, Painting, Photography, Printmaking, and Sculpture.
- 3.7.1.2. The Studio Art Area Heads are responsible to the Undergraduate Program Coordinator for Studio Art and affiliated faculty with teaching responsibilities in the area.

#### 3.7.2. Functions of the Studio Art Area Heads

- 3.7.2.1. Coordinate and communicate a proposed schedule of classes and teaching schedule to the Undergraduate Program Coordinator for Studio Art, manage the area budget, oversee the area facilities, and facilitate curriculum development and ad hoc programming.
- 3.7.2.2. Collaborate and communicate with the Undergraduate Program Coordinator for Studio Art, other Studio Art Area Heads, the Foundations Coordinator, and affiliated faculty with teaching responsibilities in the area.

#### 3.7.3. Selection and Term of the Studio Art Area Heads

3.7.3.1. Studio Art Area Heads shall hold primary teaching appointments in the area and be selected by the voting faculty in that area. Each area shall adopt a process by which Studio Art Area Heads are rotated among faculty within the area. Acceptable processes include strict rotation, rotation via consensus, ballot, and/or co-coordination.

3.7.3.2. Studio Art Area Heads shall serve a period of no more than two years and with the option to serve consecutive terms in areas with limited number of faculty. Sabbaticals or leaves will be treated within the term of the appointment rather than extend the time of service.

3.7.3.3. Studio Art Area Heads shall be selected at the last Studio Art faculty meeting of the academic year. Studio Art Area Heads shall assume the duties of their positions at the beginning of the Fall Semester.

### **3.8. Faculty Assignments to Interdepartmental Programs**

3.8.1. Responsibilities of faculty assigned to interdepartmental programs are detailed in Memorandums of Understanding (MOU) developed by the College of Arts and Letters and the participating department partners.

## **SECTION 4. Committees of the Department**

### **4.1. Definitions of Committees**

Committee participation is the primary means by which faculty share responsibilities for governance with the Department Chairperson and other officers of the Department. Committees shall follow the Department Community Norms as outlined in [Appendix A: AAHD Community Norms](#).

4.1.1. Standing Committees are composed of faculty and students who meet on a regular basis. They are advisory to the Department Chairperson.

4.1.1.1. Standing Committees include the Department Advisory Committee (DAC), Educational Policy Committee (EPC), Faculty Affairs Committee (FAC), Graduate Committee, Graduate Admissions Committee, Peer Review Committee (PRC), and Reappointment, Promotion, and Tenure Committees (RPT).

4.1.1.2. No faculty member may serve concurrently as a voting member of the Departmental Advisory Committee, Educational Policy Committee, or Faculty Affairs Committee.

4.1.1.3. Unless otherwise indicated, the appointment of faculty membership to Standing Committees shall be made by the Department Chairperson, in

consultation with the Department Advisory Committee. Terms shall be two years with a limit of no more than two consecutive terms. Where possible, the appointments shall be staggered so that half of the committee(s) will rotate each year. The terms of office shall begin at the initial meeting of the Fall Semester.

- 4.1.1.4. Vacancies occurring during the academic year shall be temporarily filled by special elections or selections ([4.2.2.6](#) and [4.2.2.7](#)).
- 4.1.2. Ad-Hoc Committees are composed of faculty appointed by the Department Chairperson in consultation with the Department Advisory Committee, in order to obtain advice on Department matters.
  - 4.1.2.1. Ad-Hoc Committees include Search Committees, Faculty Mentoring Committees, and others that may be deemed necessary including those dedicated to instruction, student life, programming, and facilities.
  - 4.1.2.2. Ad-Hoc Committee terms shall not extend beyond one academic year. Ad-Hoc Committees may be reconfigured and committee members may be reappointed by the Department Chairperson more than once, but limited to two consecutive terms.
- 4.1.3. The Department Chairperson is responsible for providing to the faculty and staff a list of current Standing Committee and Ad-Hoc Committee membership for the year in a timely manner during the Fall Semester after the initial meeting between the Department Chairperson and the Department Advisory Committee. In the event of revisions or replacements during the year, an updated list will be provided to faculty and staff in a timely manner.
- 4.1.4. Minutes for each Standing and Ad-Hoc Committee meeting shall be taken by a scribe selected in the manner deemed appropriate by the committee members.
  - 4.1.4.1. Once minutes are approved by vote of a committee, they must be distributed to the faculty and staff of the Department within five working days.

## **4.2. Department Advisory Committee (DAC)**

- 4.2.1. Composition and Procedures of the Department Advisory Committee
  - 4.2.1.1. The committee shall be composed of six faculty members: the elected Department College Advisory Council Representative (at large); four voting faculty members: one from Apparel and Textile Design, one from Graphic Design, one from the History of Art, and one from Studio Art and Art Education; and one untenured Tenure-System Faculty, Full-Time Fixed-Term, or Academic Specialist (at large). Neither the Department Chairperson,



Associate Chairperson, or Director of Graduate Studies are eligible for service on the Department Advisory Committee.

- 4.2.1.2. A chairperson shall be elected annually at the initial meeting by the committee membership and shall preside over the meetings of the Department Advisory Committee and over the meetings of the Department, including the first meeting of the Department Advisory Committee for the new academic year until such time as a new chairperson is selected.
  - 4.2.1.3. A Parliamentarian shall be elected annually at the initial meeting by the committee membership and shall serve at each faculty meeting to ensure that business shall be conducted under general parliamentary rules set forth in Robert's Rules of Order Newly Revised.
  - 4.2.1.4. The Department Advisory Committee shall meet regularly with the Department Chairperson at least once a month during the academic year (August 15 - May 15). The committee may meet in the absence of the Department Chairperson at its discretion. Special meetings may be called by any member of the committee or by the Department Chairperson.
  - 4.2.1.5. Draft minutes of the Department Advisory Committee meetings shall be distributed to the members of the Department Advisory Committee within five working days after each meeting, to be approved at the next committee meeting. Approved minutes shall be distributed electronically to the faculty within 24 hours.
- 4.2.2. Functions of the Department Advisory Committee
- 4.2.2.1. Provide counsel to the Department Chairperson on matters brought to their attention, and to be the channel through which faculty and students may initiate action.
  - 4.2.2.2. Prepare the agenda and make all necessary arrangements for Department meetings in cooperation with the Department Chairperson.
  - 4.2.2.3. Serve as a deliberative body which recommends actions and policies to the Department Chairperson.
  - 4.2.2.4. Coordinate all Department nominations and elections, which shall be facilitated on behalf of the Department Advisory Committee by departmental staff through electronic means.
  - 4.2.2.5. Advise the Department Chairperson on faculty appointments to Standing and Ad-Hoc Committees.

4.2.2.6. Advise the Department Chairperson on replacement(s) when there is a vacancy in any committee that does not require a vote.

4.2.2.7. In the case of vacancies in any committee that does require a vote, the Department Advisory Committee will coordinate nominations and elections, which shall be facilitated on behalf of the Department Advisory Committee by departmental staff through electronic means.

4.2.2.8. Serve as a deliberative body which advises the Department Chairperson in cases in which the Department Bylaws are silent or ambiguous.

#### 4.2.3. Selection and Terms of the Department Advisory Committee

4.2.3.1. All members of the Department Advisory Committee are elected from a slate constituted through nominations or self-nominations, with ballots cast by the voting faculty before the end of the Spring Semester. Terms of service depend upon position.

4.2.3.2. The College Advisory Council Representative shall be elected according to the terms outlined in 5.1.2. Their election shall precede the election of the Department Advisory Committee membership, and, upon election, they shall automatically become a member of the Department Advisory Committee.

4.2.3.3. All other members shall be elected from the voting faculty, according to the eligibility outlined above. Candidates may be nominated or self-nominated prior to the election, from the area representation membership that is open in a given year.

4.2.3.4. In order to reduce their service commitment, the term of office for the untenured Tenure-System Faculty, Full-Time Fixed-Term, or Academic Specialist (at large) representative shall be one year and limited to no more than two consecutive terms.

### **4.3. Educational Policies Committee (EPC)**

#### 4.3.1. Composition and Procedures of the Educational Policies Committee

4.3.1.1. The membership of this committee shall be as follows: four regular faculty members, one of whom must be the Department College Curriculum Committee Representative; one elected graduate student, and one appointed undergraduate student.

4.3.1.2. The Department Academic Adviser shall be invited to meetings as needed and relevant, participating with voice but without vote in significant discussions pertaining to the undergraduate curriculum of the Department.

4.3.1.3. The Educational Policies Committee shall select its chairperson at its initial meeting, which shall have been convened by the Department Chairperson in the Fall Semester.

4.3.1.4. Meet as often as required to perform requisite duties, but not less than once during each of the Fall and Spring Semesters.

#### 4.3.2. Functions of the Educational Policies Committee

4.3.2.1. Deliberates and advises on all matters pertaining to teaching. Reviews all proposals for new courses and programs, changes in curricula and degree requirements.

4.3.2.2. Coordinate with College of Arts and Letters leadership on matters pertaining to teaching.

#### 4.3.3. Selection and Terms of the Educational Policies Committee

4.3.3.1. Other than the College Curriculum Committee member, who also serves on the Educational Policies Committee, remaining faculty members are appointed by the Department Chairperson, in consultation with the Department Advisory Committee, and shall serve a two-year term, limited to no more than two consecutive terms.

4.3.3.2. The graduate student member shall be selected each year in the Spring Semester by their peers in a process they devise from among those full-time graduate students. They shall have a vote and serve a one-year term that begins in Fall Semester. They may be selected to serve an additional one-year term at the discretion of their peers at the end of their first term.

4.3.3.3. The undergraduate member shall be appointed by the Department Chairperson from self-nominations or nominations by other students or faculty, in consultation with the Department Advisory Committee. The undergraduate student representative shall have a vote and serve a one-year term that begins in Fall Semester.

### **4.4. Faculty Affairs Committee (FAC)**

#### 4.4.1. Composition and Procedures of the Faculty Affairs Committee

4.4.1.1. This Committee shall be composed of four voting faculty members, appointed by the Department Chairperson in consultation with the Department Advisory Committee at the initial meeting in the Fall Semester.

4.4.1.2. The Faculty Affairs Committee shall elect its chairperson at an initial meeting that shall be convened by the Department Chairperson in the Fall Semester.

4.4.1.3. The Faculty Affairs Committee shall meet at least once per semester or as often as required to perform its duties.

#### 4.4.2. Functions of the Faculty Affairs Committee

4.4.2.1. Deliberates and advises on the academic governance of the Department and the relationship of Department faculty to the College and University.

4.4.2.2. Reviews the Departmental Bylaws and Appendices for amendments and revisions as outlined in [10.1](#).

### **4.5. Faculty Mentoring Committees**

4.5.1. Faculty Mentoring Committees are formed for the purpose of mentoring at the following levels; pre-tenure, Associate Professor, and non-Tenure-System faculty, in accordance with the [Mentoring Policy in the MSU Faculty Handbook](#).

#### 4.5.2. Composition, Procedures, and Selection of the Faculty Mentoring Committees

4.5.2.1. Each Faculty Mentoring Committee is composed of two members of a higher rank appointed by the Department Chairperson at the beginning of the first year of the faculty member's assignment.

4.5.2.2. For faculty members with joint appointments, there should be a mentoring plan for the faculty member, coordinated between the units with leadership from the faculty member's primary appointment.

4.5.2.3. Mentoring committee assignments are to be recorded by the Department Chairperson through annual correspondence with the mentoring committee and faculty member. In association with the annual review process, the faculty member will be given an opportunity to indicate if their individual needs for mentoring are being met and make any changes to the committee if necessary.

4.5.2.4. In consultation with the Department Chairperson, any faculty member may change the membership of their mentoring committee. Any post-tenure faculty member may opt-out of a formal mentoring relationship. This request must be made in writing and submitted to and approved by the Department Chairperson.

#### 4.5.3. Functions of the Faculty Mentoring Committees

4.5.3.1. Provide guidance to the faculty member of the expectations for promotion and tenure regarding teaching, research, service, and outreach. For a list of

tasks and resources, see the [MSU Academic Advancement Network mentoring tools](#).

4.5.3.2. Co-author, with the mentee, an articulation of goals at the beginning of the mentoring relationship using the [MSU Mentoring Needs and Goal Setting Worksheet from the Faculty Mentoring Toolkit](#).

4.5.3.3. Submit a written annual evaluation to the Department Chairperson to be discussed in the annual review meeting between the faculty member and the Department Chairperson. This evaluation shall address the goals outlined in the [MSU Mentoring Needs and Goal Setting Worksheet from the Faculty Mentoring Toolkit](#).

#### **4.6. Graduate Committee**

##### 4.6.1. Composition and Procedures of the Graduate Committee

4.6.1.1. The Director of Graduate Studies serves as the chairperson and non-voting member of the Graduate Committee.

4.6.1.2. The Graduate Committee shall be composed of five voting faculty members, appointed by the Department Chairperson in consultation with the Department Advisory Committee at the initial meeting in the Fall Semester. Selection for membership on this committee shall not preclude membership on a Standing Committee.

4.6.1.3. The Department Graduate Committee shall include two non-voting full-time graduate students. These graduate student members shall be selected by their peers in a process they devise from among those full-time graduate students enrolled in Spring Semester each year and serve a one-year term that begins in Fall Semester. They may be selected to serve an additional one-year term at the discretion of their peers at the end of their first term.

##### 4.6.2. Functions of the Graduate Committee

4.6.2.1. Deliberates and advises on all matters pertaining to graduate curriculum. Reviews all proposals for new courses, for changes in curricula and degree requirements, and policies and procedures outlined in the [2019 AAHD Graduate Handbook](#).

4.6.2.2. Supervises procedures and policies related to graduate assistantships.

4.6.2.3. Reviews and selects candidates for graduate scholarships and fellowships.

#### **4.7. Graduate Admissions Committee**

##### 4.7.1. Composition and Procedures of the Graduate Admissions Committee

- 4.7.1.1. The Director of Graduate Studies serves as the chairperson and is a non-voting member of the Graduate Admissions Committee.
- 4.7.1.2. The Graduate Admissions Committee shall comprise the faculty membership of the Graduate Committee plus two additional members from the voting faculty of the department appointed by the Department Chairperson with the advice of the Director of Graduate Studies and the Department Advisory Committee.
- 4.7.1.3. The Graduate Admissions Committee will proportionally reflect the faculty and be representative of the variety of media and scholarly activity within the Department. This process is outlined in [Appendix C: Graduate Admissions Process](#).

##### 4.7.2. Functions of the Graduate Admissions Committee

- 4.7.2.1. Reviews applications to the Graduate Program. The process is outlined in [Appendix C: Graduate Admissions Process](#).
- 4.7.2.2. Provides an opportunity for commentary to the Department's voting faculty regarding applications to the Graduate Program. This commentary will be advisory to the Graduate Admissions Committee. This process is outlined in [Appendix C: Graduate Admissions Process](#).

#### **4.8. Peer Review Committee (PRC)**

- 4.8.1. The Peer Review Committee is responsible for evaluating the annual review dossiers provided by Tenure-System Faculty and Academic Specialists in the Continuing System. Their evaluations are advisory to the Department Chairperson.
- 4.8.2. The Peer Review Committee acts in accordance with the policies and procedures set out in [Section 6: Annual Review](#).

#### **4.9. Reappointment, Promotion, and Tenure Committees (RPT)**

- 4.9.1. Each Reappointment, Promotion and Tenure Committee is responsible for evaluating the dossiers of faculty assigned to them who have applied for reappointment, promotion to Associate Professor or promotion to Professor. Their recommendations are advisory to the voting faculty of the department and to the Department Chairperson.

- 4.9.2. Each Reappointment, Promotion, and Tenure Committee acts in accordance with the policies and procedures set out in [Section 7: Reappointment, Promotion, and Tenure](#).

#### **4.10. Search Committees**

- 4.10.1. Search committee service is among the highest responsibilities of faculty. Each search committee is bound by principles of confidentiality and integrity, and shall follow the Department Community Norms as outlined in [Appendix A: AAHD Community Norms](#). Search committees shall be constructed with particular attention to issues of diversity, equity, and inclusion, and will consider such issues as part of their deliberations.
- 4.10.2. Search Committees are composed of three to five faculty, appointed by the Department Chairperson. If, for reasons related to areas of expertise, one or more faculty members external to the Department shall be selected to serve, the majority of members must be from within the Department.
- 4.10.3. Tenure-System Faculty, Full-Time Fixed-Term Faculty, and Academic Specialist searches shall be conducted according to procedures set by the College of Arts and Letters and according to the guidelines set by Academic Human Resources.
- 4.10.4. Pool searches should be conducted according to procedures set by the College of Arts and Letters and according to the guidelines set by Academic Human Resources. Pool searches require the periodic review of applicants and are led by Undergraduate Program Coordinators and the Foundations Coordinator.

### **SECTION 5. Committees of the College**

#### **5.1. College Advisory Council Representative**

- 5.1.1. The College Advisory Council Representative shall act as liaison between the Department Advisory Committee and the College Advisory Council.
- 5.1.2. The College Advisory Council Representative shall be elected from a slate of eligible nominated or self-nominated Tenure-System, Fixed-Term, or Academic Specialist faculty of the Department. Their election shall precede the election of the Department Advisory Committee membership, and, upon election, they shall automatically become a member of the Department Advisory Committee.

The College Advisory Council Representative shall be elected during Spring Semester prior to the academic year in which the appointment begins.

5.1.3. The College Advisory Council Representative may serve for no more than two consecutive two-year terms.

## **5.2. College Curriculum Committee Representative**

5.2.1. The College Curriculum Committee Representative shall be elected from a slate of nominated or self-nominated faculty drawn from the voting membership of the Department. The election shall precede the appointment of the Department Standing Committees. Upon election, he or she shall automatically become a member of the Educational Policies Committee. The election will be held during the Spring Semester and the office will be assumed at the beginning of the Fall Semester. They may serve for no more than two consecutive two-year terms.

5.2.2. The College Curriculum Committee Representative shall serve as the liaison between this committee and the Educational Policies Committee ([4.3.](#))

## **5.3. College Undergraduate Committee Representative**

5.3.1. The College Undergraduate Committee Representative shall be the Associate Chairperson.

5.3.2. The College Undergraduate Committee Representative shall report on the deliberations of this committee at the next scheduled full faculty meeting of the Department.

## **5.4. College Graduate Committee Representative**

5.4.1. The College Graduate Committee Representative shall be the Director of Graduate Studies.

5.4.2. The College Graduate Committee Representative shall report on the deliberations of this committee at the next scheduled full faculty meeting of the Department.

## **5.5. Representatives to other College Committees**

5.5.1. Representatives to other College Committees shall be appointed by the Department Chairperson, in consultation with the Department Advisory Committee, from available and eligible voting faculty.

## **5.6. Rules regarding College Committee service**

5.6.1. Representatives must be able to attend scheduled College Committee meeting times. If a faculty member is unable to serve for a period in excess of one semester (not counting summer) due to sabbatical, medical leave, or other extenuating



circumstances, then the normal process of election or selection will be followed to appoint a replacement.

- 5.6.2. Representatives cannot sit on more than one College Standing Committee simultaneously.

## **SECTION 6. Annual Review**

Annual reviews are the means by which faculty and the Department Chairperson together assess past performance and generate a strategic plan for future accomplishments. Annual reviews are also the basis for recommendations for salary adjustments made by the Department Chairperson to the Dean's Office, according to procedures outlined by the College and University.

### **6.1. Annual Review of Tenure-System Faculty and Academic Specialists in the Continuing System**

- 6.1.1. Each Tenure-System Faculty member and Academic Specialist in the Continuing System shall be evaluated on an annual basis and informed in writing of the result of their review by the Department Chairperson.

### **6.2. Annual Review Procedure**

- 6.2.1. Before the last day of October, the chairperson of the Department Advisory Committee shall approve and then distribute to relevant faculty a letter that describes the timeline, evaluative factors, and procedures for submitting their dossier. The dossier shall include a self-evaluative narrative, supporting documentation, and all components to be used for evaluation in their annual review. The expectations of each individual are dependent on their particular assignment within the mission of the Department of Art, Art History, and Design.

- 6.2.2. Before the end of January, faculty shall submit their dossier in accordance with the procedures outlined in the letter from the Department Advisory Committee. [Appendix D: Guidelines related to Research and/or Creative Activity, Teaching, Service, and Outreach](#) shall serve as a guideline for faculty in articulating and contextualizing their research and/or creative activities, teaching, and service, including any outreach components. This is not intended to serve as a prescriptive checklist but offers an array of options through which one conducts their work.

- 6.2.2.1. Faculty who do not submit their dossier for Annual Review according to the timeline, without approval from the Department Chairperson for an extension, will not be reviewed by the Peer Review Committee.

- 6.2.3. During the first week of February, the Department Chairperson shall convene the Peer Review Committee and deliver its charge regarding its role in evaluating each faculty member's submitted dossier. Included in the charge shall be performance of its duties in conformance to the timeline set out in the letter from the Department Advisory Committee. The Department Chairperson shall provide the committee with access to all materials submitted by faculty and inform the committee of each faculty member's distribution of effort, as established with the Department Chairperson.
- 6.2.4. Before May 15, the Department Chairperson shall hold an annual review meeting with each faculty member under review to discuss their performance and recommendations for future efforts. Prior to that meeting, the Department Chairperson shall review the faculty member's dossier, the Peer Review Committee's assessment, a mentor's written annual evaluation (if applicable), and any other relevant material.
  - 6.2.4.1. In order to assist the Department Chairperson and Department Advisory Committee in appointing members of the Peer Review Committee for the following year, faculty shall confirm their group affiliation with the Department Chairperson in their annual review meeting. Those who work across the areas of research, creative activity, and hybrid research/creative shall elect to identify with the group that best fits their overall expertise. This list of group affiliations shall be maintained by the office of the Department Chairperson.
- 6.2.5. Within three months of the annual review meeting, the Department Chairperson shall provide to the faculty member a written performance review letter. The letter shall contain an explicit assessment by the Department Chairperson regarding the faculty member's performance in teaching, research, and service, including any outreach components, during the review period. It shall also contain both constructive and explicit recommendations for future efforts. Faculty shall be informed of all factors used for the evaluation of their performance on each of these factors and the relationship between their performance and decisions on merit salary adjustments. Faculty are entitled to have all their assigned duties given appropriate weight in the evaluation.
- 6.2.6. Within one month of receipt of the written performance review, the faculty member shall have an opportunity to respond in writing regarding any disagreement with their performance review and/or provide additional documentation or comment. Any additional written faculty comment and/or documentation which is submitted shall become part of their review and conveyed to the Dean.

6.2.7. In the Fall Semester, faculty will receive a letter from the Provost which outlines any salary adjustments. This letter concludes the annual review process.

### **6.3. Peer Review Committee**

#### 6.3.1. Composition, Selection, and Terms of the Peer Review Committee

6.3.1.1. The Peer Review Committee shall consist of five Tenure-System Faculty and Academic Specialists in the Continuing System faculty. The committee shall be selected at the initial Department Advisory Committee meeting of Fall Semester by random draw for a one-year term from eligible voting faculty (except for those with minority joint appointments), who have at least three years prior service.

6.3.1.2. The Peer Review Committee shall include one member drawn from a group whose work is primarily research, two members drawn from a group whose work is primarily creative activity, and two members drawn from a group whose work is hybrid research/creative activity.

6.3.1.3. No faculty member shall be reappointed until all members of the eligible faculty as a whole have served.

#### 6.3.2. Functions of the Peer Review Committee

6.3.2.1. The Peer Review Committee shall advise the Department Chairperson through its evaluation of each faculty member's submitted dossier.

6.3.2.2. The Peer Review Committee shall conform its evaluations to the individual weighting of each faculty member's distribution of effort, according to the allocation confirmed by the Department Chairperson.

6.3.2.3. The Peer Review Committee shall evaluate the faculty dossiers in accordance with [Appendix D: Guidelines related to Research and/or Creative Activity, Teaching, Service, and Outreach](#) and [Appendix E: Annual Review Rating Scale for Evaluating Research and/or Creative Activity, Teaching, Service, and Outreach](#).

6.3.2.4. The Peer Review Committee shall present to the Department Chairperson numerical evaluations with individual narrative summaries for each faculty under review.

6.3.2.5. All of the information and materials generated by the committee shall remain confidential between the committee members and the Department Chairperson. Faculty shall bring any questions about the Peer Review

Committee's evaluation to the Department Chairperson for discussion during their annual review meeting.

#### **6.4. Procedures for Tenure-System Faculty with Joint Appointments**

- 6.4.1. Annual review of Tenure-System Faculty with joint appointments shall be conducted following the guidance of the [College of Arts and Letters Bylaws, Appendix 2](#).
- 6.4.2. A Memorandum of Understanding (MoU) for each jointly appointed faculty shall outline criteria for annual review and be agreed upon at the start of the appointment between the majority unit Chairperson, the minority unit Chairperson or Director, and the faculty member.
- 6.4.3. The minority unit Chairperson or Director will write a yearly letter of evaluation of the faculty member and submit it for review by the majority unit Peer Review Committee or Annual Review Committee, as outlined in the [College of Arts and Letters Bylaws, Appendix 2](#). The letter should be submitted after the faculty has submitted their dossier but before the Peer Review Committee or Annual Review Committee of the majority unit begins its assessments.

### **SECTION 7. Reappointment, Promotion, and Tenure**

Reappointment, Promotion, and Tenure describes the process by which the faculty of the Department recognize the accomplishments of their peers by supporting their advancement in rank within the Tenure-System.

#### **7.1. Candidates for Reappointment, Promotion, and Tenure**

- 7.1.1. Successful candidates for Reappointment, Promotion, and Tenure shall have compiled a record of sustained outstanding achievements in the categories of research and/or creative activity, teaching, service, and any outreach components. The expectations of each individual are dependent on that individual's particular assignment within the mission of the Department of Art, Art History, and Design.
- 7.1.2. [Appendix D: Guidelines related to Research and/or Creative Activity, Teaching, Service, and Outreach](#) shall serve as a guideline for candidates in articulating and contextualizing their achievements in research and/or creative activities, teaching, service, and any outreach components in their dossier. The dossier shall include a self-evaluative narrative, supporting documentation, and all components to be used for evaluation. This is not intended to serve as a prescriptive checklist but offers an array of options through which one conducts their work.
- 7.1.3. Achievements in outreach and engagement shall be noted in the self-evaluative narrative where appropriate. Outreach and engagement occurs when a person's

research and/or creative activities, teaching, or service activity significantly engages and directly benefits a non-expert internal or external audience.

7.1.4. The Department recognizes that collaborative research and/or creative activities may be important components of a candidate's dossier. In cases involving collaborative activities, the candidate shall present a self-evaluative narrative that both describes their role in such collaborations, and puts in context the importance of those activities both in terms of their own professional agenda and the relative significance in impact to their field.

7.1.5. [Appendix F: Schedule of Procedures for Reappointment, Promotion, and Tenure](#) shall serve as a guideline for due dates and responsibilities of all participants.

## **7.2. Modes of Evaluation for Faculty and External Reviewers**

7.2.1. [Appendix D: Guidelines related to Research and/or Creative Activity, Teaching, Service, and Outreach](#) shall serve as a guideline for faculty and external reviewers in the review of research and/or creative activities, teaching, and service and any outreach components in tenure and promotion dossiers.

7.2.2. The quality of research and/or creative activity shall be evaluated by the following criteria: scope of production; reach of dissemination; prestige and/or selectivity of venue; and impact of work on the field(s), discipline(s), and/or public(s).

7.2.2.1. The emphasis in evaluation shall be on the quality rather than the quantity of the candidate's work, but the level of dissemination of the research developed during the period in rank is expected to reflect energetic efforts sufficient to broaden the candidate's national and/or international reputation.

7.2.3. The quality of teaching shall be evaluated by evidence of the impact and scope of teaching contributions including the following criteria: quality of curriculum and course design; evidence of successful achievement of course goals and outcomes, and incorporation of innovative approaches to pedagogy.

7.2.4. The quality of service shall be evaluated by the following criteria: success in fulfilling service obligations and/or the assumption of leadership roles in Department, College, University, professional and/or academic organizations.

7.2.5. The quality of outreach and engagement shall be evaluated by the following criteria: success in regard to research and/or creative activities, teaching, and service directly benefiting a non-expert internal or external audience.

### **7.3. Reappointment of an Assistant Professor**

7.3.1. Those who have not served previously at Michigan State University are appointed initially in the Tenure-System for a probationary period of four years and may be reappointed for an additional probationary period of three years. At any time during their two probationary periods, an Assistant Professor may be recommended for promotion to the rank of Associate Professor.

7.3.2. Reappointment as Assistant Professor comes with the expectation that the candidate has carried out their assigned duties in a professional manner (see [Appendix A: AAHD Community Norms](#)) and in keeping with Department and University policies.

7.3.3. Candidates shall demonstrate a continuing commitment to research and/or creative activity, teaching, service, and outreach consistent with the performance levels expected of an Assistant Professor at leading research-intensive and AAU Universities.

7.3.4. For reappointment of an Assistant Professor (without award of tenure), the candidate shall provide evidence of consistent and persistent professional achievement and growth in research and/or creative activity, teaching, service, and any outreach components that are externally validated. The definite promise of being able to meet the requirements for tenure within the stipulated probationary appointment period shall be evident. For criteria related to those requirements, see [7.5. Promotion to Associate Professor with the award of Tenure](#).

### **7.4. Reappointment and Tenure of an Associate Professor (initial appointment untenured)**

7.4.1. Those who have held an academic appointment at the rank of associate professor at another institution, but who have not served previously at Michigan State University are usually appointed in the tenure system for a probationary period of four years. If an Associate Professor is reappointed, tenure is granted. Individuals appointed at the rank of Associate Professor without tenure have the option of requesting reappointment at any point prior to the conclusion of the stipulated probationary appointment period. A negative decision on such a request shall not preclude consideration for reappointment at the time specified upon appointment.

### **7.5. Promotion to Associate Professor with the award of Tenure**

7.5.1. Promotion to the rank of Associate Professor comes with the expectation that the candidate has carried out their assigned duties in a professional manner (see [Appendix A: AAHD Community Norms](#)) and in keeping with Department and University policies.

7.5.2. Candidates for the rank of Associate Professor with tenure shall have assembled a record of sustained outstanding achievements in research and/or creative activity, teaching, and service. These achievements must be consistent with performance levels expected for promotion to Associate Professor at peer institutions, and there must be a sufficiently long period in rank prior to the promotion to provide a firm basis in actual performance for predicting long-term capacity for the achievement and maintenance of national stature and enduring high quality professional achievement. For candidates whose work is:

- a. Primarily creative activity, the minimum expectation for tenure is to have established bodies of creative work that have been nationally recognized for their quality through peer-review or affirmation by established experts and/or institutions, undertaken since their initial appointment.
- b. Primarily research, the minimum expectation for tenure is to have published, or in proofs for publication, a substantial and peer-reviewed monograph that represents a depth of inquiry in research undertaken since their initial appointment, and extending well beyond the scope of their dissertation.
- c. Across the areas of research and creative activity, the candidate must articulate the interrelationship of these activities and show how they aggregate to display a depth of inquiry in substantial and peer-reviewed bodies of work and scholarship consistent with the requirements for tenure.

7.5.3. Early promotion with tenure is reserved for extraordinary cases, providing the performance meets University standards. There must be a sufficiently long period in rank so as to provide a firm basis in actual performance for predicting long term capacity for the achievement and maintenance of national stature and enduring high-quality professional achievement. A promotion with tenure is not considered “early” if justified by a record of performance at another university or during an initial fixed-term appointment at MSU, providing the performance meets MSU standards.

## **7.6. Promotion to Professor**

7.6.1. Promotion to the rank of Professor comes with the expectation that the candidate has carried out their assigned duties in a professional manner in (see [Appendix A: AAHD Community Norms](#)) and in keeping with Department and University policies.



7.6.2. Candidates for the rank of Professor shall have assembled a record based on several years of sustained, outstanding achievements in education and scholarship across the mission, consistent with performance levels expected at peer universities, to permit endorsement of the individual as an expert of national and/or international stature and to predict continuous, long-term, high-quality professional achievement. For candidates whose work is:

- a. Primarily creative activity, the minimum expectation for promotion is to have established bodies of creative work that have been nationally and/or internationally recognized for their quality through peer-review or support by established experts and/or institutions, undertaken since their last promotion.
- b. Primarily research, the minimum expectation for promotion is to have a published, or in proofs for publication, a substantial and peer-reviewed monograph that represents a depth of inquiry in research undertaken since and extending well beyond the scope of their last promotion.
- c. Across the areas of research and creative activity, the candidate must clearly articulate the interrelationship of these activities and show how they aggregate to display a depth of inquiry in substantial and peer-reviewed bodies of work and scholarship consistent with the requirements for promotion.

7.6.3. A promotion may be justified by a record of performance at another university or during a fixed-term appointment, providing the performance meets MSU standards.

## **7.7. Faculty with Joint Appointments or Joint Assignments**

7.7.1. The reappointment, tenure, and promotion of faculty with joint appointments or joint assignments shall be conducted following the guidance of the [College of Arts and Letters Bylaws, Appendix 1](#).

7.7.2. A Memorandum of Understanding (MoU) for each jointly appointed faculty shall outline criteria for tenure and promotion and be agreed upon at the start of the appointment between the majority unit Chairperson, the minority unit Chairperson or Director, and the faculty member. The MoU shall be given to the Reappointment, Promotion, and Tenure Committee when the candidate's dossier is shared with the committee.



7.7.3. The minority unit Chairperson or Director will write a summative evaluation of the candidate and submit it for review by the majority unit's Chairperson or Director and the Reappointment, Promotion, and Tenure Committee, as outlined in the [College of Arts and Letters Bylaws, Appendix 1](#). The evaluation shall be given to the Reappointment, Promotion, and Tenure Committee when the candidate's dossier is shared with the committee.

7.7.4. A representative of the minority unit, jointly chosen by the Department Chairperson and the minority unit's Chairperson or Director, shall serve on the majority unit's Reappointment, Promotion, and Tenure Committee with the same participatory and voting rights as the other Reappointment, Promotion, and Tenure Committee members.

## **7.8. Reappointment, Tenure, and Promotion Committee(s)**

7.8.1. Composition and Selection of the Reappointment, Tenure, and Promotion Committees

7.8.1.1. A Reappointment, Tenure, and Promotion Committee shall be formed for each candidate under review in a given year.

7.8.1.2. Each Reappointment, Tenure, and Promotion Committee consists of three Department faculty at or above the rank the candidate seeks. The committee members shall be appointed in the following order: tenured voting faculty will select one member via ballot formed by the Department Advisory Committee; the candidate will select one member; the Department Chairperson will appoint one member in consultation with the Department Advisory Committee with consideration to issues of diversity, equity, and inclusion. Only in exceptional cases may a faculty member sit on more than two Reappointment, Promotion, and Tenure Committees in a given year.

7.8.1.3. At the discretion of the Department Chairperson and in consultation with the candidate and mentor(s), one of the candidate's mentors may serve as one of the three members of the candidate's Reappointment, Promotion, and Tenure Committee.

7.8.1.4. In consultation with the candidate, The Department Chairperson and Reappointment, Promotion, and Tenure Committee may consult an MSU faculty member at or above the rank the candidate seeks who is external to the Department and Reappointment, Promotion, and Tenure Committee to provide additional context and expertise within the review process.

7.8.2. Functions of the Reappointment, Promotion, and Tenure Committees

- 7.8.2.1. The Reappointment, Promotion, and Tenure Committee(s) are responsible for evaluating the dossiers of faculty requesting consideration for reappointment, promotion, and/or tenure in a given year. Their recommendations are advisory to the Department Chairperson.

## **7.9. Procedures for Reappointment as an Assistant Professor**

7.9.1. Each Assistant Professor eligible for Reappointment will be informed of the university reappointment schedule by the Department Chairperson in January (for reappointment in Fall Semester of the following calendar year). By the end of the Spring Semester, the applicant will submit a letter of intent to be reappointed, and a dossier of all pertinent information related to their record and achievements to date that support reappointment. That record may be updated by August 14, to include elements completed by that date. The dossier will include:

- 1) current curriculum vita highlighting accomplishments since initial appointment;
- 2) a self-evaluative narrative regarding professional accomplishments of no more than five pages;
- 3) supporting materials documenting professional accomplishments in research/creative activity, teaching, and service, including notation of outreach activities across the mission, since the last appointment.
- 4) Form D and all other documentation required by the University.

## **7.10. Procedures for Reappointment and Promotion of Assistant Professor to Associate with Tenure**

7.10.1. Each Assistant Professor eligible for consideration for promotion to Associate Professor with Tenure shall be informed by the Department Chairperson in January (in Fall Semester of the following calendar year) of the need to apply in writing by the end of the first full week in April. As part of that application, they must submit a prioritized list of up to eight names from which half of the external review letters will be solicited. By the end of the Spring Semester, the applicant shall submit a dossier of all pertinent information related to their record and achievements to date. The dossier will include:

- 1) current curriculum vita highlighting accomplishments since the last appointment or promotion.

- 2) a self-evaluative narrative regarding professional accomplishments of no more than five pages;
- 3) supporting materials documenting professional accomplishments in research/creative activity, teaching, and service, including notation of outreach activities across the mission, since the last appointment.
- 4) Form D and all other documentation required by the University.

7.10.2. The Department Chairperson will assure that each candidate has at least four external review letters. Half of the external referee letters will be solicited from a prioritized list developed by the candidate; the other half will be solicited by the Department Chairperson from other prominent scholars or artists in the candidate's field. Candidates must not discuss their case with prospective or actual external evaluators at any stage of the review process, except as provided by department/school/college procedures. All review letters solicited by the Department Chairperson that are received will be included in the dossier. Each reviewer who accepts the invitation to participate in evaluation will receive a copy of the pertinent sections of the Departmental Bylaws and the dossier provided by the candidate and other relevant material. The reviewer's letters will address those aspects of the candidate's accomplishments in research and/or creative activities, teaching, and service, with components of outreach, that the evaluator is able to assess. These letters will be held in confidentiality for use in the tenure and promotion process.

7.10.3. If material changes are made to the candidate's dossier after the request for evaluation, but before receipt of letters, notice of those changes must be sent immediately to the persons solicited. If such material changes are made to the candidate's dossier after letters are received, the authors shall be asked to reconsider their evaluations with such changes in place.

## **7.11. Procedures for Reappointment of an Associate Professor with Tenure**

7.11.1. Each untenured Associate Professor eligible for consideration for reappointment as Associate Professor with Tenure shall be informed by the Department Chairperson in January (in Fall Semester of the following calendar year) of the need to apply in writing by the end of the first full week in April. As part of that application, they must submit a prioritized list of up to eight names from which half of the external review letters will be solicited. By the end of the Spring Semester, the applicant shall submit a dossier of all pertinent information related to their record and achievements to date. The dossier will include:

- 1) current curriculum vita highlighting accomplishments since the last appointment or promotion.

- 2) a self-evaluative narrative regarding professional accomplishments of no more than five pages;
- 3) supporting materials documenting professional accomplishments in research/creative activity, teaching, and service, including notation of outreach activities across the mission, since the last appointment.
- 4) Form D and all other documentation required by the University.

7.11.2. The Department Chairperson will assure that each candidate has at least four external review letters. Half of the external referee letters will be solicited from a prioritized list developed by the candidate; the other half will be solicited by the Department Chairperson from other prominent scholars or artists in the candidate's field. All review letters solicited by the Department Chairperson that are received will be included in the dossier. Each reviewer who accepts the invitation to participate in evaluation, will receive a copy of the pertinent sections of the Department Bylaws and the dossier provided by the candidate and other relevant material. The reviewer's letters will address those aspects of the candidate's accomplishments in research and/or creative activities, teaching, and service, with components of outreach, and service that the evaluator is able to assess. These letters will be held in confidentiality for use in the tenure and promotion process.

7.11.3. If material changes are made to the candidate's dossier after the request for evaluation, but before receipt of letters, notice of those changes must be sent immediately to the persons solicited. If such material changes are made to the candidate's dossier after letters are received, the authors shall be asked to reconsider their evaluations with such changes in place.

## **7.12. Procedures for Promotion of an Associate Professor to Professor**

7.12.1. Each Associate Professor eligible for consideration for promotion to Professor shall be informed by the Department Chairperson in January (in Fall Semester of the following calendar year) of the need to apply in writing by the end of the first full week in April. As part of that application, they must submit a prioritized list of up to eight names from which half of the external review letters will be solicited. By the end of the Spring Semester, the applicant shall submit a dossier of all pertinent information related to their record and achievements to date. The dossier will include:

- 1) current curriculum vita highlighting accomplishments since the last appointment or promotion.

- 2) a self-evaluative narrative regarding professional accomplishments of no more than five pages;
- 3) supporting materials documenting professional accomplishments in research/creative activity, teaching, and service, including notation of outreach activities across the mission, since the last appointment.
- 4) Form D and all other documentation required by the University.

7.12.2. The Department Chairperson will assure that each candidate has at least four external review letters. Half of the external referee letters will be solicited from a prioritized list developed by the candidate; the other half will be solicited by the Department Chairperson from other prominent scholars or artists in the candidate's field. All review letters solicited by the Department Chairperson that are received will be included in the dossier. Each reviewer who accepts the invitation to participate in evaluation, will receive a copy of the pertinent sections of the Departmental Bylaws and the dossier provided by the candidate and other relevant material. The reviewer's letters will address those aspects of the candidate's accomplishments in research and/or creative activities, teaching, and service, with components of outreach, and service that the evaluator is able to assess. These letters will be held in confidentiality for use in the tenure and promotion process.

7.12.3. If material changes are made to the candidate's dossier after the request for evaluation, but before receipt of letters, notice of those changes must be sent immediately to the persons solicited. If such material changes are made to the candidate's dossier after letters are received, the authors shall be asked to reconsider their evaluations with such changes in place.

### **7.13. Reappointment, Promotion, and Tenure Committee Procedures**

7.13.1. A Reappointment, Promotion, and Tenure Committee shall be formed for each candidate between March 15 and May 15 in the Spring Semester before the candidate's dossier is distributed to the external reviewers.

7.13.2. Each Reappointment, Promotion, and Tenure Committee shall select a chairperson/s and follow the guidelines for the Reappointment, Promotion, and Tenure process as outlined by the University ([Faculty Guide For Reappointment, Promotion And Tenure Review](#)), and these Departmental Bylaws.

7.13.3. Each Reappointment, Promotion, and Tenure Committee shall review the candidate's dossier and interview the candidate. An initial list of potential interview questions will be generated by each Reappointment, Promotion, and Tenure Committee and shared with the candidate at least five business days before the interview is scheduled to take place. After adequate time for review and

consideration, members of the committee shall vote to determine the committee's recommendations.

7.13.4. Each committee shall submit in writing to the Department Chairperson recommendations supported by a majority of its members for personnel action regarding the candidate, and reasons for its decision. Minority recommendations if any, and reasons, shall also be included in writing. Members will indicate their endorsement of any written recommendations and reasons through their individual signatures.

#### **7.14. Departmental Review and Voting Procedures**

7.14.1. With the exception of the Department Chairperson (non-voting), if a candidate is under consideration for promotion to Full Professor, only Full Professors shall participate in the review process. If a candidate is under consideration for promotion to Associate Professor, only tenured Associate Professors and Full Professors shall participate in the review process.

7.14.2. The dossiers of faculty requesting consideration for Reappointment, Promotion, and/or Tenure shall be available on a secure digital server to all eligible voting faculty appropriate to each case for a period of ten working days before a meeting of all voting faculty appropriate to each case.

7.14.3. The dossier shall include external letters for tenure and promotion and, if desired by the candidate, hard copy documentation, such as a catalog or book. The hard copy documentation shall be available to the committee and faculty upon request from the candidate.

7.14.4. The Department Chairperson shall convene a meeting of eligible voting faculty members in November of each year in which there are candidates for Reappointment, Promotion, and/or Tenure. Prior to this meeting, each faculty member shall review the dossiers for which they are eligible to vote.

7.14.5. Eligible voting faculty appropriate to each case shall attend the meeting and arrive prepared to discuss each case and participate in a vote. In exceptional instances, when a voting faculty member cannot be present in person, the faculty member shall participate in the meeting's discussion and vote remotely. In such cases, the Department Chairperson shall be notified at least 48 hours in advance to prepare.

7.14.6. The Reappointment, Tenure, and Promotion Committee(s) shall present the reports and recommendations of each candidate to the Department Chairperson and the tenured faculty at this meeting for deliberations amongst those in attendance, these deliberations shall be held in strict confidence and are advisory to the Department Chairperson.

7.14.7. At the end of the meeting, after adequate time for review and deliberation, the eligible voting faculty shall vote on each case under consideration by means of an electronic ballot. Votes may be accompanied by a rationale if so desired. The Department Chairperson and a member of the Reappointment, Promotion, and Tenure Committee(s) shall immediately tally the anonymous electronic ballots and share the results with those in attendance. Faculty vote/s and discussion shall be advisory to the Department Chairperson. Deliberations shall be held in strict confidence.

7.14.8. The candidate's dossier, the report(s) of the Reappointment, Promotion, and Tenure Committee, the tally of the vote of the eligible faculty, the Department Chairperson's letter regarding support for the application, and all external letters will be sent forward to the College of Arts and Letters following Departmental review.

## **SECTION 8. Grievance & Hearing Procedures**

8.1. The Faculty and Academic Staff Grievance Procedure shall accord with the Faculty Grievance Policy approved by action of the Board of Trustees.

8.1.1. Faculty may also avail themselves of an informal process prior to initiating a Grievance Procedure, to request an independent assessment from their department chair, dean, or Provost on such personnel matters as salary status, reappointment, promotion, and tenure (please see [Administrative Review: Academic Human Resources Policies](#)).

8.2. The undergraduate student academic grievance procedure shall accord with the procedures detailed in Students Rights and Responsibilities: Adjudication of Academic Cases.

8.3. The graduate student academic grievance procedure shall accord with the procedures detailed in [Student Rights and Responsibilities: Adjudication of Cases Involving Graduate Student Rights and Responsibilities](#). A formal process for review at the department level is available through the Graduate Student Hearing Board.

8.3.1. The Department shall follow the grievance procedures in [Student Rights and Responsibilities: Adjudication of Cases Involving Graduate Student Rights and Responsibilities](#), section 5.3 (Redress of Grievances) and 5.4 (Judicial Procedures).

### **8.4. Graduate Student Hearing Board**

8.4.1. Composition and Procedures of the Graduate Student Hearing Board



8.4.1.1. The Graduate Student Hearing Board shall be composed of six members, three faculty and three graduate students.

8.4.1.2. The Graduate Student Hearing Board shall be chaired by one of the faculty members, selected by the members of the Board when it is formed each Spring Semester.

8.4.1.3. Either the complainant or respondent may submit to the chairperson of the Graduate Student Hearing Board a challenge of board members in instances of alleged conflicts of interest. Such challenges will be decided by the chairperson in a timely manner. The decision will be reported to both parties in writing three class days after rendering a decision. Should the challenge be made in regard to the chairperson, the Department Chairperson will render the decision and report as required.

#### 8.4.2. Functions of the Graduate Student Hearing Board

8.4.2.1. The Graduate Student Hearing Board shall adjudicate graduate student-related grievance matters related to such procedures include: Academic rights and responsibilities; Professional rights and duties of graduate assistants not covered by the Graduate Employees Union collective bargaining contract; and, Professional rights and duties of other Graduate Students.

#### 8.4.3. Selections and Terms of the Graduate Student Hearing Board

8.4.3.1. The three regular faculty members will be assigned by the Department Chair to serve one-year terms, beginning in Summer Semester each year. They may be reappointed for further one-year terms. The chairperson will also assign two alternate faculty members, who will replace regular members should a vacancy occur, or should the chairperson determine that a conflict of interest or other reason precludes participation by a regular member.

8.4.3.2. The three graduate students will serve one year terms beginning in Summer Semester, and be selected by their peers in a process they devise from among those full-time graduate students enrolled in Spring Semester each year. They may be selected to serve an additional one-year term at the discretion of their peers at the end of their first term. Two alternate graduate student members, who will replace regular members should a conflict of interest or other reason preclude participation shall also be selected. Names of graduate student members and alternates must be conveyed to the Department Chair by the end of the last week of classes in Spring Semester.

8.4.3.3. The Department Chair, Associate Chair, and Director of Graduate Studies may not serve on the Graduate Student Hearing Board.



- 8.4.3.4. Either party may remove a total of two board members, excluding the chairperson, without stated cause. The name(s) of the individual(s) must be transmitted to the chairperson no later than three class days after receiving notification of the board's membership.

## **SECTION 9. Voting Procedures**

- 9.1. Unless otherwise specified in these bylaws, departmental business shall be decided by means of a vote, with ties being decided by a subsequent ballot. Voting in the Department or within any of its committees may take place in one of the following formats:
  - a. Votes on routine departmental business that is conducted within department or committee meetings shall be voice votes, and shall be conducted under general parliamentary rules set forth in Robert's Rules of Order Newly Revised.
  - b. Election votes shall be conducted by secret ballot and shall be facilitated on behalf of the Department Advisory Committee by departmental staff through electronic means whenever possible.
  - c. If there are four or more nominations for any given election, an initial ballot will be held to determine a final slate of three to be placed on a second ballot for a final vote.
  - d. In exceptional instances, when a voting faculty member cannot be present in person, the faculty member shall participate in the meeting's discussion and vote remotely. In such cases, the Department Chairperson shall be notified at least 48 hours in advance to prepare.
  - e. In exceptional circumstances, members of the Department who cannot attend a meeting, in-person or remotely, may request an absentee ballot at least 48 hours in advance for matters specifically designated as available for such votes by the Department Advisory Committee. In such instances, it shall be the responsibility of the chairperson of the Department Advisory Committee to provide any individuals who request an absentee ballot with an electronic copy of the issue to be considered. Absentee votes must be received by the appointed hour of the meeting, and will not be counted until the votes of those present are taken. Absentee ballots are not allowed in votes pertaining to Reappointment, Promotion, and Tenure.

## **SECTION 10. Departmental Bylaw and Appendices Amendments**

- 10.1. Amendments to the Departmental Bylaws and revisions of Appendices may be proposed by any member of the Department at a regular or special meeting of the Department, for referral to the Faculty Affairs Committee. Alternatively, members of the Faculty Affairs Committee may propose such amendments as part of their committee responsibilities. The Faculty Affairs Committee shall review proposed amendments and their potential impact on other sections of the Departmental Bylaws and/or Appendices, within four working weeks of receipt. After review, the Faculty Affairs Committee will present the amendment and an evaluation thereof to the eligible voting faculty for consideration at a regularly scheduled or special meeting of the Department, to be held at least 10 working days but no more than 20 working days after the review and evaluation are completed.
- 10.2. Amendments to the Departmental Bylaws and revisions of Appendices must be distributed by email to all eligible voting faculty members at least five working days before the meeting at which they are to be considered.
- 10.3. Amendments to the Departmental Bylaws shall be approved by two-thirds majority of eligible faculty who are present and voting if a quorum has been met.
- 10.4. Amendments to the Departmental Bylaw Appendices shall be approved by simple majority of eligible voting faculty present if a quorum has been met.

## **SECTION 11. Departmental Bylaw and Appendices Reviews**

- 11.1. Regular review of the Departmental Bylaws and Appendices shall be conducted every three years by the Faculty Affairs Committee, and shall take into account faculty responses as well as changes in College and University Bylaws, and their relationship to the mission, vision, and values of the Department.

## **APPENDIX A: AAHD Community Norms**

As a community, the faculty, staff and students agree to:

Respect and accept that people from different contexts and cultures communicate differently, approach conflict in different ways, and use a diversity of language expressions.

Listen and give credit to others for their contributions.

Offer opinions and ideas that are concise and pertinent to the discussion.

Work toward specific steps or actions, but accept non-closure. Be willing to disagree in the pursuit of common goals and solutions.

Share the responsibility for keeping these norms.

## APPENDIX B: Guidance and Timeline for Elections and Appointments

This is a schedule of elections and appointments that takes into account the requirements and restrictions concerning governance positions in the Department. It is recommended that the following positions are filled in the order in which they are presented here. This schedule begins at the start of the calendar year / Spring Semester.

ORDER	POSITION	RESTIRCTIONS / SELECTION PROCESS	RECOMMENDED TIME
1	Associate Chairperson	<p>The Associate Chairperson shall be appointed by the Department Chairperson after consultation with the Department Advisory Committee, from a pool of Department Tenured-Faculty candidates nominated or self-nominated for the position. The Department Chairperson may seek other forms of consultation as they see fit.</p> <p>The initial appointment will be for a period of three years, with an option to continue, to be decided by the Department Chairperson in consultation with the Department Advisory Committee.</p> <p>The Associate Chairperson shall not serve concurrently as the Director of Graduate Studies, the Foundations Coordinator, an Undergraduate Program Coordinator, or as a member of any standing committee of the Department.</p>	As the appointment is either vacated or renewed.
2	<p>Director of Graduate Studies (DGS)</p> <p>also serves as</p> <p>College Graduate Committee (CGC) Representative</p> <p>also serves as</p> <p>Graduate Committee Chair</p>	<p>The Director of Graduate Studies shall be appointed by the Department Chairperson after consultation with the Department Advisory Committee, from a pool of Department Tenured-Faculty candidates nominated or self-nominated for the position. The Department Chairperson may seek other forms of consultation as they see fit.</p> <p>Initial appointment shall be for a period of three years, with an option to continue, to be decided by the Department Chairperson in consultation with the Department Advisory Committee.</p> <p>The Director of Graduate Studies shall not serve concurrently as the Associate Chairperson.</p>	As the appointment is either vacated or renewed.
3	Foundations Coordinator	<p>The role of Foundation Program Coordinator rotates among faculty with a preference for those with a primary appointment in the area, to be appointed by the Department Chairperson in consultation with the Department Advisory Committee, the Director of Graduate Studies, and those area faculty.</p> <p>The Foundation Program Coordinator shall serve a period of no less than three years, with an option for a fourth, to be decided by the Department Chairperson.</p> <p>Shall not serve concurrently as Undergraduate Program Coordinator.</p>	As the appointment is either vacated or renewed.
4	Undergraduate Program Coordinators	Undergraduate Program Coordinators shall hold a primary teaching appointment in the area and be selected by the voting faculty in that area. Each area	Last program faculty meeting of the academic year

		<p>shall adopt a process by which the role of Undergraduate Program Coordinator is rotated among faculty within the area.</p> <p>Undergraduate Program Coordinators shall serve an initial period of two years, limited to renewal of one additional term.</p> <p>The Undergraduate Program Coordinators shall not concurrently serve as the Department Chairperson, Associate Chairperson, Director of Graduate Studies, or the Foundations Program Coordinator.</p>	
5	Studio Art Heads	<p>Studio Art Area Heads shall hold primary teaching appointments in the area and be selected by the voting faculty in that area. Each area shall adopt a process by which Studio Art Area Heads are rotated among faculty within the area.</p> <p>Studio Art Area Heads shall serve a period of no more than two years and with the option to serve consecutive terms in areas with limited number of faculty</p> <p>No restrictions on other governance roles.</p>	Last Studio Art Program meeting of academic year
6	College Undergraduate Committee (CUC) Representative	<p>The College Undergraduate Committee Representative shall be selected by the Department Chairperson, in consultation with the Department Advisory Committee, from among the Undergraduate Program Coordinators or the Foundations Coordinator.</p> <p>The College Undergraduate Committee Representative may serve one two-year term.</p> <p>See restrictions for Undergraduate Program Coordinators or, if applicable, Foundations Program Coordinator.</p>	Before end of Spring Semester
7	College Advisory Council (CAC) Representative  also serves as  Department Advisory Committee Representative	<p>The College Advisory Council Representative shall be elected from a slate of eligible nominated or self-nominated Tenure-System, Fixed-Term, or Academic Specialist Faculty of the Department.</p> <p>The College Advisory Council Representative may serve for no more than two consecutive two-year terms.</p> <p>Their election shall precede the election of the Department Advisory Committee membership. See restrictions for Department Advisory Committee (DAC).</p>	Before end of Spring Semester
8	College Curriculum Committee (CCC) Representative  also serves as  Educational Policies Committee (EPC) Representative	<p>The College Curriculum Committee Representative shall be elected from a slate of nominated or self-nominated faculty drawn from the voting membership of the Department.</p> <p>The College Curriculum Committee Representative may serve for no more than two consecutive two-year terms.</p>	Before end of Spring Semester

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		The election shall precede the appointment of the Department Standing Committees. No faculty member may serve concurrently as a voting member of the Departmental Advisory Committee, Educational Policy Committee, or Faculty Affairs Committee.	
9	Department Advisory Committee (DAC)	<p>New members selected by voting faculty of the department to replace from a slate of nominations / self-nominations in the area requiring replacement on committee</p> <p>Terms of Service depend on position (two-year terms for Apparel and Textile Design, Graphic Design, History of Art, and Studio Art and Art Education representative; one-year term for an untenured / Fixed-Term / Academic Specialist representative) with a limit of no more than two consecutive terms.</p> <p>No faculty member may serve concurrently as a voting member of the Departmental Advisory Committee, Educational Policy Committee, or Faculty Affairs Committee.</p>	Before end of Spring Semester
10	DAC Chairperson	Chosen annually by the DAC	At the initial DAC meeting of academic year
11	DAC Parliamentarian	Chosen annually by the DAC	At the initial DAC meeting of academic year
12	Faculty Affairs Committee (FAC)	<p>Faculty Affairs Committee members appointed by the Department Chairperson in consultation with the Department Advisory Committee.</p> <p>Term of service shall be two years with a limit of no more than two consecutive terms.</p> <p>No faculty member may serve concurrently as a voting member of the Departmental Advisory Committee, Educational Policy Committee, or Faculty Affairs Committee.</p>	At the initial DAC meeting of academic year
13	FAC Chair	Selected annually by FAC	At the initial FAC meeting of academic year
14	Educational Policies Committee (EPC)	<p>Educational Policies Committee members appointed by the Department Chairperson in consultation with the Department Advisory Committee.</p> <p>The graduate student member shall be selected by their peers in a process they devise from among those full-time graduate students.</p> <p>Term of service shall be two years with a limit of no more than two consecutive terms.</p> <p>Graduate student members shall serve for one year. They may be selected to serve an additional one-year term at the discretion of their peers at the end of their first term.</p> <p>No faculty member may serve concurrently as a voting member of the Departmental Advisory Committee, Educational Policy Committee, or Faculty Affairs Committee.</p>	<p>At the initial DAC meeting of academic year</p> <p>(Graduate representative selection: each year in the Spring Semester)</p>
15	EPC Chair	Chosen annually by the EPC	At the initial EPC meeting of academic year

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16	Graduate Committee	<p>Members of the Graduate Committee are appointed by the Department Chairperson in consultation with the Department Advisory Committee.</p> <p>The graduate student member shall be selected by their peers in a process they devise from among those full-time graduate students</p> <p>Term of service shall be two years with a limit of no more than two consecutive terms.</p> <p>Graduate student members shall serve for one year. They may be selected to serve an additional one-year term at the discretion of their peers at the end of their first term.</p> <p>Service on this committee shall not preclude service on a Standing Committee</p>	<p>At the initial DAC meeting of academic year</p> <p>(Graduate representative selection: each year in the Spring Semester)</p>
17	Graduate Admissions Committee (GAC)	<p>Members of Graduate Committee automatically on GAC. Two additional faculty members appointed by the Department Chairperson with the advice of the Director of Graduate Studies and the Department Advisory Committee.</p> <p>Term of service shall be two years with a limit of no more than two consecutive terms.</p> <p>Service on this committee shall not preclude service on a Standing Committee.</p>	<p>At the initial DAC meeting of academic year</p>
18	Peer Review Committee	<p>Members of the Peer Review Committee shall be selected by random draw from faculty with at least 3 years prior experience, according to declared affiliation (research, creative, hybrid).</p> <p>Members shall serve a one-year term.</p> <p>No faculty member shall be reappointed until all members of the eligible faculty as a whole have served.</p>	<p>At the initial DAC meeting of academic year</p>
19	Reappointment Promotion and Tenure Committee(s)	<p>Selection of members in following order:                      One selection by candidate                      One selection by vote of faculty                      One selection by Department Chairperson</p> <p>Members shall serve a one-year term.</p> <p>Only in exceptional cases may a faculty member sit on more than two Reappointment, Promotion, and Tenure Committees in a given year.</p>	<p>Committee(s) formed between March 15 and May 15 of Spring Semester preceding distribution of candidate dossier to external reviewers</p>
20	Other College Committees (e.g. CIPC)	<p>Appointed by the Department Chairperson, in consultation with the Department Advisory Committee, from available and eligible voting faculty.</p>	<p>As needed</p>

## **APPENDIX C: Graduate Admissions Process**

The Graduate Admissions Committee decides on the incoming graduate class through a multi-step process. At the close of admissions, the Director of Graduate Studies sets up a form for feedback on all candidates from the entire departmental voting faculty. That feedback is advisory to the Graduate Admissions Committee.

The Graduate Admissions Committee is given access to the files at the same time, and they use an excel spreadsheet to rate each candidate on a scale of 1 to 5 according to a series of pre-established criteria. Graduate Admissions Committee members also provide detailed feedback on each candidate.

### **Admissions Criteria**

The criteria include both the grounding values of the program, including diversity and inclusion; reciprocity; learner agency; and campus integration and the ability to engage culture; identity; science; and technology through art and design. In addition, the committee considers the following characteristics:

- Fit with the structure of the new MFA program
- Our ability to help this person articulate and/or achieve their goals in ways that fit our program vision
- Contributions to the diversity of the program: Including demographics, scholarly focus, maintaining balance across interest areas, etc.
- Potential for innovation and/or leadership: In the field, in their chosen career path
- Record of achievement: Workplace and/or life experiences, outreach, professional academic activities (exhibitions, publications, conferences, etc.)
- Quality of supporting materials
- The persuasiveness of recommendation letters
- Other factors

### **ROUND 1: Initial Review and Scoring**

Before the admissions meeting, the Director of Graduate Studies reviews the scores and highlights anomalies, which might include a large variation in scoring. The Director of Graduate Studies makes a clean document and the committee discusses at least the top fifteen scored candidates as well as the candidates who had highlighted anomalies. In all cases, committee members whose scoring varied are asked to provide feedback first. Thereafter, the top fifteen applicants are discussed by the faculty, with the Director of Graduate Studies taking notes on the discussion.

### **ROUND 2: Reset the ranking**

In the second round, the effort is to reflect upon the stated criteria and to think carefully about balance in creating the cohort.

### **ROUND 3: Offers and waitlist**

Offers are made to the top five candidates, as well as the top two or three waitlist candidates. Discussions of yield are flexible, according to the discussions between the Director of Graduate Studies and the candidates. They vary year to year.



## **APPENDIX D: Guidelines related to Research and/or Creative Activity, Teaching, Service, and Outreach**

This appendix includes a glossary of terms, criteria, classifications of the scope of research and creative activities, and definitions of various research and creative activities. This is not intended to serve as a prescriptive or all-encompassing checklist, but offers an array of these options through which one conducts their work. It serves as a guideline for faculty and external reviewers in Annual Review and Reappointment, Promotion, and Tenure review.

### **Details of the Dossier**

A faculty member's dossier is a collection of documents that includes a self-evaluative narrative, supporting documentation, and all components to be used for evaluation in their annual review and/or reappointment, promotion and tenure. The expectations of each individual are dependent on their particular assignment within the mission of the Department of Art, Art History, and Design.

*Self-Evaluative Narrative:* The self-evaluative narrative is central to the assessment of faculty in their Annual Review, and Reappointment, Promotion, and Tenure. It is the responsibility of the faculty under review to articulate and contextualize their research and/or creative activities, teaching, service, and components of outreach, in these narratives. This includes conveying the relationship between their current year's activities, outcomes, and achievements, to those they have engaged in previously as well as their short-term and/or longer-term goals for the future.

Tenure-System Assistant and Associate Professors who have as one of their goals advancement in the process of Reappointment, Promotion, and/or Tenure, may choose to make reference in their narratives to the manner in which their research and/or creative activities and outcomes relate to their timeline and the requirements for such milestones.

Professors should make clear reference in their narratives to the manner in which their research and/or creative activities and outcomes relate to their past accomplishments, or represent new directions, and the relationships they perceive relative to their goals for research/creative activities and outcomes for the future.

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### **Glossary of Terms**

**Collaboration** involves two or more people (entities) working together toward a common goal, outcome, and/or research objective. The common goal can be multifaceted, responding uniquely to each participant, but should be generally agreed upon. Collaboration may include disciplinary, multidisciplinary, interdisciplinary, and/or transdisciplinary partnerships. Collaborators share decision-making, design or development, and management responsibilities, as well as, credit, project identity, and ownership of the outcomes without traditional hierarchies or single voice leadership. Collaborators should, to the extent possible, articulate distribution of responsibilities, division of labor, and contextualize their role in shared work. Collaborative practices can be sustainable, long-term commitments, self-contained, or utilized as needed.

**Disciplinarity** is characterized by research and creative activity conducted in fields sharing common knowledge linked by history, media, methodology, communities, organizations, industry, and language. Disciplines may be defined by or within intellectual, visual, cultural, material, or philosophical traditions; disciplinary based work seeks to explore and expand the particular field. Disciplines can be self-identified by faculty practice or defined by curriculum which includes, but is not exclusive to, the undergraduate concentrations in our department.

**Multidisciplinarity** involves research and creative outcomes through collaborative and/or individual efforts that involve more than a single discipline in which each makes a separate contribution without diminishing the other/s. Within our multidisciplinary department, there are also individuals and collaborative teams who engage in multidisciplinary practices.

**Interdisciplinarity** integrates knowledge and modes of thinking from two or more disciplines. It can be collaborative or individually-based and often involves an interactive process where individuals contribute in different skill-sets, practices, research fields, intellectual traditions, epistemologies, media, and methods.

**Scope of Research and/or Creative Activity:** Modes of research and/or creative activity can differ greatly across or even within disciplines, and the scope of what constitutes work ready to be disseminated can also differ significantly. It is important to contextualize the scope of research and creative activity with regard to the following considerations: How many years did the project take to complete? Did it require significant research or preparation? How substantial is the body of work? Does a particular work extend a past project or contribute to a future project or body of work? Does it constitute a major contribution to the field or discipline?

**Venue:** Venue is a term of art that is used to refer to a wide range of entities that are essential for facilitation, partnership, and/or sponsorship of both the research activities and outcomes for academics in our field. Examples of such venues include, but are not limited to, the following: academic and trade publishers; public and private granting or sponsoring agencies and institutions; public and private galleries and museums; business, government, non-profit, and private individuals that are contractors for creative research/activities/services; professional organizations.

**Selectivity of venue:** Venues in which research and/or creative activities are sponsored or disseminated are of differing levels of selectivity. They also employ various forms of adjudication, acceptance, and/or review. It is necessary to contextualize research and creative activity with regard to both, by describing the modes by which research and creative work was evaluated and, when possible, by including data on rates of acceptance. In general, the more arm's-length (e.g., blind, double-blind) the peer review, or the more selection is based on reputation earned through a track record of dissemination (e.g., invited participation), the higher its selectivity. For work not yet disseminated, the status of the review should be reported by using terms such as "forthcoming," "in press," "accepted," "under contract," and "under review."

**Reach of dissemination:** An important way of contextualizing research and/or creative activity is to characterize the reach of particular forms of dissemination. Important considerations are the scope of the audience (international, national, regional, or local) and its character (meaning whether it includes one's peers within, between, or beyond the field(s) or discipline(s) and/or whether it includes the general public). If it is a public event (held physically and/or digitally), the size and/or character of the audience (its number of subscribers, views, readers, and/or attendees), should be described as precisely as possible.

**Prestige of venue for dissemination:** Forms or venues of dissemination should be contextualized with reference to their prestige or stature, meaning their prominence and reputation within the field, and/or by considering the prominence of scholars or creative practitioners involved in selection or peer review. Prestige can be demonstrated through the venue's association with other prominent scholars and creative practitioners whose work has appeared in recent years.

**Impact of work:** The impact on the field, the discipline, or the public is an important factor in understanding the quality of research and creative work. It is necessary to contextualize the impact of research and creative activity with regard to the following considerations: How does the work advance the field or discipline or disciplines by generating new knowledge? What is the significance of the work within the field or discipline or across fields or disciplines? How unique is the work in the context of the field or discipline? Public impact can be demonstrated through descriptions of outreach events and coverage in the press or other public fora.

**Local, Regional, National, and International** are terms of art that are used primarily to establish the levels of elements of *Reach* and *Impact*. However, they are not limited in use solely in regard to geographical elements. Those terms are also commonly used to refer to the *Reach* and *Impact* across professional and other communities. A simple example would be the following: an exhibit in a gallery in East Lansing that was reviewed in *Art in America*, would have a local geographical and community audience but a national/international professional community audience, and thus greater, and more significant *Reach/Impact*.

**Peer Review** is the qualitative adjudication of scholarly/creative research by recognized professional experts in a particular field. Evidence of peer review includes, but is not limited to, dissemination in publication, juried/curated/invitation exhibition, conference presentation, symposium, keynote presentation, panel discussion, critical review, conference, grants/awards, residency, collection, membership in exhibiting cooperatives or collectives, and other venues. Quality of peer review considers depth and selectivity of review, substantial nature of the research or creative activity, and/or quality, stature, and visibility of venue or event. Department members may act as peer reviewers, adjudicating work external to the university as experts in a field. This type of peer review may be categorized as research and/or service and include, but not be limited to, juror, external reviewer of publication, external reviewer of a tenure case.

**Juried, Invitational, and Curated.** These are terms commonly associated with peer review in art and design. Juried indicates there has been an open call for submissions for which an expert person (or persons) has reviewed one's work for dissemination. Invitational and curated events generally do not involve an open call and involve being sought out based on one's reputation in a particular field. The value lies in the reputation, the stature of the curator, organizers, other participants and/or the location, reach, and prestige of the venue.

**Outreach:** MSU's Office of University Outreach and Engagement describes outreach as those activities that foster "public access to university expertise and resources; and by advocating of exemplary engaged scholarship, nationally and internationally...emphasizing university-community partnerships that are collaborative, participatory, empowering, systemic, transformative, and anchored in scholarship. Such scholarship may address/engage a broad range of community-defined needs, with special focus on: arts and cultural initiatives; children, youth, and families; community and economic development; health and wellbeing; human-technology interaction; primary education; scholarship of engagement; service-learning and civic engagement."

**Outreach in AAHD:** Within our department, outreach and engagement encompass a wide range of activities that span the research, teaching, and service missions of the university and that directly benefit a non-expert internal or external audience. Outreach and engagement seek to effect positive change in local, regional, national, and/or global communities. These engagements may incorporate a diverse range of activities, approaches, and formats that include instructional, informative, participatory, performative, and activist.

### **Definitions of Various Research and/or Creative Activities and Outcomes**

**Exhibition of Research and Creative Activity:** Creative work intended to be viewed is typically disseminated through group and solo exhibitions, film or video screenings, and fashion or other shows/performances. In most but not all instances, solo exhibitions are understood as constituting major bodies of work.

**Publication of Research and Creative Activity:** Research is typically written for particular audiences and in forms appropriate to publication by academic presses, in scholarly journals, exhibition catalogs, digital journals or websites, as well as textbooks, conference proceedings, and popular magazines.

**Grants:** In order to complete research and creative activity, it is often necessary to seek funding from agencies external to the University, as well as to apply for internal funding. Such awards are

judged according to the prestige, selectivity of the granting agency, and the amount of the award. Grants and fellowships are both included in this category.

**Recognitions and Awards:** Recognition of excellence in research and creative activity is often garnered through awards and fellowships; professional citations; being the subject of interviews or reviews of work; invitations as a visiting scholar, artist, or designer; and citations of work.

**Curatorial Practices:** For art historians, curated exhibitions typically involve archival, field, and other forms of art historical research. For artists and designers, curated exhibitions are often the product of building networks of like-minded practitioners. Shows in which artists include their own work are considered to be organized rather than curated.

**Client-based and Commissioned work:** Faculty often establish independent practices in their fields, that result in client-based and/or commissioned work. The results of those activities, when direct extensions of their research, qualify fully as elements for consideration and recognition under that category.

**Editing:** Fields and disciplines depend upon the work of academics in editing collections of articles, peer-reviewed journals, and critical editions, anthologies, and readers. This work may be recognized both as a contribution to research and/or as service to the field

**Facilitation/Organization Practices:** Fields and disciplines depend upon the work of academics in organizing workshops, residencies, think tanks, roundtables, symposia, conferences, panels, and residencies. This work may be recognized both as a contribution to research and/or service to the field.

**Professional Practices and Affiliations:** Stature in the field can be recognized through acceptance and leadership in key organizations, including gallery membership or representation, artist registries, artist or design residencies, professional or academic conferences, professional or academic organizations, and collectives that are recognized in the field. Stature within these organizations can serve as an important marker within the field, and is considered a significant factor in College- and University-level evaluations of promotion dossiers. This work may be recognized both as a contribution to research and/or service to the field.

**Professional Review Practices:** Fields and disciplines depend upon services of peer and professional review, including administrative or managerial editorial positions at academic or professional journals, service as juror for exhibitions or competitions, review of journal or book manuscripts, and review of grant or award applications. This work is recognized both as a contribution to research and as service to the field.

**Consultation Practices:** Expertise is often sought by government, non-profit, corporate, private, or other outside agencies on projects and activities related to one's research expertise and scholarship.

## Classification of the Scope of Research and/or Creative Activities

The following classification of Research and/or Creative Activities is not intended to serve as a prescriptive or all-encompassing checklist, but considers multiple pathways to reappointment, promotion, and tenure and reflects commonly accepted categories of accomplishments adopted by peer research-intensive AAU institutions with programs in art, art history, and design.

GROUP A	GROUP B	GROUP C	GROUP D
<p>Works in this group constitute major productions of scholarly and/or creative activity that often secure one's stature and reputation in the field, and are necessary requirements for promotion and tenure. They typically require a significant amount of research or preparation, take multiple years to complete, are submitted for rigorous forms of peer-review, and appear in venues of high impact, prestige, selectivity, and reach.</p>	<p>Works in this group are more narrow in scope and therefore either contribute to the production of larger projects or help to secure a position of prominence in the field through work with groups of like-minded artists, designers, and scholars. They typically take shorter periods of time to complete than works in Group A, are submitted to various forms of review, and appear in venues of various levels of impact, prestige, selectivity, and reach.</p>	<p>Works in this group are the byproducts or extensions of research and/or creative activity that has already been disseminated. They are signs of success that often can be used to demonstrate the impact of work in the field, and may appear in venues of various levels of impact, prestige, selectivity, and reach.</p>	<p>Works in this group constitute preparatory work that is necessary for beginning new projects.</p>
<b>EXAMPLES (unranked):</b>			
<p><b>Book</b> (peer-reviewed academic or field-specific press)</p> <p><b>Textbook</b> (sole author, or co-authored with substantial contributions)</p> <p><b>Exhibition Catalog</b> (external venue/support, curatorial/scholarly)</p> <p><b>Solo Exhibition</b> (invited or peer-reviewed)</p> <p><b>Small Group Exhibition</b> (in which significant or large bodies of work are shown)</p> <p><b>Fashion Show/Exhibit</b> (in which significant or large bodies of designs are shown)</p>	<p><b>Article, Book Chapter</b> (peer-reviewed, invited, otherwise adjudicated)</p> <p><b>Edited Volume</b> (more than two editors)</p> <p><b>Published Paper</b> (peer-reviewed)</p> <p><b>Group Exhibition</b></p> <p><b>Single Scholarly and/or Creative Work</b> (e.g. artwork, single dress,...)</p> <p><b>Exhibition Catalog</b> (documentation of creative dissemination, internal venue/support)</p> <p><b>Review</b> (of books, exhibitions, articles, performances, etc., invited)</p>	<p><b>Critical Review</b></p> <p><b>Award</b></p> <p><b>Citation/Reference of Scholarly and/or Creative work, Interview, Blog, Media appearance</b></p> <p><b>Archive/Registry of Creative Work, Demonstration and Lecture to General Audience</b></p>	<p><b>Grant or exhibition proposal</b> (submitted)</p> <p><b>Award/competition entry</b></p> <p><b>Research travel</b> (grant-supported or documented)</p> <p><b>Workshop or training in new processes or techniques</b></p> <p><b>Works in progress</b> (draft publications, initial productions of a new body of work)</p>

<p><b>Keynote Presentation</b> (external)</p> <p><b>Major Grant, Award, Fellowship</b> (external venue/support, Project-Investigator, peer-reviewed; year funding is received)</p> <p><b>Commission</b> (year of contract/agreement)</p> <p><b>Acquisition/Collection of Creative Work</b> (public/private archives, collections, galleries, museums, libraries, other institutions)</p> <p><b>Residency</b> (competitively selective, prestigious, external venue/support)</p> <p><b>Edited Volume</b> (editor or co-editor with at least one authored chapter)</p> <p><b>Gallery Representation/Association</b> (in the year of acceptance)</p> <p><b>Curatorial activities that result in a public exhibition</b> (peer-reviewed, external venue)</p>	<p><b>Paper Presentation</b> (peer-reviewed, conference, symposium)</p> <p><b>Digital Project</b> (a tool, software, resource, archive, database, or catalogue, in its year of initial launch/dissemination)</p> <p><b>Residency</b> (less competitively selective, prestigious, external support)</p> <p><b>Lecture, Talk</b> (invited)</p> <p><b>Image included in a Journal</b></p> <p><b>Gallery Representation/Association</b> (in the year of acceptance)</p> <p><b>Acquisition/Collection of Creative Work</b> (public/private archives, collections, galleries, museums, libraries, other institutions)</p> <p><b>Creative Demonstration to Audience of Peers</b></p> <p><b>Curatorial activities that result in a public exhibition</b></p> <p><b>Minor Grant, Award, Fellowship</b> (internal venue/support, Principal-Investigator or Co-P.I., peer-reviewed; year funding is received)</p> <p><b>Commission</b> (year of contract/agreement)</p>		
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## Classification of Scope of Teaching Activities

The following classification of Teaching Activities is not intended to serve as a prescriptive or all-encompassing checklist, but reflects the diverse subject areas, practices, and pedagogies that are part of the teaching mission of the Department. This classification takes into consideration and builds upon the [MSU Code of Teaching Responsibility](#), which serves as the set of minimum requirements for effective instruction.

Curriculum and Course Development/Improvement	Course Instruction and Materials	Co-curricular and Experiential Learning Activities
<p>Evidence of effort to develop and or update curriculum, course materials, and/or student experience to reflect contemporary practice and the advancement of pedagogical methods.</p>	<p>Evidence of instruction that conforms to the objectives of the course found in the Description of Courses. For example, a syllabus is minimally expected to convey the scope of the course, instructional objectives, and outcomes, and be accompanied by a course schedule including the date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable. Refer to Section 2 of the <a href="#">MSU Code of Teaching Responsibility</a>.</p>	<p>Evidence of that takes place outside the classroom, either in a unique cultural or professional setting. Experiential learning, which is a college-level requirement for graduation (<a href="#">College Establishes New Experiential Education Graduation Requirement</a>), affords students the opportunity to blend their academic discipline and knowledge with practices that allow skill attainment and deepened understandings of the interplay of the academic and professional world.</p>
<b>EXAMPLES (unranked):</b>		
<p>Development or restructuring of program and/or degree (major, minor, etc.)</p> <p>Development of new courses and selected topics</p> <p>Development of new/restructured online courses</p> <p>Course revisions: Updated texts and/or materials</p> <p>Teaching incorporates new technology or way of thinking that is new to the field or instructor</p> <p>Collaboration with colleagues in/out of department (develop new courses/programs)</p> <p>Development and/or coordination of institutes, workshops, symposia, and other programs that are relevant to instruction or degree program</p>	<p>Syllabus that is in compliance with <a href="#">MSU Code of Teaching Responsibility</a></p> <p>List of courses taught with total enrollment</p> <p>Schedule of courses in a given year</p> <p>Lesson plans, assignments, project briefs, etc.</p> <p>Examples of student work (evidence of learning outcomes)</p> <p>Statement of Teaching Philosophy</p>	<p>Organizing Study abroad / away or civic engagement programs</p> <p>Experiential learning opportunities beyond the classroom (Professional studio visits, museum visits, other field trips)</p> <p>Professional development opportunities (student symposia, presentations of their work)</p> <p>Collaboration with others in/out of your field (professionals and students)</p> <p>Cross-curriculum and interdisciplinary teaching</p> <p>Non-credit teaching activities</p> <p>Hosting visiting artists and scholars</p> <p>Demonstrations or events with a primary teaching function</p>

Additional Teaching and Mentorship	Student Evaluations	Awards and/or Recognitions of Teaching Excellence
Evidence of mentorship and teaching activities beyond and outside of the faculty's assigned course load.	Evidence of teaching effectiveness provided on the basis of student quantitative and qualitative responses to the Student Instructional Rating System (SIRS).	Evidence of positive recognition and commentary on teaching
<b>EXAMPLES (unranked):</b>		
<p>Undergraduate Research Initiative (URI)</p> <p>Student presentations such as: University Undergraduate Research and Arts Forum (UURAF), Creative Arts &amp; Research Forum (CARF), poster sessions, etc.</p> <p>Independent study/project supervision</p> <p>Graduate Committees (internal or external, member/chairperson)</p> <p>Honors Students</p> <p>Internship supervision</p> <p>Informal Academic Advising</p> <p>Internal teaching in courses taught by other instructors (invited)</p> <p>External teaching (includes visiting lectures, workshops, etc.)</p>	SIRS Scoring Report (paper-based or online) assessed relative to the level and nature of the course and the size of the class.	<p>Letters of appreciation from instructional units beyond the department</p> <p>Nominations from students or colleagues for awards</p> <p>Awards of excellence for instruction</p> <p>Awards and/or recognitions to students for publications, works of art and/or design, or other outcomes directly resulting from a mentoring or teaching activity</p>



## **Classification of Scope of Service Activities**

The following classification of Service Activities is not intended to serve as a prescriptive or all-encompassing checklist, but represents the variety of ways in which faculty may contribute to “a better quality of life for individuals and communities, at home and around the world” ([MSU Mission Statement](#)) Institutional service, in regard to Academic Governance at Department, College, and University levels, is also an important faculty responsibility.

### **Professional Service:**

Activities that contribute to the good and welfare of organizations devoted to an area of research or creative endeavour with special consideration for serving as chairperson, assuming other committee-related leadership roles (e.g., chairing sub-committees).

EXAMPLES (unranked):

Elected/appointed officer or critical leadership role of a local, regional, national, and/or international professional organization(s)

Consulting activities for governments, organizations, institutions, and/or businesses

Membership on local, regional, national, and/or international editorial boards, curatorial board and other advisory bodies

Coordination of workshops, speaking engagements, exhibits, performances both locally and in regional, national, and/or international contexts

Juror for local, regional, national, and/or international exhibitions

Reviewer for a grant, publication, or RPT case at another university or MSU department

**University Service:** Activities that contribute to the good and welfare of academic bodies charged with governance of the university as described in the [Bylaws for Academic Governance-Michigan State University](#) or an academic unit not associated with the college with special consideration for serving as chairperson, assuming other committee-related leadership roles (e.g., chairing sub-committees).

**College Service:** Activities that contribute to the good and welfare of academic bodies charged with governance of the college as described in the [College of Arts and Letters Bylaws](#) with special consideration for serving as chairperson, assuming other committee-related leadership roles (e.g., chairing sub-committees).

**Department Service:** Activities that contribute to the good and welfare of academic bodies charged with governance of the department as described in the Bylaws of the Department of Art, Art History and Design with special consideration for serving as chairperson, assuming other committee-related leadership roles (e.g., chairing sub-committees).

**Community Service:** Activities related to the mission of the University that contribute to the good and welfare of interest groups at a local, regional, national or international level.

## APPENDIX E: Annual Review Rating Scale for Evaluating Research and/or Creative Activity, Teaching, Service, and Outreach

Numerical values assigned are based on each Peer Review Committee member's assessment of the evidence of research and/or creative activities, teaching, service and components of outreach by their peers in a given year. Central to each reviewer's assessment of an individual's yearly activities and outcomes must be the context provided in self-evaluative narrative statements and supporting documents by those faculty members under review. Such narratives should convey each reviewee's perception of the relationship between the reviewee's current year's activities/outcomes to those they have engaged in the past, and their short or longer term goals for the future.

[Appendix D: Guidelines related to Research and/or Creative Activity, Teaching, Service, and Outreach](#) is the primary source for a listing of terms, criteria, and classifications, that describe elements under consideration.

### RESEARCH and/or CREATIVE ACTIVITY

The [MSU Mission Statement](#) regarding faculty research efforts: "conducting research of the highest caliber that seeks to answer questions and create solutions in order to expand human understanding and make a positive difference, both locally and globally."

**Tenure-System Assistant and Associate Professors** who have as one of their goals advancement in the process of reappointment, promotion, and/or tenure, may choose to make reference in their narratives to the manner in which their research and/or creative activities and outcomes relate to their timeline and the requirements for such milestones.

**Professors** should make clear reference in their narratives to the manner in which their research and/or creative activities and outcomes relate to their past accomplishments, or represent new directions, and the relationships they perceive relative to their goals for research/creative activities and outcomes for the future.

"**Venue**" is a term of art that is used to refer to a wide range of entities that are essential for facilitation, partnership, and/or sponsorship of both the research activities and outcomes for academics in our field. Over the course of their careers, it may be essential for some faculty to engage with a number of different types of such entities, as their research agendas change over time, or even to engage multiple types in any given year. It may also be essential for some faculty to engage with a very narrow type, even just one type, over the course of their entire career. The Examples of such venues include, but are not limited to, the following: academic and trade publishers; public and private granting agencies; public and private galleries and museums; business, government, non-profit, and private individuals that are contractors for creative research/activities/services.

"**Local, Regional, National, and International**" are terms of art that are used primarily to establish the levels of elements of Reach and Impact. However, they are not limited in use solely in regard to geographical elements. Those terms are also commonly used to refer to the Reach and Impact across professional and other communities. A simple example would be the following: an exhibit in a gallery in East Lansing that was reviewed in Art in America, would have a local geographical and community audience but a national/international professional community audience, and thus greater, and more significant Reach/Impact.

**In all levels of assessment**, elements of Outreach may add value to activities and outcomes.

5	<p>This level acknowledges a year in which one or more events that could be categorized as outstanding or exemplary occur in regard to a faculty member’s research and/or creative activities/outcomes.</p> <p><i>Such events are characterized by one or more of the following elements:</i> the research/creative outcome/activity, and the form of dissemination, if any, have a very high level of national or international <b>Reach</b> and <b>Impact</b>; it is deep and substantial in <b>Scope</b>; it is disseminated, or contracted, or commissioned through a nationally/internationally <b>Prestigious Venue</b> that is highly <b>Selective</b>, one that is itself widely recognized as significant; the dissemination/sponsorship of the research/creative outcome/activity occurs as a result of a decision taken through <b>Review</b> or other substantial adjudication, by one or more highly regarded experts.</p>
4	<p>This level acknowledges a year in which one or more events that could be categorized as highly notable or well above average occur in regard to a faculty member’s research and/or creative activities/outcomes.</p> <p><i>Such events are characterized by one or more of the following elements:</i> the research/creative outcome/activity, and the form of dissemination, if any, rise to the level of regionally significant, or limited national, <b>Reach</b> and <b>Impact</b>; it is notable in <b>Scope</b>; it is disseminated/sponsored through a <b>Prestigious Venue</b> that is <b>Selective</b> and, at minimum, regionally recognized; any dissemination/sponsorship of the research/creative outcome occurs as a result of a decision taken through <b>Review</b> or other substantial adjudication by one or more recognized experts.</p>
3	<p>This level acknowledges an average year in which one or more events that could be categorized as acceptable occur in regard to a faculty member’s research and/or creative activities/outcomes.</p> <p><i>Such events are characterized by one or more of the following elements:</i> research/creative outcome/activity, and the form of dissemination, if any, rise to the level of locally, or limited regional, significance in <b>Reach</b> and <b>Impact</b>; the research and/or creative outcome is above foundational, but not deep in <b>Scope</b>; it is disseminated/sponsored through a <b>Venue</b> that is <b>Selective</b> but limited in recognition; any dissemination/sponsorship of the research/creative outcome occurs as a result of a <b>Review</b> decision or other adjudication by one or more regionally/locally recognized experts or review panel.</p>
2	<p>This level acknowledges a below average year, in which one or more events that could be categorized as lower in impact occur in regard to a faculty member’s research and/or creative activities/outcomes.</p> <p><i>Such events are characterized by one or more of the following elements:</i> research/creative outcome/activity, and the form of dissemination, if any, rise to the level of locally significant <b>Reach</b> and <b>Impact</b>; the research and/or creative outcome is foundational in <b>Scope</b>; if it is disseminated/sponsored, that occurs through a <b>Venue</b> that is <b>Selective</b> and locally recognized; any dissemination/sponsorship of the research/creative outcome occurs as a result of a <b>Review</b> decision or other adjudication by a locally recognized expert or panel of peers.</p>
1	<p>This level acknowledges a year in which there is limited scholarly and/or creative production or dissemination.</p>
0	<p>No record of research productivity or dissemination is in evidence.</p>

## TEACHING

The primary reference source in regard to factors that describe elements for assessment is [The MSU Code of Teaching Responsibility](#) with additional guidance from the [MSU Mission Statement](#) regarding faculty teaching efforts: “As a public, research-intensive, land-grant university funded in part by the state of Michigan, our mission is to advance knowledge and transform lives by providing outstanding undergraduate, graduate, and professional education to promising, qualified students in order to prepare them to contribute fully to society as globally engaged citizen leaders.”

**Tenure-System Assistant and Associate Professors** who have as one of their goals advancement in the process of reappointment, promotion, and/or tenure, may choose to make reference in their narratives to the manner in which their teaching activities and outcomes relate to their timeline and the requirements for such milestones.

**Professors** should make clear reference in their narratives to the manner in which their teaching activities and outcomes relate to their past accomplishments, or represent new directions, and the relationships they perceive relative to their goals for teaching activities and outcomes for the future.

**In all levels of assessment**, elements of Outreach may add value to activities and outcomes.

5	This level acknowledges a year of teaching that is exemplary, at the highest levels, in which a number of events that could be categorized as outstanding occur in regard to a faculty member’s teaching activities and outcomes. <i>In all cases</i> : teaching materials conform to the <a href="#">Code of Teaching Responsibility</a> .
4	This level acknowledges a year of teaching that is highly notable or well above average, in which more than one event that could be categorized as outstanding occur in regard to a faculty member’s teaching outcomes. <i>In all cases</i> , the teaching materials conform to the <a href="#">Code of Teaching Responsibility</a> .
3	This level acknowledges a year of teaching that is average, in which at least one event that could be categorized as acceptable occurs in regard to a faculty member’s teaching outcomes. <i>In all cases</i> : teaching materials conform to the <a href="#">Code of Teaching Responsibility</a> .
2	This level acknowledges a year in which there is teaching activity that is below average. Teaching materials are weak in some manner, as regards conformance to the <a href="#">Code of Teaching Responsibility</a> .
1	This level acknowledges a year in which there is teaching activity that is well below average, including serious lack of conformance to the <a href="#">Code of Teaching Responsibility</a> .
0	This level acknowledges a year in which there has been an event or series of events in which there has been a clear failure to teach effectively/professionally.

**SERVICE**

There are two primary sources for reference in regard to factors that describe elements for assessment. The [MSU Mission Statement](#) addresses service as activities, “advancing outreach, engagement, and economic development activities that are innovative, research-driven, and lead to a better quality of life for individuals and communities, at home and around the world.”

[The MSU Faculty Handbook](#) states, “Public service involves the application of the faculty member’s professional training and competence to issues and problems of significance to constituencies, and it is related to academic program objectives of the unit(s) in which the faculty member is appointed.” Assessment also takes account of Institutional service, in regard to Academic Governance at department, college, and university levels, which is an important faculty responsibility.

**Tenure-System Assistant and Associate Professors** who have as one of their goals advancement in the process of reappointment, promotion, and/or tenure, may choose to make reference in their narratives to the manner in which their service activities and outcomes relate to their timeline and the requirements for such milestones.

**Professors** should make clear reference in their narratives to the manner in which their service activities and outcomes relate to their past accomplishments, or represent new directions, and the relationships they perceive relative to their goals for teaching activities and outcomes for the future.

**In all levels of assessment**, elements of Outreach may add value to activities and outcomes.

5	Participation far exceeds percentage of effort expectations of assigned, elected, consultative, and volunteer service activities, including: assumption of critical roles that led to tangible successes; leadership roles in high profile, demanding, and/or large scale activities; successful leadership in departmental, college, university, community organizations, and national and/or international professional service/consultative activities.
4	Participation exceeds percentage of effort expectations of assigned, elected, consultative, and volunteer service activities, including: assumption of important roles that led to tangible successes; high profile supportive roles in demanding, and/or large scale activities; supportive success resulting from roles in departmental, college, university, and national professional service activities.
3	Meets minimal percentage of effort expectations for assigned participation in departmental, college, university, and some professional service activities, in successful but primarily supportive roles.
2	Below percentage of effort expectations for assigned participation in less demanding activities and roles in departmental, college, university, and some local professional service activities.
1	Partial fulfillment of assigned duties that negatively impacts service effectiveness of the activity and/or others; or otherwise meet expectations of levels of participation in departmental, college, university, and professional service activities.
0	A record of service that is seriously deficient.

## **APPENDIX F: Schedule of Procedures for Reappointment, Promotion, and Tenure**

This schedule is a summary of procedures provided for guidance. Explicit procedures found in the Departmental Bylaws [Sections 7.9-7.14](#) should always be referenced as primary instruction for candidates.

### **1. Reappointment of an Assistant Professor for a second probationary term**

#### **A. In January of the year before Reappointment would take effect**

- a. The Department Chairperson informs Assistant Professors eligible for Reappointment of the University reappointment schedule.

#### **B. By the end of Spring Semester that same year**

- a. Eligible Assistant Professors who wish to apply will submit a letter of intent and a dossier of all pertinent information.

#### **C. Between March 15 and May 15 a Reappointment, Promotion, and Tenure Committee shall be formed for the candidate.**

- a. All members of the committee will be Department faculty at or above the rank the candidate seeks.
- b. The tenured faculty will select one member by ballot, the candidate will select one member, and the Department Chairperson will appoint one member in consultation with the Department Advisory Committee with consideration to issues of diversity, equity, and inclusion.

#### **D. By August 14 of that same year**

- a. The record may be updated by the candidate to include additional elements.

#### **E. In Fall Semester of that same year**

- a. The Reappointment, Promotion, and Tenure Committee receives its charge from the Department Chairperson, and begins its process of review of the dossier and related materials, and meets regularly to deliberate.
- b. An interview with the candidate will be scheduled as part of the review process.
- c. In consultation with the candidate, the Reappointment, Promotion, and Tenure Committee may consult an MSU faculty member at or above the rank the candidate seeks, to gain additional context and expertise.

#### **F. Before the end of November**

- a. The Reappointment, Promotion, and Tenure Committee submits its report and recommendation(s) to the Department Chairperson.

#### **G. Before the end of November**

- a. The Department Chairperson will convene a meeting of eligible voting faculty, at least 10 working days after the candidate's dossier is made available for their review.

- b. At that meeting the report of the Reappointment, Promotion, and Tenure Committee is read, followed by a period of deliberation, ending with a vote advisory to the Department Chairperson regarding support for the candidate's application.

**H. Before the end of Fall Semester**

- a. The Department Chairperson's letter regarding support for the candidate's application, the dossier, Reappointment, Promotion, and Tenure Committee report, and tally of faculty vote, are forwarded to the College of Arts and Letters for consideration through its process.

**2. Promotion of an Assistant Professor to Associate Professor with Tenure, and Promotion of an Associate Professor to Professor**

**A. In January of the year before Reappointment would take effect**

- a. The Department Chairperson informs Assistant and Associate Professors eligible for Promotion of the University reappointment schedule.

**B. By the middle of February that same year**

- a. Eligible Assistant and Associate Professors who wish to apply will submit a letter of intent, an updated C.V., and a prioritized list of up to eight names from which external review letters will be solicited.

**C. By the middle of March that same year**

- a. The Department Chairperson will solicit external review letters from the names on the candidate's list, and from others at their discretion who are prominent scholars or artists in the candidate's field.

**D. Between March 15 and May 15** a Reappointment, Promotion, and Tenure Committee shall be formed for the candidate.

- a. All members of the committee will be Department faculty at or above the rank the candidate seeks.
- b. The tenured faculty will select one member by ballot, the candidate will select one member, and the Department Chairperson will appoint one member in consultation with the Department Advisory Committee with consideration to issues of diversity, equity, and inclusion.

**E. By the end of Spring Semester**

- a. The candidate shall submit a dossier of all pertinent information.

**F. Beginning at the end of Spring Semester**

- a. The Department Chairperson will convey pertinent sections of the Department Bylaws, a copy of the dossier, and other relevant material to external reviewers.

**G. By August 14 of that same year**

- a. The record may be updated by the candidate to include additional elements.

b. If the record is updated by the candidate, such information will be shared with external reviewers for their consideration, along with an invitation to revise their letters should they so desire.

**H. In Fall Semester of that same year**

a. The Reappointment, Promotion, and Tenure Committee receives its charge from the Department Chairperson, and begins its process of review of the dossier and related materials, and meets regularly to deliberate.

b. An interview with the candidate will be scheduled as part of the review process.

c. In consultation with the candidate, the Reappointment, Promotion, and Tenure Committee may consult an MSU faculty member at or above the rank the candidate seeks, to gain additional context and expertise.

**I. Before the end of November**

a. The Reappointment, Promotion, and Tenure Committee submits its report and recommendation(s) to the Department Chairperson.

**J. Before the end of November**

a. The Department Chairperson will convene a meeting of eligible voting faculty, at least 10 working days after the candidate's dossier is made available for their review.

b. At that meeting the report of the Reappointment, Promotion, and Tenure Committee is read, followed by a period of deliberation, ending with a vote advisory to the Department Chairperson regarding support for the candidate's application.

**K. Before the end of Fall Semester**

a. The Department Chairperson's letter regarding support for the candidate's application, the dossier, Reappointment, Promotion, and Tenure Committee report, and tally of faculty vote, are forwarded to the College of Arts and Letters for consideration through its process.

**3. Reappointment of an Associate Professor to Associate Professor with Tenure**

**A. In January of the year before Reappointment would take effect**

a. The Department Chairperson informs Associate Professors eligible for Reappointment with Tenure of the University reappointment schedule.

**B. By the middle of February that same year**

a. Eligible Associate Professors who wish to apply will submit a letter of intent, an updated C.V., and a prioritized list of up to eight names from which external review letters will be solicited.

**C. By the middle of March that same year**

a. The Department Chairperson will solicit external review letters from the names on the candidate's list, and from others at their discretion who are prominent scholars or artists in the candidate's field.



**D. Between March 15 and May 15** a Reappointment, Promotion, and Tenure Committee shall be formed for the candidate. All members of the committee will be Department faculty at or above the rank the candidate seeks.

- a. The tenured faculty will select one member by ballot, the candidate will select one member, and the Department Chairperson will appoint one member in consultation with the Department Advisory Committee with consideration to issues of diversity, equity, and inclusion.

**E. By the end of Spring Semester**

- a. The candidate shall submit a dossier of all pertinent information.

**F. Beginning at the end of Spring Semester**

- a. The Department Chairperson will convey pertinent sections of the Department Bylaws, a copy of the dossier, and other relevant material to external reviewers

**G. By August 14 of that same year**

- a. The record may be updated by the candidate to include additional elements.
- b. If the record is updated by the candidate, such information will be shared with external reviewers for their consideration, along with an invitation to revise their letters should they so desire.

**H. In Fall Semester of that same year**

- a. The Reappointment, Promotion, and Tenure Committee receives its charge from the Department Chairperson, begins its process of review of the dossier and related materials, and meets regularly to deliberate.
- b. An interview with the candidate will be scheduled as part of the review process.
- c. In consultation with the candidate, the Reappointment, Promotion, and Tenure Committee may consult an MSU faculty member at or above the rank the candidate seeks to gain additional context and expertise.

**I. Before the end of November**

- a. The Reappointment, Promotion, and Tenure Committee submits its report and recommendation(s) to the Department Chairperson.

**J. Before the end of November**

- a. The Department Chairperson will convene a meeting of eligible voting faculty, at least 10 working days after the candidate's dossier is made available for their review.
- b. At that meeting the report of the Reappointment, Promotion, and Tenure Committee is read, followed by a period of deliberation, ending with a vote advisory to the Department Chairperson regarding support for the candidate's application.

**K. Before the end of Fall Semester**

- a. The Department Chairperson's letter regarding support for the candidate's application, the dossier, Reappointment, Promotion, and Tenure Committee report,

and tally of faculty vote, are forwarded to the College of Arts and Letters for consideration through its process.