

**FORM HP-D
INSTRUCTIONS**

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**MICHIGAN STATE UNIVERSITY
Office of the Provost**

HEALTH PROGRAMS RECOMMENDATION FOR PROMOTION

College of Human Medicine (CHM)
College of Osteopathic Medicine (COM)
College of Nursing (NUR)
College of Veterinary Medicine (CVM)

The faculty member to be considered for promotion must meet the qualifications contained in the following guidelines for the areas of 1) Patient Care Services, 2) Clinical and Pre-Clinical Teaching, 3) Scholarly Productivity and Research, and 4) Institutional Services. For promotion to associate professor in the HP system, the assistant professor HP is expected to meet, in at least 2 areas, all of the basic criteria and one or more of the distinguishing criteria. In order to be promoted to full professor in the HP system, the associate professor HP must meet a majority of the distinguishing criteria in three areas. In all four of the areas listed below it is expected that the faculty member will display excellence as an academic role model for medical, nursing and graduate students, for junior colleagues, for patients and for clients.

1. PATIENT CARE SERVICE

Patient Care Service and Consultation includes those services to patients that occur in the Clinical Center, the Veterinary Teaching Hospital, affiliated hospitals and clinics in Lansing and the surrounding communities, as well as in the community programs of the colleges. For such services to be included as part of the individual's promotion consideration they must have been billed through University billing procedures and in CHM and COM occur within the Medical Services Plan, and in NUR occur within the College of Nursing Practice Plan (CON-PP).

1.1 The Basic Criteria are:

- 1.1.1 Participates as a member of the Medical Services Plan, the CON-Practice Plan, or the Veterinary Teaching Hospital; and as a member of departmental/college group practice
- 1.1.2 Achieves or exceeds practice expectations as defined by the unit
- 1.1.3 Maintains clinical skills/knowledge base through participation in local and national clinical symposia, seminars and courses
- 1.1.4 Participates in local professional societies
- 1.1.5 Contributes as a faculty member in the operation, development and improvement of the department or college patient care services
- 1.1.6 Participates in quality assurance programs and/or other peer review activities related to patient care

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PATIENT CARE SERVICE, cont

- 1.2 The Distinguishing Criteria are:
 - 1.2.1 Demonstrates a scientific and scholarly approach to a major field of clinical medicine
 - 1.2.2 Serves as Chair, Lead or Director of Section
 - 1.2.3 Demonstrates cost-effective practices in the delivery of high quality patient care
 - 1.2.4 Demonstrates excellence as a clinician in the provision of high quality patient care services in the chosen speciality of the faculty member
 - 1.2.5 Coordinates and/or actively participates in activities directed at maintaining or enhancing clinical skills
 - 1.2.6 Demonstrates satisfaction by patients/clients
 - 1.2.7 Participates and/or collaborates in clinical studies/research sponsored externally
 - 1.2.8 Provides leadership on committees of the department, the college, or other committees that deal with patient care issues

2. CLINICAL AND PRE-CLINICAL TEACHING

Teaching includes all direct instruction for pre-clinical, clinical, residency and post-graduate programs, as well as faculty development teaching. It includes instructional development that leads to products (articles, text books, instructional videotapes, software, etc.) or processes that improve the provision of instructional services. It also includes advising.

- 2.1 The Basic Criteria are:
 - 2.1.1 Complies with the Michigan State University Code of Teaching Responsibilities
 - 2.1.2 Discharges assigned teaching responsibilities competently, including preparation and presentation of material in a well-organized, current and stimulating fashion
 - 2.1.3 Accepts teaching assignments routinely and teaches in college programs of instruction on a regular basis
 - 2.1.4 Participates in postgraduate educational activities
- 2.2 The Distinguishing Criteria are:
 - 2.2.1 Is assessed to be an effective teacher by learner evaluation
 - 2.2.2 Is assessed to be an effective teacher by colleagues and other faculty
 - 2.2.3 Provides evidence that teaching activities are based on current literature and the meaningful incorporation of that literature
 - 2.2.4 Assumes and effectively discharges responsibilities related to assumption of leadership in instruction or instructional design
 - 2.2.5 Provides evidence that he/she is requested as a teacher in college-level programs
 - 2.2.6 Demonstrates ability to stimulate trainees towards scholarship in medicine and medical practice
 - 2.2.7 Demonstrates ability to evaluate and counsel students, (medical, nursing, graduate, undergraduate), and residents.

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3. SCHOLARLY PRODUCTIVITY AND RESEARCH

Candidates may demonstrate active and consistent scholarship by the publication of articles, research reports, case studies and other observations in refereed medical and nursing journals and by the publication of books, book chapters and review articles in non-refereed journals.

3.1 The Basic Criteria are:

- 3.1.1 Provides evidence of participation in research and scholarly activities related to the mission of department and college
- 3.1.2 Presents research, scholarly or development efforts to the medical education community, community of the candidate's discipline, and/or to his/her own professional community
- 3.1.3 Participates in professional groups and/or organizations appropriate to research field
- 3.1.4 Publishes in refereed journals

3.2 The Distinguishing Criteria are:

- 3.2.1 Participates in the development of research proposals for external funding
- 3.2.2 Publishes texts, reference materials, monographs or instructional materials which receive favorable review
- 3.2.3 Provides leadership in professional organizations, appointed or elected to positions of leadership in professional organizations
- 3.2.4 Serves as principal investigator (or co-PI) on funded research projects
- 3.2.5 Has significant publication record in a defined area of work
- 3.2.6 Demonstrates lead authorship in his/her curriculum vitae

4. INSTITUTIONAL SERVICES

Committee and administrative service includes election to standing committees of department, or the college, or appointment to ad hoc committee of department, or college or appointment to a major administrative function within the department, college or the general university.

4.1 The Basic Criteria are:

- 4.1.1 Participates as appointed or elected member of department, or college committees
- 4.1.2 Provides evidence of productive service in support of college committees, and/or administrative activities

4.2 The Distinguishing Criteria are:

- 4.2.1 Leads or chairs department, or college projects or committees
- 4.2.2 Is appointed for major administrative position, in the department or college
- 4.2.3 Provides intellectual leadership in helping committees, task groups or other organizations develop solutions to significant problems at department/college level
- 4.2.4 Attains leadership positions in relevant state and/or national professional associations or organizations

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A COMPLETE SUBMISSION SHOULD INCLUDE THE FOLLOWING:

Form HP-D-I Recommendation Form to be filled out by chairpersons or directors and deans

Form HP-D-II Summary Information to be filled out by chairpersons or directors and deans

Form HP-D-III Summary Evaluation of each of the functional areas: patient care services, clinical and pre-clinical teaching, scholarly productivity and research, and institutional services to be filled out by chairpersons or directors

Form HP-D-IV Materials submitted by the candidate:

- Evidence of scholarly activities as requested on pages 8 through 17.
- A reflective essay about accomplishments over the reporting period (5 page maximum)
- A curriculum vita as a more complete listing of scholarly activities and works
- Other evidence as required by the unit (such as letters from reviewers) or desired by the candidate

Reappointment form (ivory) and HP Faculty Appointment/Reappointment Memorandum form to be completed in accordance with the usual procedures for completing these forms.

Please note that, wherever needed, additional sheets may be attached.

The review period begins with the date of first appointment/reappointment in the current rank. The reporting period is that period actually discussed and reported upon in the various sections of Form HP-D by the candidate, chairperson, and dean. The reporting period is normally the same as the review period, but this may be inappropriate in certain extraordinary situations (for instance, due to leaves, change in assignment, or an abnormally short or long review period). In such a case, the candidate, chairperson and dean should agree upon an appropriate reporting period, which they should then justify and support within the body of the form.

It is recommended that the entire package, including these instructions, be provided to those HP faculty who are being considered for promotion.

MICHIGAN STATE UNIVERSITY
Office of the Provost

HEALTH PROGRAMS RECOMMENDATION FOR PROMOTION

Name _____ Date _____
Last First Middle

Present Rank _____ Appointment Basis AY or AN

Primary Department Name _____ Second Department Name _____ Other Dept. Name _____

Primary College Name _____ Second College Name _____ Other College Name _____

Years of full-time MSU Health Programs service as of next July 1 as:

ASSISTANT PROFESSOR HP _____

ASSOCIATE PROFESSOR HP _____

Years of full-time faculty experience as of next July 1 (MSU & other) _____

Highest Degree _____ Institution _____ Date _____

Additional Training/Education/Certifications/Licensure _____

Review Period Begin Date _____

The review period begins with the date of first appointment/reappointment in current rank.

RECOMMENDATION BY DEPARTMENT CHAIRPERSON:

Promote to Associate Professor HP

Promote to Professor HP

Recommendation by Dean: _____

Recommendation by Provost: _____

Primary Chairperson Signature _____ Second Chairperson Signature _____ Other Chairperson Signature _____

Primary Dean Signature _____ Second Dean Signature _____ Other Dean Signature _____

Provost Signature _____

Attachments: Reappointment form (or Change of Status if promotion does not coincide with reappointment)
HP Faculty Appointment/Reappointment Memorandum

FORM HP-D – II SUMMARY INFORMATION - Patient care services, instruction, scholarly productivity and research, and institutional services

Summary Ratings of Contributions by Department Chairperson:

The purpose of this summary is to assess the candidate’s performance in relationship to expectations across the functional areas within the academic and broader community. For relevant sub-functions, indicate the faculty member’s performance by placing an “X” under the most appropriate rating (from excellent to poor). Performance should be evaluated relative to most appropriate comparison group and to assigned duties as reflected in percentage of time. For example, the most appropriate level of comparison for the function of “scholarly productivity and research” is a national/international comparison within the discipline.

Performance Ratings

Function	Sub-Functions	Assignment % of Time	Excellent	Very Good	Avg.	Below Avg.	Poor
PATIENT CARE SERVICES	Patient Care Delivery						
	Consultation						
INSTRUCTION*	Pre-Clinical						
	Clinical						
	Resident						
	Post-Doctoral						
	Advising						
	Other						
SCHOLARLY PRODUCTIVITY & RESEARCH	Scholarly Productivity & Research						
INSTITUTIONAL SERVICES	Committee Service						
	Administrative Service						
OTHER**	Other (specify)						
OVERALL RATING		100%					

* Include credit courses only, on and off campus.

** See Form HP-D-IVE, “Additional Reporting.”

Summary Statements by Chairperson and Dean:

1. Summary comments by Department Chairperson*. (Provide comments by function and across functions, citing strengths and weaknesses.)

2. Summary statement by Dean*.

*If the reporting period differs from the usual review period, please justify and support that period.

FORM HP-D – III A PATIENT CARE SERVICES

Summary evaluation of Patient Care Services by Department Chairperson/Practice Director:

Evaluate the faculty member's contributions whose primary focus is patient care. Dimensions to be addressed may include (but are not limited to):

- *contributions to group practice; clinical skills, knowledge; operation, development and improvement of patient care services; quality assurance*
- *satisfaction of patients/clients, cost effectiveness;*
- *internal/external clinical studies, research*
- *leadership in patient care issues*
- *peer assessment, professional recognition*

FORM HP-D - III B CLINICAL AND PRE-CLINICAL TEACHING

Summary Evaluation of Instruction by Department Chairperson/Practice Director:

Evaluate the faculty member's scholarly contributions whose primary focus is **instructional**. Assess credit instruction activities, and instructional activities related to residents and post-doctoral fellows, and continuing professional education. Dimensions to be addressed may include (but are not limited to):

- *Credit instruction, on and off campus and clerkship activities; course, clerkship and residency curriculum development; experimental curricula; development of instructional materials such as textbooks, videotapes, or software; technology enhanced instruction;*
- *Non-credit instructional activities including the development of certificate programs, community programs, extension programming, etc.;*
- *International instruction such as instruction abroad, comparative/international courses on campus, etc.;*
- *Patient care activities in support of instruction;*
- *Academic advising (making clear what the appropriate responsibilities and expectations are); and*
- *Instructional activities in professional/clinical, extension, international, or urban arenas.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *SIRS forms or resident evaluations; peer evaluation of instruction; evaluations by affected groups; teaching portfolios, including course syllabi, examinations; websites, etc.; publications and presentations related to pedagogy; guest lectures and visiting/adjunct appointments; grants received in support of instruction; and instructional awards or other forms of professional/alumni recognition.*

FORM HP-D - III C SCHOLARLY PRODUCTIVITY AND RESEARCH

Summary Evaluation of Scholarly Productivity and Research by Department Chairperson:

Evaluate the faculty member's scholarly contributions whose primary focus is **scholarly productivity and research**. Dimensions to be addressed may include (but are not limited to):

- *Discovery of new knowledge, including creative activities, and originality of approach;*
- *Development of innovative problem-solving strategies or methodologies;*
- *Application and dissemination of knowledge, including extension activities;*
- *Patient care activities in support of research and creative activities; and*
- *Research and creative activities in outreach, professional/clinical, extension, international, or urban arenas.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *publications, presentations, poster sessions, websites, etc.; performances and exhibits; scores, showings, recordings, and curatorial activities; citations of one's work by others; evaluations by peers and affected groups including comments by outside evaluators, journal editors, referees, etc.; grants received in support of research; and research awards or other forms of professional/alumni recognition.*

FORM HP-D – III D INSTITUTIONAL SERVICES

Summary Evaluation of Academic Service by Department Chairperson:

1. Evaluate the faculty member's scholarly contributions in activities whose primary focus is **service within the academic community**—within professional and scholarly organizations or within the University. Dimensions to be addressed may include (but are not limited to):
 - *Membership in professional organizations/societies external to the University;*
 - *Role as editor of scholarly or professional journal or other similar publication;*
 - *Leadership role in internal academic governance and/or in external professional organizations;*
 - *Membership on department/school, college and university governance committees;*
 - *Ad hoc service involvement in special study groups/committees, service on internal/external review panels, member of grievance panels, etc.; and*
 - *Academic service activities in outreach, professional/clinical, extension, international, or urban arenas.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *committee accomplishments (policies, reports, organizational changes), evaluation by committee colleagues/chairperson or organization executive officers, and service awards or other forms of professional/alumni recognition.*

2. Evaluate the faculty member's scholarly contributions in activities whose primary focus is **service within the broader community**. Dimensions to be addressed may include (but are not limited to):
 - *Application of scholarship to voluntary roles in community-based organizations;*
 - *Establishment of community links, voluntary leadership roles in community-based organizations;*
 - *Success in achieving grants and other forms of support for community service activities;*
 - *Success in completing assignments and projects for community service activities;*
 - *Responsiveness to societal needs and attention to the assets and goals of external groups;*
 - *Effectiveness in promoting the inclusion and advancement of diverse groups;*
 - *Development and evaluation of innovative approaches, strategies, technologies, and systems of service delivery.*
 - *Broader community service activities in professional/clinical, extension, international, or urban arenas.*

The evaluation should address the scholarship, significance, impact, and attention to context of the faculty member's accomplishments as evidenced, for instance, in: *publications, programs offered; presentations, performances, exhibits, broadcasts, websites, brochures and other print materials, and collection development; grants received in support of community activities; evaluations by affected groups including comments by outside evaluators, conference organizers, and/or media representatives.*

FORM HP-D - IV B CLINICAL AND PRE-CLINICAL TEACHING

The faculty member is encouraged to use a range of evidence demonstrating instructional accomplishment, which can be included in portfolios or compendia of relevant materials.

1. Undergraduate and Graduate Credit Instruction:

Record of instructional activities for at least the past six semesters. Include only actual participation in credit courses (on- or off-campus instruction) or virtual university on-line courses. In determining the "past six semesters," the faculty member may elect to exclude any semesters during which s/he was on leave; additional semesters may be included on an additional page. Fill in or, as appropriate, attach relevant print screens from CLIFMS*.

Semester and Year	Course Number	Credits (Number or Var)	Number of Sections Taught			Number of Students	Number Of Assistants**	Notes
			Lec	Rec	Lab			

2. Non-Credit Instruction:

List other instructional activities including non-credit courses/certificate programs, licensure programs, conferences, seminars, workshops, etc. Include non-credit instruction that involves international, comparative, or global content delivered either to domestic or international groups, either here or abroad.

*Consult departmental staff who are authorized to enter data on the web-based CLIFMS (Course Load, Instruction, Funding and Modeling System) system and can search for course sections and enrollments by faculty name, per semester.

**May include graduate and undergraduate assistants, graders, and other support personnel.

FORM HP-D – IV B CLINICAL AND PRE-CLINICAL TEACHING, continued

3. Academic Advising:

a. Faculty member’s activity in the area of academic advising. The statement may include commentary on supplementary materials such as recruitment activities, international student advising, evidence of peer recognition, and evidence of student recognition.

Undergraduate:

Graduate:

Graduate/Professional:

Other:

b. Candidate’s undergraduate advisees (if applicable to individual under review):

	Freshman	Sophomore	Junior	Senior
Number of current undergraduate advisees				

c. Candidate’s graduate/graduate-professional advisees (limit to principal advisor or committee chairpersonship status):

	Masters	Doctoral	Professional
Number of students currently enrolled or active			
Number of graduate committees during the reporting period			
Degrees awarded during the reporting period			
Degrees awarded during career			

FORM HP-D – IV B CLINICAL AND PRE-CLINICAL TEACHING, continued

4. List of Instructional Works:

List publications, presentations, papers, grants received (refer to Form HP-D-IVF), and other works that are primarily in support of or emanating from instructional activity.

5. Other Evidence of Instructional Activity:

Cite other evidence of instructional productivity such as works/grants in progress or under review (refer to Form HP-D-IVF). Address instructional goals and approaches; innovative methods or curricular development; significant effects of instruction; and curatorial and patient care activities, etc. Include evidence of instructional awards and peer recognition (within and outside the university).

FORM HP-D - IV C SCHOLARLY PRODUCTIVITY AND RESEARCH

1. List of Research/Creative Works:

Attach a separate list of publications, presentations, papers, and other works that are primarily in support of or emanating from Research and Creative Activities. Indicate how the primary or lead author of a multi-authored work can be identified. The list should provide dates and, in particular, accurately indicate activity from the reporting period. Items to be identified:

- 1) Books
- 2) Book chapters
- 3) Bulletins or monographs
- 4) Articles
- 5) Reviews
- 6) Papers and presentations for learned professional organizations and societies
- 7) Artistic and creative endeavors (exhibits, showings, scores, performances, recordings, etc.)
- 8) Reports or studies

Indicate peer-reviewed or refereed items with a “*”.

Indicate items with a significant outreach component with a “**” (determined by the faculty member)

2. Quantity of Research/Creative Works Produced:

For each of the categories listed in question one above, list the number of research and creative works produced.

	1	2	3	4	5	6	7	8
During the reporting period								
During career								

3. Number of Grants Received (primarily in support of research and creative activities; refer to Form D-IVE):

During the reporting period: _____

During career: _____

4. Other Evidence of Research/Creative Activity:

Cite other evidence of research and creative productivity such as: seminars, colloquia, invited papers; works/grants in progress or under review (refer to Form D-IVE); patents; formation of research-related partnerships with organizations, industries, or communities; curatorial and patient care activities, etc. Include evidence of peer recognition (within and outside the university).

FORM HP-D - IV D INSTITUTIONAL SERVICES

1. Service within the Academic Community

a. Service to Scholarly and Professional Organizations:

List significant committee/administrative responsibilities in support of scholarly and professional organizations (at the local, state, national, and international levels) including: elected and appointed offices held; committee memberships and memberships on review or accreditation teams; reports written and submitted; grants received in support of the organization (refer to Form HP-D-IVF); editorial positions, review boards and ad hoc review requests; and programs and conferences planned and coordinated, coordinated or served on a panel or chaired a session. Include evidence of contributions (e.g., evaluations by affected groups or peers).

b. Service within the University:

List significant committee/administrative responsibilities and contributions within the University. Include service that advances the University's equal opportunity/affirmative action commitment. Committee service includes: appointed and elected university, college, and department ad hoc or standing committees, grievance panels, councils, task forces, boards, or graduate committees. Administrative responsibilities include: the direction/coordination of programs or offices; admissions; participation in special studies or projects; collection development, care and use; grants received in support of the institution (refer to Form HP-D-IVF), etc. Describe roles in any major reports issued, policy changes recommended and implemented, and administrative units restructured. Include evidence of contributions (e.g., evaluations by peers and affected groups).

FORM HP-D - IV D INSTITUTIONAL SERVICES, continued

2. Service within the Broader Community:

As a representative of the University, list significant contributions to local, national, or international communities that have not been listed elsewhere. This can include (but is not restricted to) outreach, MSU Extension, Professional and Clinical Programs, International Studies and Programs, and Urban Affairs Programs. Appropriate contributions or activities may include technical assistance, consulting arrangements, and information sharing; targeted publications and presentations; assistance with building of external capacity or assessment; cultural and civic programs; and efforts to build international competence (e.g., acquisition of language skills). Describe affected groups and evidence of contributions (e.g., evaluations by affected groups; development of innovative approaches, strategies, technologies, systems of delivery; patient care; awards). List evidence, such as grants (refer to Form D-IVF), of activity that is primarily in support of or emanating from service within the broader community.

FORM HP-D - IV E ADDITIONAL REPORTING

1. Evidence of Other Scholarship:

Cite evidence of “other” scholarship as specified on p. 2 in the “summary rating” table (i.e., functions outside of patient care services, instruction, scholarly productivity and research and institutional services within the academic and broader community). Address the scholarship, significance, impact, and attention to context of these accomplishments.

2. Integration across Multiple Mission Functions:

Discuss ways that your work demonstrates the integration of scholarship across the mission functions of the university.

3. Other Awards/Evidence:

Cite other distinctive awards, accomplishments of sabbatical or other leaves, professional development activities, and any other evidence not covered in the preceding pages. (If the reporting period differs from the usual review period, then justify and support that period here.)

FORM HP-D - IV F GRANT PROPOSALS

List grant proposals submitted during reporting period relating to teaching, research and creative activities, or service within the academic and broader community. Include grants in support of outreach, international, urban, and extension activities.*

Name of Granting Agency (Grantor: Focus of Grant (Focus:))	Date Submitted	\$ Amount Requested	Status			\$ Amount Assigned to Faculty Candidate (if Applicable)	Principal/ Co-Investigators (if not faculty candidate)
			Pending	\$ Amt Funded	Not Funded		
Instruction							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
I. Research/Creative Activity							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							

* Anyone with an MSU Net username and password can log onto the web-based Information Reference database, maintained by the Office of Contract and Grant Administration, to search for records of proposals and grant awards by principal investigator. Printouts may be attached to this page.

Name of Granting Agency (Grantor:) Focus of Grant (Focus:)	Date Submitted	\$ Amount Requested	Status			\$ Amount Assigned to Faculty Candidate (if Applicable)	Principal/ Co-Investigators (if not faculty candidate)
			Pending	\$ Amt Funded	Not Funded		
II. a. Service – Academic Community Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
II. b Service – Broader Community i. MSU Extension Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
ii. Professional/Patient Care Activities Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
iii. International Studies and Programs Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
vi. Urban Affairs Programs Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							
v. Other Grantor:			<input type="checkbox"/>		<input type="checkbox"/>		
Focus:							

* Anyone with an MSU Net username and password can log onto the web-based Information Reference database, maintained by the Office of Contract and Grant Administration, to search for records of proposals and grant awards by principal investigator. Printouts may be attached to this page.