


**MICHIGAN STATE**  
**UNIVERSITY**

November 11, 2025

**MEMORANDUM**

**TO:** Deans, Chairpersons, and School Directors

**FROM:**   
Teresa Mastin, Ph.D., Vice Provost and Associate Vice  
President for Faculty and Academic Staff Affairs

**SUBJECT:** Tenure System Reappointments and Promotions ('25-26)

This memorandum outlines the steps for the submission of college recommendations of tenure system reappointments and promotions for the '25-26 review cycle. A timetable and related policy information are enclosed as well as reports that relate to all tenure system faculty.

Please note that four types of actions are involved during this review process:



1. Tenure system reappointment action on faculty members whose current probationary appointments end August 15, 2027. A recommendation for each such individual is required, i.e., a recommendation to reappoint or not to reappoint.
2. Recommendations to promote; some of the individuals involved may be the same as are included in 1, above.
3. Documentation of annual evaluation for each tenure system faculty member. The enclosed policy statements should be consulted prior to proceeding with the review and recommendation process, for information on standards and criteria related to reappointment, tenure, promotion, and annual faculty review.

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PROVOST**

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Enclosures

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Included as a separate attachment:

TABLE:      Tenure system faculty by rank and tenure status

## **TIMETABLE FOR PROMOTION/TENURE ACTIONS**

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### July 7, 2025

Provost memorandum titled “Guiding Policies on Faculty Tenure and Promotion” was sent to tenure system faculty and chairpersons, school directors and deans.

Human Resources emailed deans and college RPT contacts the links to the following: “Timetable for Reappointment, Promotion & Tenure Actions” and “Preliminary List of Probationary End Dates of 8/15/2027”.

### November 7, 2025

Office of the Provost distributes materials electronically. The Reappointment, Promotion, and Tenure Enhanced RPT application opens to college RPT HR contacts.

### Date to be determined by each college

Chairpersons and School Directors inform individual faculty members in a timely manner when their completed Form on Progress and Excellence (formerly Form D) and supporting materials have been forwarded to the Dean.

### February 27, 2026 (last working day of February)

The following information is sent from the Dean through the application to HR Academic Operations.

Report A: “Tenure System Reappointment Recommendations”

Report B: “Promotion List”

Report C: “Documentation of Annual, Written, Tenure System Faculty Review”

Forms on Progress and Excellence for Tenure System Faculty (formerly Form D) and an updated curriculum vitae for each faculty member listed on A and B are sent via email to HR Academic Operations.

### February 27, 2026

Deans request Chairpersons and School Directors inform individual faculty in a timely manner, of whether or not the Dean has approved the department’s recommended action and that the Dean has forwarded a completed Form on Progress and Excellence (formerly Form D) to the Provost. Even if the Dean does not approve the department’s recommended action, all review materials in support of such an action will be made available for review by the Provost and the Vice Provost/Associate Vice President for Faculty and Academic Staff Affairs.

## **TIMETABLE FOR PROMOTION/TENURE ACTIONS (continued)**

### March 10 to April 30, 2026

Deans' conferences with the ViceProvost and Associate Vice President for Faculty and Academic Staff Affairs and the Provost's faculty representatives.

### May 8, 2026

Provost notifies Deans of recommendations accepted for recommendation to the President and the Board of Trustees

### May 8 to May 15, 2026

Deans send notice of action by the Office of the Provost to Chairpersons, Directors, and faculty members

### May 27, 2026

Final lists of reappointments and promotions with tenure are prepared and forwarded by the Office of the Provost for recommendation to the President and for the agenda for the Board of Trustees.

### June 12, 2026

Meeting of the Board of Trustees.

### July 1, 2026

Notifications to Deans of final approval of tenure and promotion actions

### October 15, 2026

Delayed Actions due.

### December 15, 2026

Deadline for notification to faculty who are not reappointed. Those with delayed reappointments, promotion, and/or tenure actions which receive positive endorsement should be informed as soon as possible following final action by the President or Board of Trustees.

## APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE RECOMMENDATIONS

*The Office of the Provost sends policy bi-annually to deans, directors, and chairpersons to assist them in reappointment, promotion, and tenure decisions. During its annual review, the University Committee on Faculty Affairs and the University Committee on Faculty Tenure can suggest changes.*

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This memorandum, titled “[Guiding Policies on Faculty Tenure and Promotion](#)” provides annual guidance for deans, department chairs, school directors and faculty on the standards, criteria and expectations for reappointment, promotion and tenure (RPT) reviews. The purpose is three-fold:

- To affirm our institutional commitment to transparency in RPT decision-making.
- To provide a framework to support the continuous creation of an environment that fosters success in RPT processes and informs the recommendations made; and
- To offer updated guidance for the current academic year in light of current disruptions to faculty work.

Just as this memorandum is issued annually, each college is expected to review this University statement each year and ensure that its internal processes and expectations are aligned to support positive outcomes. The memorandum outlined guiding policies on: (1) Core Criteria for Evaluation, (2) University-Level Standards by Career-Milestones, (3) Expectations for Unit and College Review Committees (4) Expectations for Department Chairpersons, School Directors, and Deans, and (5) Principles of the Office of the Provost Review.

### **Standards by Career Milestones include:**

The following criteria establish University-level standards for evaluating tenure-system faculty at key milestones in their academic careers.

- Reappointment to a Second Probationary Appointment – Each reappointment recommendation should be based on clear evidence that a record is being established of progress toward becoming an expert of national and/or international stature, a solid teacher and a contributing member of the unit, college, University and/or discipline.
- Reappointment with Award of Tenure – Each tenure recommendation should be based on a clear record of sustained, outstanding achievements in scholarship, teaching and service across the mission, consistent with performance levels expected at peer universities. The record should provide a basis in actual performance for predicting capacity to become an expert of national or international stature and long-term, high-quality professional achievement and University service.
- Promotion from Assistant Professor to Associate Professor with the Award of Tenure – A recommendation for promotion from assistant professor to associate professor includes the award of tenure, and should be based on several years of sustained,

outstanding achievements in scholarship, teaching and service across the mission, consistent with performance levels expected for promotion to associate professor at peer universities. A reasonably long period in rank before promotion is usually necessary to provide a basis in actual performance for predicting capacity to become an expert of national or international stature and long-term, high-quality professional achievement and University service.

- Promotion to Professor – In as much as the University invests in an individual at the time of tenure, the measure of promotion to “full” is the investment the individual has made in the University. As such, a recommendation for promotion from associate professor to professor in the tenure system should be based on several years of sustained, outstanding achievements in scholarship and education across the mission, consistent with performance levels expected at peer universities. Moreover, it is an expectation that individuals should provide leadership within the department, mentorship to junior faculty and graduate students (where appropriate), teaching of undergraduates (where appropriate), service on committees and contribute to a flourishing intellectual life for those in the broader discipline, unit, college and Institution. A reasonably long period in rank before promotion is usually necessary to provide a basis in actual performance to permit endorsement of the individual as an expert of national and international stature and to predict continuous, long-term, high-quality professional achievement and University service.
- As a tenured faculty member, a professor must not only demonstrate disciplinary excellence, but also demonstrate commitment and effectiveness in larger institutional missions such as improving the breadth and depth of our community of scholars and culture, both in the academy and more broadly in society. Innovation brought to teaching and interdisciplinary teambuilding that enables broader groups of people from the widest possible disciplinary or college perspective are also part of a move from individual work to being a university professor. Such a responsibility is even greater for those who earn promotion to full professor.

## **FACULTY GUIDE FOR REAPPOINTMENT, PROMOTION, AND TENURE**

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The [Faculty Guide for Reappointment, Promotion, and Tenure \(RPT\)](#) was developed as a comprehensive resource document on the RPT processes. It outlines many items that are not articulated in this memo. Please review the information contained within this document with Chairs and School Directors.

Deans are encouraged to share this document with all tenure system faculty in their college. The intent of the document is to provide clarification and transparency around the RPT review structures and processes. The document provides information regarding:

- Overview of the Reappointment, Promotion and Tenure Process
- Criteria and Standards
- Time-Table for 2026-27 Reappointment, Promotion and Tenure Actions
- Form on Progress and Excellence Form (formerly Form D)
- The Reflective Essay
- Guidelines on Creating a COVID-19 Impact Statement
- Assessment of COVID-19 Impact Statements in Annual Evaluations and Reappointment, Promotion, and Tenure
- Annual Review
- Peer Review/College-Level Committee Review
- University-Level Review
- Early Promotion/Tenure
- Visa Status/Foreign Nationals
- Extending the Reappointment/Promotion/Tenure Review Timeline (Extending the Tenure Clock)
- Tenure Clock Extension Frequently Asked Questions Related to COVID-19
- Delay in Reappointment Decision
- Effective Dates
- Promotional/Tenure Base Salary Increases
- Negative Decisions
- Thriving: Four Different Sessions for Different Appointment Types
- Summary of Promotion and Tenure Actions University-wide
- Tenure/Promotion Recognition Dinners
- Post-Tenure Review
- Additional University Policies & Forms

## **NON-TENURED FACULTY IN THE TENURE SYSTEM (Faculty Handbook)**

*The following policy was approved by the Board of Trustees on April 17, 1970.*

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Recommendations for actions affecting the appointment, reappointment, or promotion of faculty members under the tenure system must be in accord with the provisions of the tenure system.

At the level of the basic administrative unit, judgements on non-tenured faculty with respect to professional competence (including teaching ability), academic potential, and the needs of the department are made by the responsible administrator after consultation with the tenured faculty and/or other duly constituted group specified in the bylaws of that basic administrative unit. Recommendations for reappointment or promotion which do not involve the award of tenure are reviewed and must be approved successively by the dean, the provost and the president, who makes the final decision. Recommendations for reappointment or promotion which involve the award of tenure are reviewed and must be approved successively by the dean, the provost, and the president, who makes the final recommendation to the Board of Trustees for action.

Each basic administrative unit shall base its judgements on criteria and procedures that are clearly formulated, objective and relevant. These criteria and procedures shall be known to all members of the basic administrative unit. If appropriate, the responsible administrator may supplement information required for these judgments by consulting with representative non-tenured faculty, students and/or qualified individuals outside the basic administrative unit. Review procedures shall be described in its bylaws and shall include a means by which the faculty member is evaluated and informed annually of his/her progress. These bylaws shall provide for a designated group to make recommendations with respect to reappointment, tenure, or promotion. Procedures shall also exist by which the faculty member may confer with this sub-group before a decision is and in his/her case.

Decision not to reappoint a non-tenured faculty member does not necessarily imply that the faculty member has failed to meet the standard of the University with respect to academic competence and/or professional integrity. This decision may be contingent, wholly or in part upon the availability of salary funds and/or departmental needs. The decision not to reappoint a non-tenured faculty member does not require action by the Board of Trustees. In the case of a non-tenured faculty member within the tenure system, notification is required as set forth in the section entitled [Operating Principles of the Tenure System](#), above. Such decision is made at the level of the basic administrative unit. Upon written request of the faculty member, the administrator of the basic administrative unit making the decision shall transmit in writing the reason for the decision.

If a non-tenured faculty member believes that the decision not to reappoint has been made in a manner which is at variance with the established evaluation procedures, he/she may, following efforts to reconcile the differences at the level of the basic administrative unit and the Dean of his/her college, initiate an appeal in accordance with the Faculty Grievance Procedure.



When reason arises to consider dismissal of a non-tenured faculty member before the expiration of his/her term of appointment, the procedures to be followed shall be identical with those established for the dismissal of a tenured faculty member.

## **CONFIDENTIALITY OF LETTERS OF REFERENCE RELATIVE TO REAPPOINTMENT, PROMOTION, AND TENURE RECOMMENDATIONS (Faculty Handbook)**

*The following statement was issued by the Office of the Provost on December 2, 1991.*

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University policy on confidentiality of letters of reference is that all letters soliciting evaluation relative to reappointment, promotion, and tenure recommendations must include the unit's statement on confidentiality. Any deviation from the following statement must be less restrictive and must be reviewed by the Provost's Office.

"Your letter of evaluation, as part of an official review file, will be held in confidence and will not be disclosed to the faculty member under consideration or to the public except as required by law or University policy. In all such instances, the information made available will be provided in a form that seeks to protect the identity, privacy and confidentiality of evaluators."

If individual colleges, departments, or schools want a less restrictive policy, the Provost's Office expects that a policy would be developed by consulting with duly constituted faculty advisory groups as required by Section 2 of the *Bylaws for Academic Governance*. In addition, the Office of the Provost must review such policies before their distribution either within the unit or to external viewers to ensure that they conform to University policy and the law.

Questions regarding this should be directed to Dr. Teresa Mastin, Vice Provost and Associate Vice President for Faculty and Academic Staff Affairs, at [fasaffairs@msu.edu](mailto:fasaffairs@msu.edu).

## **ANNUAL, WRITTEN, TENURE SYSTEM FACULTY REVIEW (Faculty Handbook)**

*This policy was issued by the Office of the Provost on February 11, 1997 and revised on March 3, 2003; it reflects advice by the Faculty Council and the University Committee on Faculty Affairs.*

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All units must have procedures for written evaluation of tenure system faculty at all ranks to support the annual merit process and to provide a basis for a clear statement of performance expectations and accomplishments. It is recognized that provisions and practices in units may vary; however, all evaluation procedures must incorporate, at the minimum, the principles included in this model policy for regular faculty review and must be applied uniformly to all faculty in the unit.

### **I. Principles**

While some variation may occur in the approach to reviews, the following principles as implemented by unit procedures are to be followed by unit administrators (i.e., Deans, Chairpersons and Directors) and faculty. In the case of faculty with joint appointments, a lead unit administrator shall be designated. The process should be clearly defined by the bylaws or established personnel policies and procedures of each academic unit.

- A. Each tenure system faculty shall be evaluated on an annual basis and informed in writing of the results of his/her review by the unit administrator.
- B. Each unit shall have clearly formulated and relevant written performance criteria and shall provide these at the time of appointment, and subsequently as necessary, to all faculty to clarify expectations.
- C. Faculty shall be informed of all factors used for evaluation, the evaluation of their performance on each of these factors and the relationship between their performance and decisions on merit salary adjustments and, if appropriate, on reappointment, promotion and tenure. Faculty are entitled to have all their assigned duties given weight in the evaluation.
- D. These annual assessments of faculty reviews shall be reflected in recommendations to the Provost's Office regarding reappointment, tenure, and promotion.

### **II. Guidelines for Implementation**

- A. Units should initiate the annual review process early enough so that the full process, including feedback to faculty, may be completed before the beginning of the fall semester.
- B. Each faculty member shall submit a written summary of activities for the appropriate period of time to the unit administrator in a timely manner prior to the review. These materials will be shared with the faculty in accordance with unit bylaws and procedures.
- C. If unit bylaws or procedures provide for performance evaluation by peer review committees, unit administrators shall rely on the advice of this designated group, in addition to their own judgment.

- D. Unit administrators or their designees, no later than 3 months after completion of the evaluation, shall provide to the faculty member a written evaluation of her/his overall performance. Whenever appropriate, such evaluations shall contain constructive and explicit recommendations and clarify expectations of what is needed to make additional scholarly progress in the tenure system.
- E. If, after receiving the written review, the faculty member disagrees with its content or chooses to provide additional documentation or comment, the faculty member shall have an opportunity to respond to the review. Any additional written faculty comment and/or documentation which is submitted within one month of receipt of the written review shall become part of the documentation for the review.
- F. The full documentation for this written review, including the faculty member's response, shall be placed in the faculty member's unit personnel file.
- G. Meetings between faculty members and unit administrators are encouraged prior to the written summary to provide feedback about expectations and evaluation. Each faculty member shall have the right to meet in person with the unit administrator or designee after the written review is received.

## **REAPPOINTMENT, PROMOTION, AND TENURE ENHANCED RPT APPLICATION**

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The annual reappointment, promotion, and tenure recommendations must be entered directly into HR's enhanced RPT application which organizes the recommendations into reports. Reports are then generated based on what was entered into the Enhanced RPT application. The following reports will be available to the RPT application users:

Report A: Tenure System Reappointment Recommendations

Report A: Tenure System Reappointment Recommendations – Joint Appointments

Report B: Tenure System Promotion List

Report C: Documentation of Annual Written Tenure System Faculty Review

(Please refer to the Enhanced RPT application instructions for additional detail).

**Report A “TENURE REAPPOINTMENT RECOMMENDATIONS”  
(Faculty members for whom a tenure system reappointment action is  
required)**

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1. Due: February 27, 2026. Information needs to be submitted electronically by the College into the enhanced RPT application. The final reports also need to be emailed to [RPT@hr.msu.edu](mailto:RPT@hr.msu.edu).
2. Delay in reappointment decision: There may be a limited number of cases that warrant delay in the final decision until the beginning of fall semester (final recommendations are due by October 15, 2026). If the review indicated that the recommendation to reappoint is doubtful or unclear, the faculty member should be notified that:
  - a. Information currently available does not warrant assurance of reappointment.
  - b. Upon the request of or after consultation with the faculty member, the department/chairperson/school director and the dean(s) may concur that the department/school hold another review early in the fall semester for the purpose of reviewing additional information and making a final recommendation. Consultation about the additional review with the relevant department/school peer review group is encouraged. In addition, only the Provost, after review of the record, and in consultation with the dean(s), may delay a reappointment decision.
3. Early Tenure: A promotion or tenure action is not considered "early" if justified by a record of performance at another university or during a fixed term appointment at MSU that is required by immigration regulations or other relevant reason, provided the performance meets MSU standards. Early promotion/tenure is based on an exceptional record of accomplishments at MSU that is based on department/school/college and University criteria. Early promotion/tenure is reserved for extraordinary cases.
4. Vacancies created by Non-Reappointment: Vacancies created by non-reappointment will revert automatically to the unit making the recommendation unless budget exigencies mandate delay.
5. Effective dates: The effective date for reappointment with tenure, is the first of the month following final approval of the action (i.e., July 1, 2026). The effective date for reappointment without tenure, or non-reappointment is August 16, 2027.
6. Instructions and information regarding Report A:
  - a. Report A is pre-populated with a list of faculty members with a probationary end date (PED) of August 15, 2027. It contains a column for the recommendations. The recommendation column in Report A is pre-populated based on what was entered into the RPT application.

- b. A list of joint appointees whose primary unit is not your own, is provided in an additional report titled, Report A: “Tenure System Reappointment Recommendations - Joint Appointments.” **ONLY THE PRIMARY UNIT** should recommend the reappointment or promotion of a joint appointee, but the chairperson/director of the primary unit is obligated to consult with the chairperson/director of all other joint units prior to submitting recommendations.
- c. Provide the recommendation for those listed on Report A in the Enhanced RPT Application under the “Reappointment, Promotion, and Tenure Recommendations” link in the Main Menu. Select the following rank groupings to find those with a probationary end date (PED) of August 15, 2027:

\*Assistant Professors with PED of 8/15/2027

\*Associate Professors with PED of 8/15/2027

The possible outcomes are listed in the ‘Recommendation’ field.

- i. If the recommendation is To Promote, the individual will appear on Report B “Tenure System Promotion List”.
- ii. For procedures relating to Extensions of the Probationary End Date, see the [Extending the Reappointment/Promotion/Tenure Review Timeline \(Extending the Tenure Clock\)](#) policy in the Faculty Handbook.
- iii. In unusual circumstances, a recommendation may still be under review by the Dean at the time that Report A is due. In this case, the unit must send an email with an explanation to [avphr.rpt@msu.edu](mailto:avphr.rpt@msu.edu), for that specific RPT Case.
- iv. If the recommendation is a Delay Action that has been approved by the ViceProvost and Associate Vice President for Faculty and Academic Staff Affairs, please send an email explanation and request to [avphr.rpt@msu.edu](mailto:avphr.rpt@msu.edu), for that specific RPT Case.

## Report B “PROMOTION LIST”

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1. Due: February 27, 2026. Information needs to be submitted electronically by the College into the Enhanced RPT Application. The final reports also need to be emailed to [RPT@hr.msu.edu](mailto:RPT@hr.msu.edu)
2. Promotion of individuals with low salaries: Recommendations to promote individuals for whom the unit has not maintained adequate salary increase is discouraged.
3. Early Promotion: A promotion or tenure action is not considered "early" if justified by a record of performance at another university or during a fixed term appointment at MSU that is required by immigration regulations or other relevant reason, provided the performance meets MSU standards. Early promotion/tenure is based on an exceptional record of accomplishments at MSU that is based on department/school/college and University criteria. Early promotion/tenure is reserved for extraordinary cases.
4. Effective dates: The effective date for promotion with or without the award of tenure is the first of the month following final approval of the action (i.e., July 1, 2025).
5. Instructions and information regarding Report B:
  - a. Report B will be blank until a "Promote" recommendation has been added in Report A for the faculty member being recommended for promotion.
  - b. Faculty who were listed on Report A with a “Promote” recommendation will automatically be added to Report B and will no longer appear on Report A.
  - c. Each dean should check to make sure joint appointees on Report B have been considered. All applicable deans and chairpersons/directors should be involved in recommendations for promotions of individuals with joint appointments.



## Report C “DOCUMENTATION OF ANNUAL, WRITTEN, TENURE SYSTEM FACULTY REVIEW”

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1. Due: February 27, 2026. Information needs to be submitted electronically by the College in the Enhanced RPT application. The final reports also need to be emailed to [RPT@hr.msu.edu](mailto:RPT@hr.msu.edu).
2. Instructions and information regarding Report C:
  - a. Provide the date of the most recent annual review and the individual conducting the review for those listed on Report C in the RPT application under the “Documentation of Annual Written Tenure System Faculty Review” link in the Main Menu. Units may add an asterisk after the name of the individual conducting the review to denote if the faculty member under review has an administrative title and their administrative duties comprise a significant portion of their efforts.

**FORM ON PROGRESS AND EXCELLENCE FOR TENURE SYSTEM  
FACULTY (formerly Form D) (16 pages)**

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1. Due: February 27, 2026. Information needs to be submitted electronically (via e-mail) to [RPT@hr.msu.edu](mailto:RPT@hr.msu.edu) Please see electronic submission instructions in item #6 below.
2. The [Form on Progress and Excellence for Tenure System Faculty \(formerly Form D\)](#) is required for all faculty listed on Report B and for all faculty listed on Report A, except those who have been terminated or for whom an extension had been approved by the University Committee of Faculty Tenure. Even if the Dean does not approve the department/school's recommended action, all review materials in support of such action should be made available for review by the Provost and the Vice Provost for Faculty and Academic Staff Affairs.
3. After notification of the response by the Office of the Provost to the recommendation by the dean(s) (May 8, 2026) for each faculty member not recommended for reappointment, a letter of notification from the chairperson/director and/or dean(s) must be sent to the individual. The letter **MUST** be sent as soon as possible and no later than December 15, 2026 and **MUST** contain the following items:
  - a. Notification that the decision was made to not reappoint the faculty member.
  - b. The specific end date of the probationary appointment, i.e., August 15, 2027.
  - c. A copy of the tenure statement adopted by the Academic Council, Academic Senate, and the Board of Trustees in May 1971:

“A non-tenured faculty member appointed in the tenure system who is not given further appointment after the expiration of a specific term shall be given reasons in writing upon his or her request. The administrator of the basic administrative unit making the decision shall be charged with transmitting these reasons to the faculty member.”
4. **ONLY** the 16-page Form on Progress and Excellence for Tenure System Faculty (formerly Form D), including (in the following order) a reflective essay, curriculum vitae and letters of reference should be sent to HR Academic Operations. If the Dean wishes to have other supporting materials reviewed at the conference with the Provost's staff, the Dean should bring those materials to the conference.

5. Instructions for completing the Form on Progress and Excellence (formerly Form D):

- a. For each foreign national (those holding non-immigrant status), attach a statement giving the steps they have taken to acquire permanent resident status, and if known, the approximate date on which permanent resident status will be attained. See "[Operating Principles of the Tenure System](#)" in the *Faculty Handbook*, for the policy statement.
- b. The 16-page form, Form on Progress and Excellence (formerly Form D), for an individual with a joint appointment (excluding Adjunct assignments) should list all departments and colleges involved. Only the primary unit will make a recommendation for reappointment, promotion or tenure for a faculty member with a joint appointment. However, the chairperson/school director of the primary unit is obligated to consult with the chairperson/school director of all joint units prior to submitting a recommendation. All applicable deans and department chairpersons/ directors must sign the form.

6. Electronic Submission:

a. Guidelines:

- i. The Form on Progress and Excellence (formerly Form D) and supporting materials may be submitted as either Adobe PDF or Microsoft Word files. If scanned, .TIF files are also acceptable if they are of good quality.
- ii. Submit materials for only one candidate per e-mail (please do not include materials for multiple candidates in one email).
- iii. Materials may be submitted as one document or separate documents (one document is preferred). If submitting as one document, place materials within the document in the order listed above under item #4.

b. Procedures:

- i. Attach the Form on Progress and Excellence (formerly Form D) and the required supporting documents for the applicable faculty member to an e-mail.
- ii. Include the **faculty member's name** in the subject line of the e-mail and the **Person's PERNR and department** in the body of the e-mail. In the event of multiple emails for one faculty member (due to limited attachment size), indicate multiple e-mails in the subject line (Example: John Doe 1 to 3, John Doe 2 of 3, John Doe 3 of 3).
- iii. Send the materials to [RPT@hr.msu.edu](mailto:RPT@hr.msu.edu)

**Forms E/F “Tenure System Faculty with Average Salary Increase less than half the University Control Average over the past 4 Years/Tenure System Faculty with Merit as Reason for low Salary in Salary Cohort Analysis.**

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Due to the zero-merit increases in 2020 and 2021, these reports have been discontinued at this time.

**DEANS' CONFERENCES WITH PROVOST'S STAFF**  
**March 10 through April 30, 2026**

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1. The Provost's Office will schedule a conference for each Dean with the Vice Provost and Associate Vice President for Faculty and Academic Staff Affairs and the Provost's faculty representatives.
2. Reports A, B, and C and the Form on Progress and Excellence (formerly Form D), which have previously been sent to HR Academic Operations will be available at the conference.
3. If unusual circumstances have resulted in a case which is still under review or delayed at the time of the conference, the Dean should provide as much information as possible, and make arrangements for an additional conference at a later time.
4. Deans should provide justification for early promotion recommendations, as well as information to indicate that such recommendations do not constitute evidence of unfair treatment for other tenure system faculty.. (A promotion or tenure action is not considered "early" if justified by a record of performance at another university or during temporary appointment at MSU required by immigration regulation or other relevant reason).
5. Each Dean will be asked to provide an update of the efforts for their college to improve and strengthen the criteria, standards, and procedures for reappointment, promotion, and tenure.
6. There will be a discussion of the status of all non-tenure faculty in the tenure system as well as all tenured faculty below the rank of full professor with the service at the rank of assistant or associate professor for eight years or more, whether they are being recommended for reappointment, promotion, or tenure, or not.
7. In most cases agreement will be reached on reappointment, promotion, and tenure recommendations although final notifications by the Provost may be a month or more later depending on the date of the deans' conferences. Additional meetings may be arranged, as necessary, to reach a final agreement in unresolved case.