**Role and Scope Document**

**for**

**[insert the name of the unit]**

1. **Role and Scope of Unit**
2. **Appointment and Advancement of Research Faculty**
3. **Annual Review Process**
4. **Primary Review Committee and Administrator**
	1. **Primary Review Committee-Composition and Appointment**
	2. **Primary Review Administrator**

 **Section 4.03** **Identification of responsible entities**

(a) Establish the Primary Review Committee either by facilitating the election or appointment of the members as described.

Choose an item.

(b) Select external reviewers and solicit review letters.

Choose an item.

(c) If internal Reviews are part of the unit’s review process, selecting and soliciting Internal Reviews.

Choose an item.

(d) Assuring the following materials are included in the Dossier:

 (i) Internal and external reviewer letters of solicitation, letters from the reviewers and, in the case of external reviewers, a short bio-sketch of the reviewer should be included in the Dossier.

 Choose an item.

 (ii) Applicable Role and Scope Document.

 Choose an item.

(iii) Letter of hire, any Percentages of Effort changes, all annual reviews, and all Evaluation Letters from prior retention, tenure, and promotion reviews at MSU.

 Choose an item.

 (iv) Candidate’s teaching evaluations from the review period. If the evaluations are not in electronic format, the unit will provide evaluation summaries. Upon request by review committees and review administrators, the unit will provide access to the original evaluations to review committees and administrators during the review.

 Choose an item.

(e) Maintaining copies of all review committee Evaluation Letters and internal, (if applicable), and external review letters after the review.

 Choose an item.

* 1. **Next Review Level**
1. **Intermediate Review Committee and Administrator**
	1. **Intermediate Review Committee - Composition and Appointment**
	2. **Intermediate Review Administrator**
	3. **Level of Review following Intermediate Review Administrator**
2. **Review Materials**
	1. **Materials submitted by Candidate**
	2. **Documentation of Collaborative Scholarly Contributions**
	3. **Peer Review Solicitation Procedure**
3. **Applicable Role and Scope Documents**
	1. Retention Review – Candidates for retention are reviewed under the standards and indicators in the Role and Scope Documents in effect on the first day of employment in a tenurable position.
	2. Tenure and Promotion to Associate Professor Review – Candidates for tenure are reviewed under the standards and indicators in the Role and Scope Documents in effect on the first day of employment in a tenurable position. Candidates may select a more recent, approved Role and Scope Document by notifying the primary review committee
	3. Promotion to Professor Review – The faculty member will be reviewed using standards and indicators in the Role and Scope Documents in effect two (2) years prior to the deadline for notification of intent to apply for promotion.
4. **Retention Reviews**

* 1. **Timing of Retention Review**. Faculty are reviewed for retention in the academic year specified in their Letter of Hire, unless extended under the Extending Tenure Review Period policy.
	2. **University Standard.** The standards for the retention of probationary faculty members are:
		1. effectiveness in teaching, scholarship, and service during the review period, and
		2. integration of no less than two of the following during the review period: teaching, scholarship, and service, and
		3. satisfactory progress towards meeting the standards for tenure by the candidate’s tenure review year.
	3. **Performance Indicators and Weighting**
	4. **Quantitative and Qualitative Expectations**
	5. **Evidence of Performance Indicators**

 **Section 8.06 Status of Scholarly Products**

1. **Tenure Review**

 **Section 9.01 Timing of Tenure Review**

Faculty are reviewed for tenure in the academic year specified in their Letter of Hire, unless extended under the Extending Tenure Review Period policy.

**Section 9.02 University Standard**

The University standards for the award of tenure are:

* + 1. sustained effectiveness in teaching and service during the review period, and
		2. integration of no less than two of the following during the review period: teaching, scholarship, and service, and
		3. accomplishment in scholarship.

**Section 9.03 Performance Indicators and Weighting**

**Section 9.04 Quantitative and Qualitative Expectations**

**Section 9.05 Evidence of Performance Indicators**

1. **Promotion to Rank of Associate Professor**
	1. **University Standards**

The University standards for promotion to the rank of Associate Professor are the standards for the award of tenure. Appointment at the rank of Associate Professor or Professor does not demonstrate, in and of itself, that standards for tenure have been met.

1. **Promotion to Rank of Professor**
	1. **Timing of Review.**

Normally, faculty are reviewed for promotion after the completion of five (5) years of service in the current rank, however, faculty may seek promotion earlier if they can establish that they “meet the same standards of effectiveness and accomplishment or excellence used in evaluating candidates after five (5) years in rank.”

* 1. **University Standard**

The University standards for promotion to the rank of Professor are:

* + 1. sustained effectiveness in teaching and service during the review period, and
		2. sustained integration of no less than two of the following areas during the review period: teaching, scholarship, and service, and
		3. excellence in scholarship.
	1. **Performance Indicators and Weighting**

**Section 11.04 Quantitative and Qualitative Expectations**

**Section 11.05 Evidence of Performance Indicators**

1. **Procedures for Update and Revision of the Unit Role and Scope Document**

**Article XIII. Approval Process**

**Section 13.01 Primary Academic Unit Role and Scope Document**

(a) tenurable faculty and administrator of the primary academic unit;

(b) promotion and tenure review committee and administrator of all associated intermediate units (usually colleges);

(c) University Promotion and Tenure Committee (UPTC); and

(d) provost.

**Section 13.02 Intermediate Academic Unit Role and Scope Document**

(a) promotion and tenure review committee and administrator of the intermediate unit;

(b) University Promotion and Tenure Committee (UPTC); and

(c) provost.

**Section 13.03 University Role and Scope Document**

(a) University Promotion and Tenure Committee (UPTC);

(b) Faculty Senate;

(c) Deans’ Council; and

(d) provost.