

DEI RECOMMENDATIONS APPENDIX

Suggested implementation process for the university

1. Recommendations document produced by Council of Diversity Deans (CODD).
2. CODD presents to, and works with, Council of Deans on mechanisms for introducing DEI into Annual Review and RPT process.
3. In partnership with AAN, CODD presents series of workshops to MSU community about integrating DEI into Annual Review and RPT.
4. CODD presents information on recommendations to new faculty, administrators, and academic staff during the New Faculty, Administrator and Academic Staff Orientation

Suggested implementation process in units

1. Faculty in colleges and academic units should adapt the above recommendations to create DEI evaluation rubrics that are specific to the (inter)disciplinary work within their respective units. Equity for faculty on joint appointments should be taken into account when formulating rubrics.
2. Department chairs and directors should meet yearly with each pre-tenure faculty member in the fall to discuss plans for progress towards RPT. In these meetings, chairs and directors should review the DEI requirement and talk through materials provided by the university, college, and department to help guide plans and establish a timeline for meeting these requirements. Faculty with joint appointments should consider working with the chairs of each department to draw up a memorandum of understanding to clarify expectations in advance.
3. Please contact the Assistant/Associate Dean or Director for DEI in your college for help with adapting the recommendations and as a general resource for your faculty in this area.
4. Department chairs, directors, and pre-tenure faculty should touch base with faculty mentors to discuss the DEI portion of the path to RPT.

Suggested Format for RPT Narrative

- Since DEI is not a separate entity, but is embedded across the academic mission, RPT narratives should be seven pages long, two of which address the new DEI requirement and related accomplishments to be organized in the format suggested below:

Research

Enter research activities here

DEI Research

Enter DEI research activities here

Teaching

Enter teaching activities here

DEI Teaching

Enter DEI teaching activities here

Service/Outreach

Enter service/outreach activities here

DEI Service/Outreach

Enter DEI service/outreach activities here

Suggested language for Letters of appointment

Letters of appointment should communicate clearly that MSU deeply values accomplishments aligned with diversity, equity, and inclusion. Suggested language for this communication follows: “MSU deeply values accomplishments aligned with diversity, equity, and inclusion, thus faculty members will be evaluated for evidence of such achievement in their annual review (AN) and Reappointment, Promotion, and Tenure (RPT). For annual review, a faculty member is expected to present evidence of DEI accomplishment in research/creative activities, teaching, and service. For RPT consideration, a faculty member will be expected to present a narrative (integrated into the RPT statement) and evidence (in the dossier) that reflects these accomplishments. Your unit chair/director will provide you with recommendations for preparing these documents. While external reviewers’ primary focus will be on the quality of the faculty member's scholarly/creative contributions; MSU evaluations will assess the entirety of the faculty member's overall performance to integrate DEI.”

Suggested language for external review letter writers

Unit chairs and directors should communicate clearly to external evaluators that MSU deeply values accomplishments aligned with diversity, equity, and inclusion. Suggested language for this communication follows: “MSU deeply values accomplishments aligned with diversity, equity, and inclusion, thus faculty members going up for tenure and promotion consideration are evaluated for evidence of such achievement. While your primary focus as an external evaluator will be on the quality of the faculty member's scholarly/creative contributions; MSU evaluations will assess the entirety of the faculty member's overall performance to integrate DEI.”