

# MICHIGAN STATE UNIVERSITY

## **TIMETABLE FOR REAPPOINTMENT, PROMOTION, & TENURE ACTIONS**

April 26, 2024

Provost memorandum titled “University Philosophy and Guiding Policies on Faculty Tenure and Promotion” is sent to tenure system faculty and Chairpersons, School Directors and Deans. Human Resources emails Deans and College RPT contacts the links to the following: “Timetable for Reappointment, Promotion & Tenure Actions” and “Preliminary List of Probationary End Dates of 8/15/2026.”

November 8, 2024

Office of the Provost distributes materials electronically. The enhanced RPT system titled Reappointment, Promotion and Tenure opens.

Chairperson/Director forwards completed Form on Progress and Excellence in the Tenure System “Recommendation for Reappointment, Promotion or Tenure Action” to Dean

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

February 28, 2025 (last working day of February)

The following information is sent from the Dean through the enhanced RPT system to Human Resources.

A: “Tenure System Reappointment Recommendations.”

B: “Promotion List.”

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

Form on Progress and Excellence:

“Recommendation for Reappointment, Promotion or Tenure Action”, and an updated curriculum vitae for each faculty member listed on A and B.

G: “Affirmative Action Report on Faculty Promotions”

Dean submits Form on Progress and Excellence “Recommendation for Reappointment, Promotion or Tenure Action” to Human Resources

Deans request Chairpersons and 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 “Recommendation for Reappointment, Promotion, or Tenure Action” form 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 his staff.

March 11 to April 29, 2025

Deans conferences with the Vice Provost/Associate Vice President for Faculty and Academic Staff Affairs and the Provost faculty representative.

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Timetable for Promotion/Tenure Actions, continued.

May 9, 2025

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

May 9 to May 15, 2025

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

May 27, 2025

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 13, 2025

Meeting of the Board of Trustees.

July 1, 2025

Notifications to Deans of final approval.

October 15, 2025

Delayed actions due.

December 15, 2025

Deadline for notification to faculty who are not reappointed. Those with delayed reappointment, 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.