

**FORM D  
INSTRUCTIONS**

**MICHIGAN STATE UNIVERSITY  
Office of the Provost**

**RECOMMENDATION FOR REAPPOINTMENT, PROMOTION, OR TENURE ACTION**

Recommendations for reappointment, promotion or tenure action are based upon a faculty member's scholarly contribution. As noted in the Provost's annual fall memorandum to deans, directors, and chairpersons, "The essence of scholarship is the thoughtful discovery, transmission, and application of knowledge, including creative activities, that is based in the ideas and methods of recognized disciplines, professions, and interdisciplinary fields. What qualifies an activity as scholarship is that it be deeply informed by the most recent knowledge in the field, that the knowledge is skillfully interpreted and deployed, and that the activity is carried out with intelligent openness to new information, debate, and criticism."<sup>1</sup> Consistent with the fact that there are multiple forms of scholarship, the attached forms provide the opportunity to document, provide evidence for, and assess faculty scholarship in the functional areas of instruction, research and creative activities, and service within the academic and broader community, as well as in cross-mission initiatives.

It is often difficult to identify a scholarly activity as belonging solely to one of the main functional areas of instruction, research and creative activities, and service. Candidates should list scholarly contributions according to their primary focus. They should further describe, where appropriate, any value added by such activities to the other functional areas. Thus instruction may have research, creative, and service components, while specific research and creative activities may have identifiable instructional and service segments. Similarly activities primarily and traditionally thought of as being service may also contribute to any or all of the main functional areas. Examples include outreach, professional/clinical, international (including International Studies and Programs), urban (including Urban Affairs Programs), and MSU Extension activities. Chairpersons and directors are encouraged to evaluate faculty accomplishments for those activities in preparing the summary evaluation for each of the functional areas and, where appropriate, to comment on the impact on communities of the candidate's work. In addition to a section for each of the main functions, another section is provided that, as relevant, allows the candidate to summarize and the chair to evaluate scholarly work that is integrated across the functions or does not necessarily fit into one or more of the other categories.

All faculty activities and accomplishments must be judged upon their quality, which requires both continuing improvement and continuous engagement. A specific framework for evaluating scholarly activities and contributions includes (but is not restricted to) the following dimensions: scholarship, significance, impact, and attention to context. These dimensions are embedded as possible criteria for assessment in the summary evaluation by chairpersons and directors for each functional area.

- Scholarship – To what extent is the effort consistent with the methods and goals of the field and shaped by knowledge and insight that is current or appropriate to the topic? To what extent does the effort generate, apply, and utilize knowledge?
- Significance – To what extent does the effort address issues that are important to the scholarly community, specific constituents, or the public?
- Impact – To what extent does the effort benefit or affect fields of scholarly inquiry, external issues, communities, or individuals? To what extent does the effort inform and foster further activity in instruction, research and creative activities, or service?
- Attention to Context – To what extent is the effort consistent with the University Mission Statement, issues within the scholarly community, the constituents' needs, and available resources?

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<sup>1</sup> The Provost's annual fall memorandum also indicates that the quality of performance by faculty in instruction, research and creative activities, and service is fundamental for decisions about reappointment and tenure. The needs of the academic unit can, on occasion, be more important than performance as a factor in the decision (see especially the statement on Non-Tenured Faculty in the Tenure System).

Fuller explanation and discussion of these four dimensions appears in *Points of Distinction: A Guidebook for Planning and Evaluating Quality Outreach* available through University Outreach's website:

[www.msu.edu/unit/outreach/publications.html](http://www.msu.edu/unit/outreach/publications.html)

A complete submission should include the following:

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| Form D-I   | Recommendation Form and Additional Information to be filled out by chairpersons or directors and deans   |
| Form D-II  | Summary Information to be filled out by chairpersons or directors and deans  |
| Form D-III | Summary Evaluation of each of the functional areas: Instruction, Research and Creative Activities, and Service within the Academic and Broader Community to be filled out by chairpersons or directors   |
| Form D-IV  | Materials submitted by the candidate: <ul style="list-style-type: none"><li>• Evidence of scholarly activities as requested on pages 9-17</li><li>• A reflective essay about accomplishments over the reporting period (5 page maximum)</li><li>• A curriculum vita as a more complete listing of scholarly activities and works</li><li>• Other evidence as required by the unit (such as letters from reviewers) or desired by the candidate</li></ul> |

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

The review period begins with the date of appointment or most recent reappointment/promotion. The reporting period is that period actually discussed and reported upon in the various sections of Form D by the candidate, chairperson or director, 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 or director, 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 members of the faculty who are being considered for promotion, tenure, or reappointment action.

In accordance with the Bylaws for Academic Governance, the Office of the Provost consulted with the University Committee on Faculty Affairs and the University Committee on Faculty Tenure on this form.