



Enhanced RPT Application System Step by Step Guide

November 2022

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Enhanced RPT Application Instructions and Overview

RPT Process Overview

The Reappointment, Promotion and Tenure (RPT) system disseminates annual reappointment, promotion, and tenure lists for tenure system faculty within the individual colleges. Reappointment, promotion, and tenure recommendations, annual review dates, and reasons for non-promotion for affirmative action reporting are submitted by the college on an annual basis through the RPT system (this does not include executive management or managers).

The Enhanced RPT application was designed to assist organizational units and colleges in collecting RPT information and annual review information through form processes that enhances the user experience and efficiencies.

The RPT process typically opens mid-November of each year, and all forms and reports are due to MSU HR by the last working day in February of the following year. For example, for the RPT Year 2022-2023, the RPT process will open November 11, 2022 and close on February 28, 2023.

RPT Application Access

To have access to process forms in the enhanced RPT application system, each individual will need to have a unique role either for the organizational unit (department/school) and/or for the college. To obtain access, a generic eARM form will need to be processed through MSU IT. The link to the eARM forms is found here: <https://tech.msu.edu/network/authentication-authorization/access-requests/>.

We have also provided links below showing the different roles that are available, and how to request access to the RPT Application system:

[Who Gets What: Reappointment, Promotion & Tenure](#)

[Who Gets What: Requesting Access to Tiles](#)

NOTE: MSU HR recommends that if access is needed, the RPT contact processes the generic eARM form at least two weeks prior to the start date of when the RPT process opens.

Let's Get Started

For those that have access to the RPT Application system, the following **Main Menu View** will be visible under the **Reappointment, Promotion & Tenure** section:



Let's review these tiles

1. **RPT inbox** – this tile contains a pre-determined listing of faculty members. The RPT inbox will include individual forms ready for recommendations to be entered for reappointment, promotion or tenure starting with the organizational unit.
 - a. As a note: the individual RPT forms will also be visible in the HR/Payroll inbox tile for those who have access to both. To review RPT forms only, MSU HR recommends units to review these forms through the RPT inbox tile or the RPT Mass Form Processing tile
2. **RPT Mass Form Processing** – this tile contains an ability to process forms via mass processing of recommendations to be entered for reappointment, promotion or tenure starting with the organizational unit.
3. **Annual Tenure System Faculty Review** – this tile is where the documentation of the most recent annual review as well as the individual conducting the review for all tenure system faculty members is inputted and saved (excluding executive management and managers).
4. **Reappointment Recommendations – Report A** – this tile is where the organizational unit/college can run a report of all reappointment recommendations for each organizational unit and/or college. The information will populate once recommendations from the RPT inbox tile or RPT Mass Form Processing tile has been inputted.
5. **Joint Reappointment Recommendations – Report A** – this tile is where the organizational unit/college can run a report of all reappointment recommendations for each organizational unit and/or college for those faculty members who have a joint appointment in another unit. The information will populate once recommendations from the RPT inbox tile or RPT Mass Form Processing tile has been inputted.
6. **RPT Actions Worksheet** - this tile is where a worksheet listing of Assistant and Associate Professors can be printed and used as a working copy by users to indicate RPT recommendations or reasons for non-promotion before the information is entered into the individual form(s) or mass processing tile.
7. **Promotions List – Report B** – this tile is where the organizational unit/college can run a report of all promotions. This report will populate once the recommendations from the RPT inbox tile or RPT Mass Form Processing tile have been input and saved.
8. **Annual Review – Report C** – this tile is where the organizational unit/college can run a report of all annual reviews. This report will populate once the recommendations from the Annual Tenure System Faculty Review tile have been input and saved.

The following links are also included in the Reappointment, Promotion and Tenure section of EBS:

RPT process Overview and Instructions – This will be a link to the PowerPoint that provides an overview and instructions for the Enhanced RPT application system.

Provost Memo: April – This will be a link to the Statement on Faculty Tenure and Promotion sent in April from the Provost.

Provost Memo: November – this will be a link to the Tenure System Reappointments & Promotions memorandum sent in November from the Provost.

Timetable for RPT Actions – This will be a link to the Timetable for Promotion/Tenure Actions for the upcoming RPT cycle. The RPT process will open in mid-November and close the last working day of February. All information must be entered and submitted in EBS before the due date. (Colleges may wish to create internal deadlines by which departments must submit information to the college)

Reappointment, Promotion and Tenure Recommendations

This is where the Organizational Unit and/or College will provide RPT recommendations for faculty members in the unit through the Individual or Mass processing tiles as well as reasons for non-promotion, where a non-promotion reason is indicated. (Appendix B lists all the reasons where a non-promotion recommendation would be warranted).

For definitions of reappointment, promotion and award of tenure recommendations, Please see the [Provost November Memo: RE TS Reappointments and Promotions.](#)

Definitions of when to use non-promotion reappointment, promotion and tenure actions:

- **Do not promote:** Use when a faculty member electively chose to be considered for promotion and the faculty member's case was reviewed and subsequently not supported by the college/school/department.
- **Do not reappoint:** Use when the outcome is unfavorable for a faculty member with a required action (e.g., has a probationary end date of current RPT cycle, i.e for 2022/2023 RPT cycle, the probationary end date would be August 15, 2024).
- **No RPT action at this time:** Use if a faculty member did not elect to be considered for promotion or tenure, and a promotion or tenure action was not put forth to be reviewed by the department or college.
- **Extension:** Use if an extension is under review by the University Committee on Faculty Tenure (UCFT) or if an extension or delay action has been granted.
- **Pending Discussion:** Units should only use this action after consultation with Faculty Academic Staff Affairs (FASA)".

Reports

Reports are generated based on what users have entered into the application and provided to the College.

Report A: Reappointment Recommendations

Report A: Reappointment Recommendations - Joint Appointments

Report B: Promotion List

Report C: Annual Tenure System Faculty Review (intended for documentation of written faculty review(s))

Report G: Affirmative Action (intended as a report on Faculty Non-promotions)

Reports A, B and G are populated when data is entered from the RPT inbox tile or the RPT Mass processing tile. Once the data is inputted, the organizational unit or college can go into the corresponding reports tiles and print the reports.

Report C will have prepopulated information. The organizational unit can enter the remaining data required in the Annual Tenure System Faculty Review tile. Once the data is inputted, the organizational unit or college is then able to run the report.

For further information regarding the contents of each report, please reference the “Provost Memo RE: TS Reappointments and Promotions” sent in November of each year. This memo is also available in the enhanced RPT application.

FAS Affairs has indicated that signatures are no longer required on the reports. If the College would require signatures, that is up to the purview of the college, but not required for FAS Affairs.

***NOTE: Salary Data for reports is pulled as of 10/1 of each year**

Documentation of Annual Tenure System Written Review

In this tile, the Organizational Unit will provide the most recent annual review date, as well as the individual conducting the review for all tenure system faculty members (excluding executive management and managers).



Annual Review

MICHIGAN STATE UNIVERSITY RPT - Annual Review

Annual Review Default * ▾

RPT Year: College: Organizational Unit: Rank: Personnel Number: Go

Action Required (24) Review Completed (0) No Review Conducted (0)

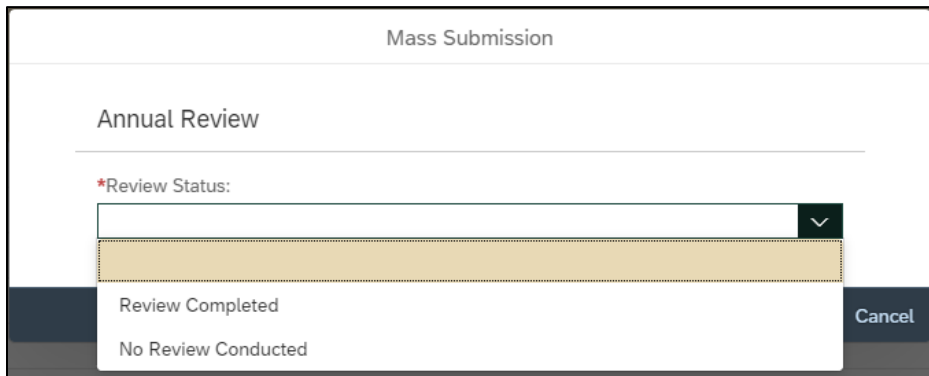
<input type="checkbox"/> RPT Cycle	Rank Desc ▾	Personnel Number	Name ▾	Prob. End Date	Date of Most Recent Review	Reviewer
Organizational Unit: SOCIOLOGY SOCIAL SCIENCE (10038784)						
<input type="checkbox"/> 2022-2023	Assistant Professor	90001019		08/15/2026		
<input type="checkbox"/> 2022-2023	Assistant Professor	90000505		08/15/2025		
<input type="checkbox"/> 2022-2023	Assistant Professor	90000720		08/15/2024		

When entering the Annual Review tile, the Organizational unit will see their Organizational Unit listed and the three tabs noted below:

- **Action Required:** In this tab, there is a list of faculty members that need annual review information action completed. They will remain in this tab until information has been entered/saved by the organizational unit.
- **Review Completed:** In this tab, the annual review information has been input for the faculty member(s) and saved by the organizational unit. No further action would be required as this would populate on Report C.
- **No Review Conducted:** In this tab, it will reflect the number of faculty where no review information has been entered for the faculty member(s) listed. **Update November 2024:** Reason field will be required when entering a no review conducted selection for a faculty member. This field will also populate on Report C. It will be the College and Unit's responsibility to ensure this information reflects appropriately upon the submission deadline.

Annual Review

If selecting **No Review Conducted**, effective November 2024 and beyond: a new field with a reason of why will need to be entered.



Mass Submission

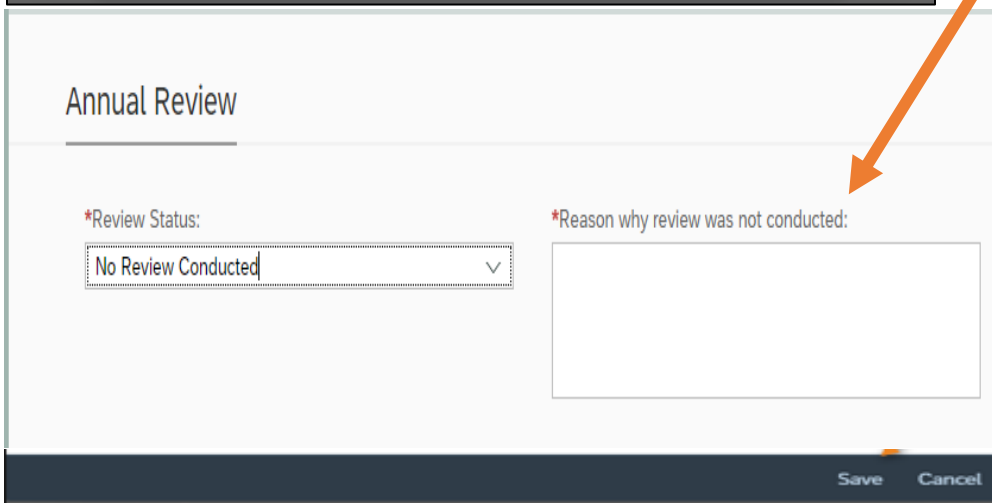
Annual Review

*Review Status:

Review Completed

No Review Conducted

Cancel



Annual Review

*Review Status:

No Review Conducted

*Reason why review was not conducted:

Save Cancel

- **Review Status** – an answer is required to this prompt whether the review has been completed or no review was conducted
- **Reason why** – this must be entered for each faculty member that has a No Review Conducted status.
- Once the information is complete, please select Save.
- **NOTE:** Any questions on this item, please reach out to your FASA Liaison for further guidance.

- **If a faculty member is dually appointed**, the primary department must take action in the annual review forms in the enhanced RPT system prior to the deadline and ensure this is reflected on Report C when submitting to HR.
- In the enhanced RPT system, the **annual reviews must be entered for each faculty member** whether a review was conducted, or a no review conducted with reason entered prior to the deadline and ensure this is reflected on Report C when submitting to HR.

Annual Review

These reviews can be submitted either individually or by mass by selecting the checkbox next to each faculty member. For **Mass submission, all items entered** would need to be the same information for all faculty members selected in the actions required section.

An individual can search for a specific organizational unit if desired. To do so, please utilize the **Organizational Unit** tab and either enter the organizational unit code, or if unknown, the two squares highlighted below will open a search function where an organizational code can be chosen. Once chosen, select “GO”.

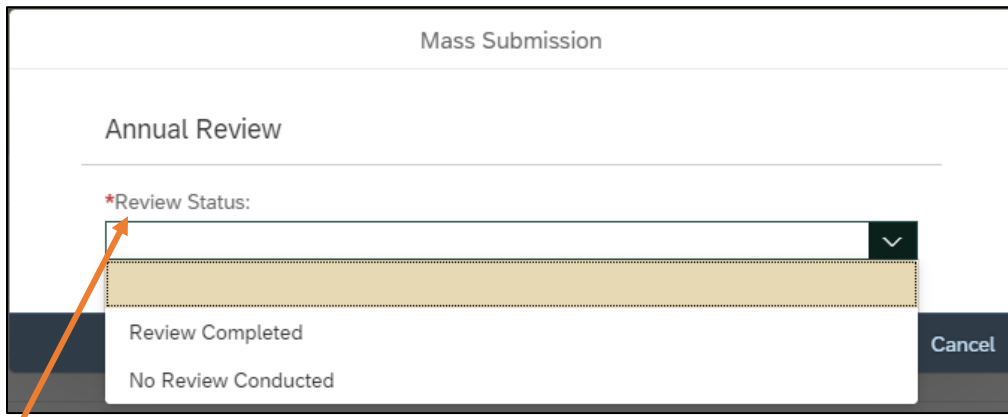
< MICHIGAN STATE UNIVERSITY RPT - Annual Review

Annual Review Default ▾

RPT Year: College: Organizational Unit: Rank: Personnel Number: Go

Annual Review

Once the faculty member(s) are chosen, select enter and the following screen will appear. If selecting **Mass Submission - all items below entered** would need to be the same information for all faculty members selected in the actions required section:



Mass Submission

Annual Review

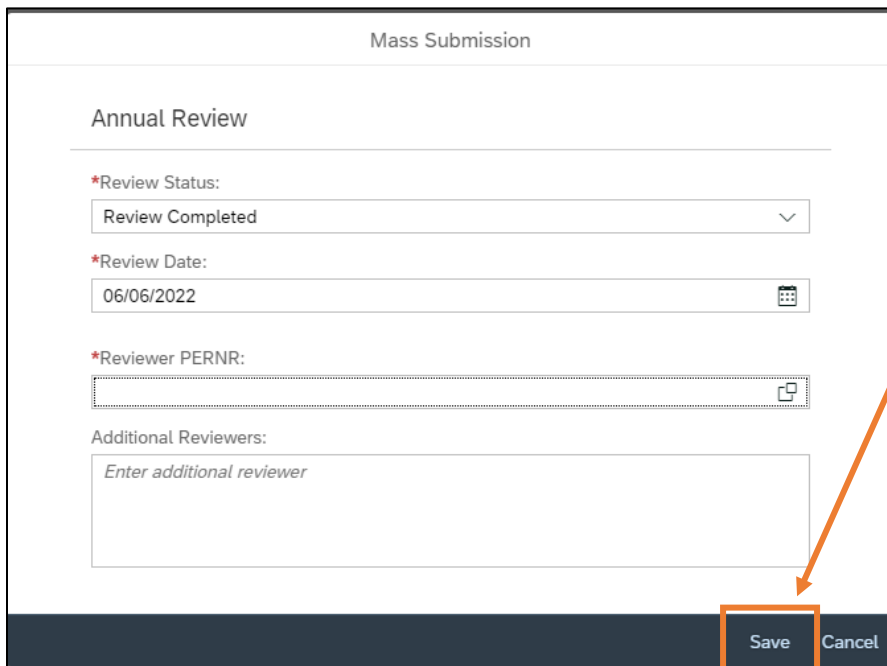
*Review Status:

Review Completed

No Review Conducted

Cancel

Review Status – an answer is required to this prompt whether the review has been completed or no review was conducted



Mass Submission

Annual Review

*Review Status:

Review Completed

*Review Date:

06/06/2022

*Reviewer PERNR:

Additional Reviewers:

Enter additional reviewer

Save Cancel

Review Date – the date the review was completed

PERNR of Reviewer – this needs to be the same person for all the faculty chosen in the Mass process only

Once the information is complete, please select Save.

NOTE: information can be submitted individually for each faculty member if the mass process option is not preferred

Annual Review

After the faculty information is entered for the annual review and saved, it will populate in the review completed tab (see highlighted section below), and the Action Required tab will be reduced by that number.

The screenshot shows the Michigan State University RPT - Annual Review interface. At the top, there are search filters for RPT Year, College, Organizational Unit, Rank, and Personnel Number. Below these filters, there are three tabs: 'Action Required (22)', 'Review Completed (2)', and 'No Review Conducted (0)'. The 'Review Completed (2)' tab is highlighted in yellow. Below the tabs is a table with the following columns: RPT Cycle, Rank Desc, Personnel Number, Name, Prob. End Date, Date of Most Recent Review, and Reviewer. The table shows two rows of data for the 2022-2023 cycle, both for Assistant Professors with personnel numbers 90001019 and 90000505. The Name column is redacted with a black box. The Prob. End Date is 08/15/2026 for the first row and 08/15/2025 for the second row. The Date of Most Recent Review is 06/08/2022 for both, and the Reviewer is Brad L. Ueham.

RPT Cycle	Rank Desc	Personnel Number	Name	Prob. End Date	Date of Most Recent Review	Reviewer
2022-2023	Assistant Professor	90001019	[Redacted]	08/15/2026	06/08/2022	Brad L. Ueham
2022-2023	Assistant Professor	90000505	[Redacted]	08/15/2025	06/08/2022	Brad L. Ueham

The college view is the same as the unit (see below), however the college step is only a **review of information** and doesn't require inputting data. If upon review, the data is incorrect, please contact the Academic Operations RPT email avphr.rpt@msu.edu, to have it returned to the organizational unit for correction.

This screenshot is identical to the one above, showing the Michigan State University RPT - Annual Review interface with the 'Review Completed (2)' tab highlighted. It displays the same search filters, tabs, and table of review data for two Assistant Professors.

RPT Cycle	Rank Desc	Personnel Number	Name	Prob. End Date	Date of Most Recent Review	Reviewer
2022-2023	Assistant Professor	90001019	[Redacted]	08/15/2026	06/08/2022	Brad L. Ueham
2022-2023	Assistant Professor	90000505	[Redacted]	08/15/2025	06/08/2022	Brad L. Ueham

If an annual review action needs to be returned for correction, once returned, it will show under the Action Required tab for the Organizational Unit and the number under the Review Completed tab will be reduced by that number. For the above example, if the two reviewed completed forms are returned, the Action Required tab number will then show "24" and the Review Completed tab will show "0".

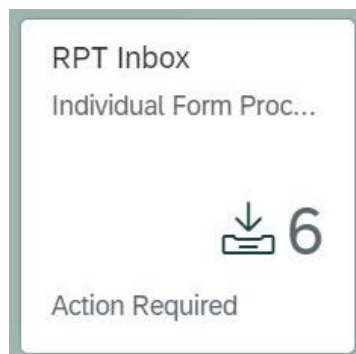
Annual Review

Effective November 2024: Selecting an entry in the Annual Review System loads the information in a condensed screen view below. If you need to expand this screen, please select the **arrow** to make it smaller or larger on the left or right side as needed.

The screenshot displays the Annual Review system interface. On the left, there is a sidebar with search filters and a list of review entries. The top of the sidebar shows 'Annual Review Default *' with a dropdown arrow. Below this are input fields for 'RPT Year' (set to 2024-2025), 'College', 'Organizational Unit', 'Rank', and 'Personnel Number', followed by a 'Go' button. A tab bar indicates 'Action Required (4)', 'Review Completed (0)', and 'No Review Conducted (0)'. The list of entries includes columns for checkboxes, RPT Cycle, Rank Desc, and Personnel Number. The first entry is for '2024-2025 Associate Professor' with name 'Jane Smith'. Below the list, there are expand/collapse icons. On the right, the main panel shows a detailed view of the selected entry, including a profile picture, College, Department, Prob. End Date, Rank, and the title 'Associate Professor'. Below this, the 'Annual Review' section shows 'Review Status: Action Required (01)'. An orange arrow points from the text above to a small square icon with a right-pointing arrow, which is used to toggle the sidebar's width.

<input type="checkbox"/>	RPT Cycle	Rank Desc	Personnel Number	
Organizational Unit: CRIMINAL JUSTICE (10038206)				
<input type="checkbox"/>	2024-2025	Associate Professor	[REDACTED]	>
Name: Jane Smith				
Prob. End Date:				
Date of Most Recent Review:				
Reviewer:				
<input type="checkbox"/>	2024-2025	Professor	[REDACTED]	>
Name: Jane Doe				
Prob. End Date:				
Date of Most Recent Review:				
Reviewer:				
<input type="checkbox"/>	2024-2025	Professor	[REDACTED]	>
Name: John Doe				
Prob. End Date:				
Date of Most Recent Review:				
Reviewer:				
<input type="checkbox"/>	2024-2025	Professor	[REDACTED]	>
Name: John Smith				

Individual Form Processing – RPT Inbox



This tile contains a pre-determined listing of faculty members. The RPT Inbox will include individual forms ready for recommendations to be entered for reappointment, promotion or tenure starting with the organizational unit.

(As a note: the individual RPT forms will also be visible in the HR/Payroll inbox tile for those who have access to both. To review RPT forms only, MSU HR recommends units to review these forms through the RPT inbox tile or the RPT Mass Form Processing tile).

A screenshot of a web application interface. On the left is a sidebar with a search bar and a list of RPT forms. The first form is 'RPT Form: Doe, John - College Approval Step' with rank 'Associate Professor with tenure'. Below it are several other forms with similar titles and ranks. On the right is the main content area for the selected form. It shows the title 'RPT Form: Doe, John - College Approval Step', a reference number '00000034092', and dates 'Received On: 09/06/2022, 15:49:02' and 'Initiated On: 08/12/2022, 10:46:24'. There is also a status 'Ready'. Below this is a message: 'Please click the "Open Task" button located in the lower right hand corner of the screen in order to process the work item.' At the bottom right of the screen, there are two buttons: 'Claim' and 'Open Task'. An orange arrow points from the search bar to the first form in the list. Another orange arrow points from the 'Open Task' button to the text on the right.

These forms will be visible mid-November within the application and auto-populate.

Searches can be done by name, or rank, if desired

Select one RPT Form by clicking Open Task.

If there is a discrepancy in any of the information listed on the form, please reach out to the Academic Operations RPT email at: avphr.rpt@msu.edu for assistance. *As a note, if an individual is planning to use a COVID opt out, it's recommended to be submitted as soon as possible to avoid delays in entering recommendations.*

Individual Form Processing – Personal & Organizational Data

Once “Open task” was chosen, the following screen will reflect the **Personal and Organizational Data** of the individual faculty member:

The screenshot shows the 'RPT Form - Jane Doe' interface. The 'Personal Data' section includes fields for Rank (set to 'Associate Professor with tenure'), Name (Jane Doe), PERNR, and Citizenship Status (Permanent Resident). The 'Organizational Data' section includes fields for Enter Tenure System Date (08/16/2016), Prob. End Date (empty), Years in Present Rank (00), Organizational Unit (10038784 SOCIOLOGY SOCIAL SCIENCE), Other Organizational Units, and Appointment Basis (AR AY Faculty). Two orange arrows point from the text on the right to the Rank and Prob. End Date fields.

- **Rank:** This field identifies the present rank of the faculty member in question.

- **Enter Tenure System Date:** the date in which the faculty member entered the Tenure system.

- **Probationary End Date:** If applicable, this is the date in which the probationary period will end.

- **Years in Present Rank:** This lists the current number of years in rank. Note: it will update once the first year has passed for the faculty member.

In this example, the faculty member just entered their Associate Professor with tenure rank and has not finished one full year at that rank.

- **Other Organizational Units:** If the primary assignment reports to multiple units, those units would be listed in that section.

The next section of the form will be the **Recommendations, Mentor & Notes**

All prompts with a red asterisk * are required fields and will need a response to them as noted and highlighted below:

- **Faculty Member assigned a Mentor** – selection required.
- **The Org. Unit recommendation options available for the faculty member's current rank** (i.e. Promote to Professor, No RPT action, Do Not Promote)
- **Note:** a comment may be added to the form which will be visible to the College upon submission. Please do not select a recommendation for the faculty member, and then add a comment indicating a different recommendation is requested, as that is not able to be changed. If the drop down options do not seem correct, please reach out to the Academic Operations Team via email at avphr.rpt@msu.edu for assistance.

Individual Form Processing – Recommendations, Mentor & Notes

The screenshot shows a web form titled "Recommendations". Under the "Recommendations" section, there are two dropdown menus. The first is labeled "*Has this person been assigned a mentor?" and has "Yes" selected. The second is labeled "*Organizational Unit Recommendation:" and has a dropdown menu open showing three options: "Promote to Professor", "No RPT action this time", and "Do not promote". Below these is a "Notes" section with a text area labeled "Add a comment" and a right arrow button. The form is enclosed in a light gray border.

Once the Organizational Unit selects the appropriate recommendation for the faculty member, selecting **Send** will route the form to the College. *The process of sending the Form on Progress and Excellence or any reports have not changed, it will still be required to send to the MSU HR RPT Inbox and do not attach to the forms - (see Provost Memo – November)*

Note: for those Colleges who do not have units, the College will have the ability to make selections that will mimic the unit level.

This screenshot shows the same "Recommendations" form, but now the "*Organizational Unit Recommendation:" dropdown menu is set to "Promote to Professor". At the bottom of the form, there is a row of buttons: "Send", "Check", "Save Draft", and "Cancel". The "Send" button is highlighted with an orange square, and an orange arrow points from the text in the previous paragraph to this button.

The next couple of slides will review different options that could be chosen for this particular faculty member and the different reason options for the recommendations.

Individual Form Processing – Recommendation: No RPT Action at this time

If the organizational unit selects **No RPT Action at this time**, it will require at least one reason selected but multiple reasons can be chosen (see reason options listed below).

The screenshot shows a web form titled "Recommendations". At the top, there are two dropdown menus: "*Has this person been assigned a mentor?" set to "Yes" and "*Organizational Unit Recommendation:" set to "No RPT action at this time". Below these, a section titled "Directions:" states "Choose at least one of the reasons below." followed by a list of reasons, each with a checkbox. The third reason, "Needs time to dev greater comp/contribution in teaching", is selected with a checkmark. Below the reasons is a "Notes" section with a text input field labeled "Add a comment" and a right arrow button. At the bottom right of the form, there are four buttons: "Send", "Check", "Save Draft", and "Cancel". The "Save Draft" button is highlighted with an orange box. An orange arrow points from the text on the right to the "Save Draft" button. Another orange arrow points from the text above to the "Organizational Unit Recommendation:" dropdown.

Once the Org. Unit selects the appropriate **recommendation with reason** for the faculty member, select **send**, the form will route to the College for review.

If the org. unit wants to save the recommendation but not submit, they can do so by selecting **Save Draft**.

Reason options:

- Acceptable progress, but record does not justify promo at this time
- Needs time to dev greater comp/contribution in resch/creative act
- Needs time to dev greater comp/contribution in teaching
- Needs time to dev greater comp/contribution in service
- Needs time to dev greater comp/contribution in outreach/engagement
- Needs time to dev greater comp/contribution to dept matters (e.g. curr dev)
- Chose not to provide evidence to support promotion
- Retirement/resignation/termination

Individual Form Processing – Recommendation: Do Not Promote/Reappoint

If the organizational unit selects a recommendation of Do Not Promote or Do Not Reappoint, it will require at least one reason selected below but multiple reasons can be chosen.

The screenshot shows a web form titled "Recommendations". It has two dropdown menus: "*Has this person been assigned a mentor?" with "Yes" selected, and "*Organizational Unit Recommendation:" with "Do not promote" selected. Below these is a section "Directions: Choose at least one of the reasons below." followed by a list of seven reasons, each with an unchecked checkbox. An orange bracket groups these reasons. Below the list is a "Notes" section with a text input field and a right arrow button. At the bottom right, there is a row of buttons: "Send", "Check", "Save Draft", and "Cancel". An orange arrow points to the "Send" button, which is also highlighted with an orange square.

Recommendations

*Has this person been assigned a mentor?: Yes

*Organizational Unit Recommendation: Do not promote

Directions: Choose at least one of the reasons below.

Reason: ☐ Acceptable progress, but record does not justify promo at this time

Reason: ☐ Needs time to dev greater comp/contribution in rsrch/creative act

Reason: ☐ Needs time to dev greater comp/contribution in teaching

Reason: ☐ Needs time to dev greater comp/contribution to service

Reason: ☐ Needs time to dev greater comp/contribution to outreach/engagement

Reason: ☐ Needs time to dev greater contribution to dept matters (e.g. Curr dev)

Reason: ☐ Chose not to provide evidence to support promotion

Reason: ☐ Retirement/resignation/termination

Notes

Add a comment

Send Check Save Draft Cancel

Do Not Reappoint recommendation has additional steps for cases where the faculty member has decided to not move forward with the tenure review – see **Appendix A.**

Once the Organizational Unit selects the appropriate recommendation with reason(s) for the faculty member, select **Send** and the form will route to the College.

Reason options:

- Acceptable progress, but record does not justify promo at this time
- Needs time to dev greater comp/contribution in resch/creative act
- Needs time to dev greater comp/contribution in teaching
- Needs time to dev greater comp/contribution in service
- Needs time to dev greater comp/contribution in outreach/engagement
- Needs time to dev greater comp/contribution to dept matters (e.g. curr dev)
- Chose not to provide evidence to support promotion
- Retirement/resignation/termination

Individual Form Processing – College Level View

The College Level View will have all the same attributes as the organizational unit for Personal Data and Organizational Data.

RPT Form - Jane Doe

Personal Number: [REDACTED] Reference Number: 00000007770

Personal Data

Rank: Associate Professor with tenure

Name: Jane Doe

FERRID: [REDACTED]

Citizenship Status: Permanent Resident

Organizational Data

Enter Tenure System Date: 06/26/2028

Prob. End Date:

Years in Present Rank: 00

Organizational Unit: 00088764 SOCIOLOGY SOCIAL SCIENCE

Other Organizational Unit:

Appointment Basis: AB AY Faculty

Recommendations

Recommendations

*Has this person been assigned a mentor?: Yes

Organizational Unit Recommendation: No RPT action at this time

Directions: Choose at least one of the reasons below.

Reason: ☐ Acceptable progress, but record does not justify promo at this time

Reason: ☐ Needs time to dev greater comp/contribution in research/creative act

Reason: ☐ Needs time to dev greater comp/contribution in teaching

Reason: ☐ Needs time to dev greater comp/contribution in service

Reason: ☐ Needs time to dev greater comp/contribution to outreach/engagement

Reason: ☐ Needs time to dev greater contribution to dept matters (e.g. Curr dev)

Reason: ☒ Choose not to provide evidence to support promotion

Reason: ☐ Retirement/ resignation/ termination

*College Recommendation:

Notes

Add a comment

Send Back to Author Check Save Draft Cancel

The College will be able to view the Org. Unit's recommendation but not edit.

If an edit or change needs to occur, the College will need to select the **Back to Author** option. The form will be returned to the Organizational Unit where the recommendations can be re-entered only for the individual faculty member's form.

Individual Form Processing – College Level Recommendations & Notes

If the information that was input by the organizational unit is correct, the college will scroll down and be able to input their recommendation and reason(s).

The screenshot shows the 'Recommendations' section of a form. It includes a dropdown menu for 'Has this person been assigned a mentor?' with 'Yes' selected. Below it is a dropdown for 'Organizational Unit Recommendation:' with 'Promote to Professor' selected. A red arrow points to this dropdown. Below that is a dropdown for '*College Recommendation:' with a yellow highlight. Below the college recommendation dropdown is a list of reasons: 'Promote to Professor', 'No RPT action this time', and 'Do not promote'. Below the reasons is a text area for 'Notes' with a placeholder 'Add a comment'.

Reasons available for the college to choose are noted below. The college may choose multiple reasons per faculty member:

The screenshot shows the 'Reasons' section of a form. It includes a list of reasons with checkboxes: 'Acceptable progress, but record does not justify promo at this time', 'Needs time to dev greater comp/contribution in rsrch/creative act', 'Needs time to dev greater comp/contribution in teaching' (checked), 'Needs time to dev greater comp/contribution to service', 'Needs time to dev greater comp/contribution to outreach/engagement', 'Needs time to dev greater contribution to dept matters (e.g. Curr dev)', 'Chose not to provide evidence to support promotion', and 'Retirement/resignation/termination'. A red arrow points to the checked reason. Below the reasons is a text area for 'Notes' with a placeholder 'Add a comment'. At the bottom right is a 'Send' button, which is highlighted with a red box. Other buttons at the bottom are 'Check', 'Save Draft', and 'Cancel'.

The college may also put a note in the form, however, if there are any questions or oddities, it is recommended to reach out to the Academic Operations team for assistance prior to sending the form.

Once the College recommendation is entered with reason(s) chosen, when the College selects **Send**, the form will route to MSU HR.

Note: If a form is at MSU HR, and it needs to be returned for correction, please reach out to the Academic Operations team at avphr.rpt@msu.edu.

RPT Mass Form Processing



When opening the RPT Mass Form Processing Tile, here is an example from the Organizational Unit's Perspective.

For the RPT Mass Processing tile, we are using an Assistant Professor with probationary end date (PED) of current cycle, 2022-2023, as our example.

A screenshot of a web application interface. At the top, there is a header with "Standard" and a dropdown arrow. Below it, a navigation bar shows several categories: "Assistant Professor with PED of current cycle (1)", "Assistant Professor with PED beyond current cycle (0)", "Associate Professor with PED of current cycle (0)", "Associate Professor with PED beyond current cycle (0)", and "Associate Professor with tenure (18)". The first category is selected. Below the navigation bar, there is a table with the following columns: Rank Description, Name, Personnel Number, Citizenship, Enter Tenure System Date, Prob. End Date, Years in Present, Organizational Unit, Other Organizational Units, Appointment Basis, Has Mentor, and "Org Unit Recommendations/Reasons". The first row of data shows an "Assistant Professor with PED of 08/15/2024" with a redacted name, "Citizen" citizenship, "08/16/2019" start date, "08/15/2024" end date, "2" years in present, and "GEOGRAPHY ENVIRONMENT SPATIAL SCIENCES (10038366)" as the organizational unit. The "Appointment Basis" is "Adj Faculty". The "Org Unit Recommendations/Reasons" column is highlighted in yellow. Below the table, there is a section labeled "College Recommendation/Reasons:" which is also highlighted in yellow. Two orange arrows point from the yellow highlights to the text below.

In this view, the Organizational Unit and/or the College have not yet entered any recommendations for this individual. This is at the very first stage of what the tile will look like without any recommendations/reasons being entered.

A screenshot of a web application interface, similar to the one above but from a different perspective. It shows a search bar with "College:" and "Organizational Unit:" labels. Below the search bar, there are input fields for "College:" and "Organizational Unit:". To the right of the input fields is a "Personnel Number:" label and an input field. At the bottom right, there is a "Go" button. Below the search bar, there is a navigation bar with the same categories as the previous screenshot: "Assistant Professor with PED of current cycle (2)", "Assistant Professor with PED beyond current cycle (4)", "Associate Professor with PED of current cycle (0)", "Associate Professor with PED beyond current cycle (0)", and "Associate Professor with tenure (13)". The first category is selected. An orange oval highlights the navigation bar, and two orange arrows point from the oval to the text below.

In the Main RPT Mass Processing screen above, the organizational unit and college can see how many faculty are listed in each category and if their PED is in the current cycle or beyond.

RPT Mass Form Processing

Categories are:

- Asst Prof with PED of current cycle
- Asst Prof with PED beyond current cycle
- Assoc Prof with PED of current cycle
- Assoc Prof with PED beyond current cycle
- Assoc Prof with Tenure

The College can also filter to a specific organizational unit if desired to reduce the number of forms visible at one time within this tile.

To do this, search for the organizational unit code or input the information in the corresponding tab and then select “GO”. This will then provide forms only for the Org unit requested.

RPT Mass Form Processing

The RPT Mass Form Processing tile is to be used **only** when the recommendations are the **same for each faculty member chosen**.

The Mentor question must be answered the **same for each faculty member chosen**.

The Recommendation **and** reason must also be **the same for each faculty member chosen**.

The unit may choose as many reasons that are applicable, but each faculty member chosen would need to have the **same reasons for the recommendation/reason as well**.

RPT Mass Form Processing

The example below are the recommendations available for an Assistant Professor with PED of current cycle (i.e., promote to associate professor and award tenure, reappoint asst professor for probationary period of 3 years, extension pending, do not reappoint, and pending discussion)

Mass Processing - Enter Mentor and Recommendation

Apply recommendations to (1) Assistant Professor with PED of current cycle

*Has Mentor: No

*Recommendation:

- Promote to Associate Professor and award tenure
- Reappt Asst Prof for Probationary period of 3 yrs
- Extension Pending
- Do not reappoint
- Pending discussion

Save Cancel

The Organizational Unit and/or College decided that this individual was to have a recommendation of “Do not Reappt”

The Organizational unit and College may choose as many reasons that are applicable, but each faculty member chosen would need to have the same reasons for the recommendation as well.

Mass Processing - Enter Mentor and Recommendation

Apply recommendations to (1) Assistant Professor with PED of current cycle

*Has Mentor: No

*Recommendation: Do not reappoint

*Reason: Made acceptable progress in teaching | Resigned during review

- ☐ Has not made acceptable progress in research/creative activity
- ☒ Has not made acceptable progress in teaching
- ☐ Has not made acceptable progress in service
- ☐ Has not made acceptable progress in outreach/engagement
- ☐ Has not made acceptable contribution to dept matters (e.g. Curr dev)
- ☒ Resigned during review

Save Cancel

After the reason or reasons for the recommendations have been entered, for the faculty members chosen, select **Save**. (See **Appendix B** for a listing of the various reason options).

RPT Mass Form Processing

After selecting the “save and close” button, the unit will be returned to the Main RPT Mass Processing Screen and now that the Org unit recommendation has been entered, it is ready to route to the College.

If the information looks correct, select **send** and it will go to the college level for review.

RPT Form (4)

<input type="checkbox"/>	Rank Description	Name	Personnel Number	Citizen ship	Enter Tenure System Date	Prob. End Date	Years in Present Rank	Organizational Unit	Other Organizational Units	Appointment Basis	Has Mentor	Org Unit Recommendation/Reasons
<input checked="" type="checkbox"/>	Assistant Professor with PED beyond 08/15/2024	Jane Doe	[REDACTED]	Citizen	08/16/2021	08/15/2022	1	SCHOOL OF PLANNING,DES&CONSTRUCTION-CSS (10038116)	SCHOOL OF PLANNING DES CONSTRUCTION ANR (10002116)	AY Faculty	Yes	Promote to Associate Professor and award tenure
College Recommendation/Reasons:												
<input type="checkbox"/>	Assistant Professor with PED beyond 08/15/2024	John Doe	[REDACTED]	Citizen	08/16/2017	08/15/2022	5	SCHOOL OF PLANNING,DES&CONSTRUCTION-CSS (10038116)	SCHOOL OF PLANNING DES CONSTRUCTION ANR (10002116)	AY Faculty		
College Recommendation/Reasons:												
<input type="checkbox"/>	Assistant Professor with PED beyond 08/15/2024	[REDACTED]	[REDACTED]	Citizen	08/16/2017	08/15/2022	5	SCHOOL OF PLANNING,DES&CONSTRUCTION-CSS (10038116)	SCHOOL OF PLANNING DES CONSTRUCTION ANR (10002116)	AY Faculty		
College Recommendation/Reasons:												
<input type="checkbox"/>	Assistant Professor with PED beyond 08/15/2024	[REDACTED]	[REDACTED]	Citizen	08/16/2021	08/15/2022	6	SCHOOL OF PLANNING,DES&CONSTRUCTION-CSS (10038116)	SCHOOL OF PLANNING DES CONSTRUCTION ANR (10002116)	AY Faculty		
College Recommendation/Reasons:												

Enter Recommendations Send Back to Author

Note: The process of sending the Form on Progress and Excellence or any reports has not changed, it will still be required to send to the MSU HR RPT Inbox and not attach to any forms - (see Provost Memo – November)

After the organizational unit selects Send, the following dialogue box appears. Here, the organizational unit will be able to choose “OK” and this will route to the college for review.

Confirm

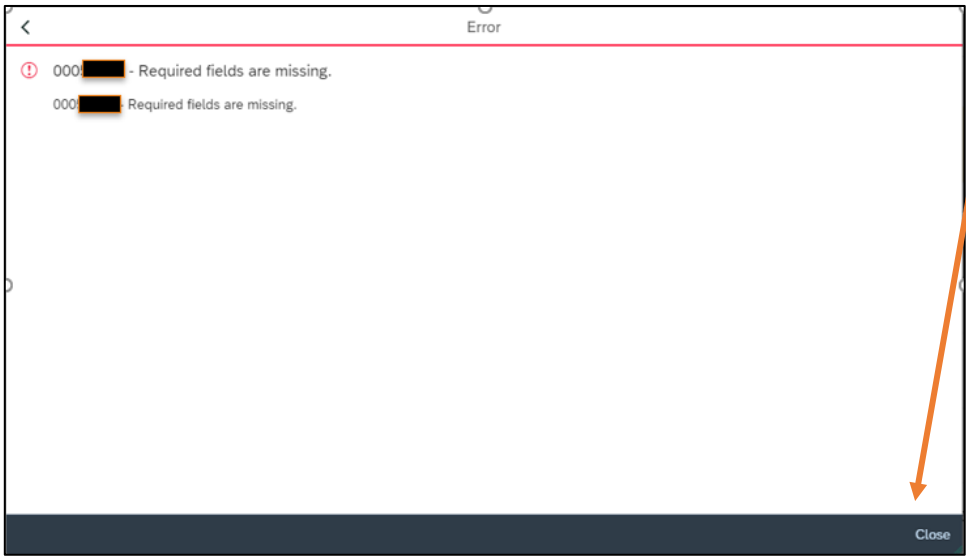
Do you wish to approve (1) Assistant Professor with PED of current cycle?

OK Cancel

After “OK” is selected, the organizational unit will receive another notice showing that the recommendation is complete and routed to the College for their review.

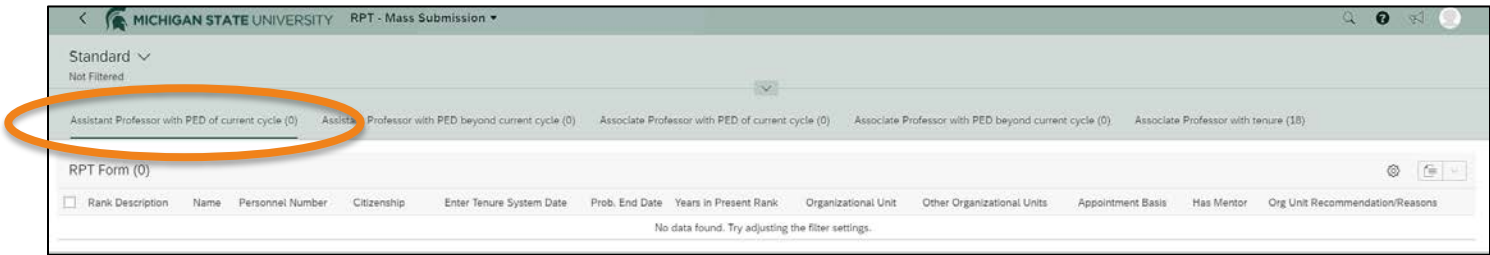
RPT Mass Form Processing

If the Unit or College attempts to just select “send” on a form that is checked, but recommendations are not yet made, this is an error that will appear:

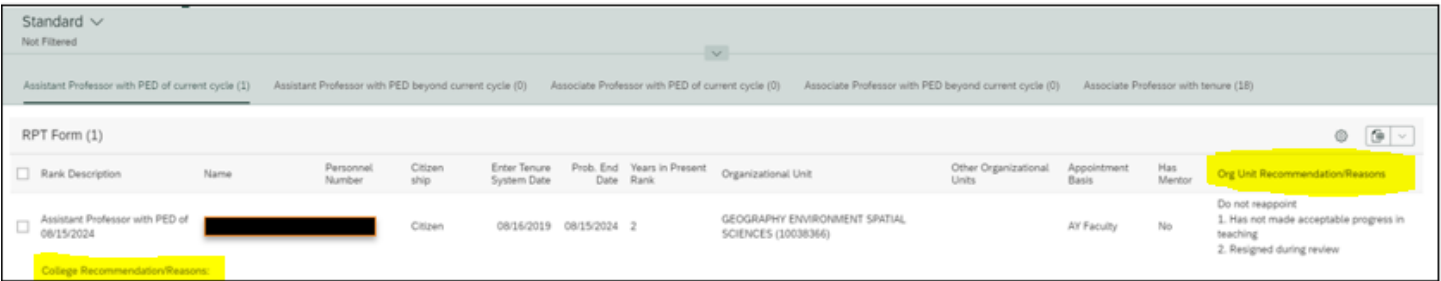


The unit or College can choose **Close**, and it will go back to the selection screen.

Once that is complete, the que will be empty for that specific faculty member type, Assistant Professor with PED of Current cycle.



If the organizational unit requests the college to return a faculty member's recommendation/reason, it will show only the organizational unit recommendation/reason and does not show what the College was going to input. The organizational unit is then able to change the action for this faculty member and resubmit with a different recommendation/reason to the college.



Note: If a form is at MSU HR, and it needs to be returned for correction, please reach out to the Academic Operations team at avphr.rpt@msu.edu.

APPENDIX A

For cases where the faculty member has decided to not move forward with the tenure review (i.e., Do not Reappoint), please follow the steps below:

1. The faculty member would need to submit a letter – indicating they have decided to not move forward with the tenure review and show their acknowledgement that their employment will conclude at the end of their probationary appointment.
2. The letter should be written to the department chair.
3. The department chair should acknowledge receipt and send to the Dean's office.
4. The Dean or designee will acknowledge it as well and send to Faculty Academic Staff Affairs (FASA).
5. Faculty Academic Staff Affairs (FASA) sends to Academic Operations Team with their approval and copies the unit of their approval.
6. The unit will then need to submit a termination form with the effective date of termination (i.e. end of their probationary appointment or last day worked if during the review and prior to the end of probationary appointment).

If there are any additional questions regarding the process, it would be recommended to please reach out to the college's specific Faculty Academic Staff Affairs liaison.

APPENDIX B – Terminology Changes

	Current Wording through 11/10/2022	Enhanced Wording effective 11/11/2022
	Assistant Professor with PED of 8/15/XXXX	
1	Reappoint as Assistant Professor for probationary period of three years	<u>Reappt</u> Asst Prof for Probationary period of 3 <u>yrs</u>
	Assistant Professor w/PED 8/15/XXXX Associate Professor w/PED 8/15/XXXX	
2	Do not Reappoint	Do not Reappoint
	<ul style="list-style-type: none"> Acceptable progress in and/or contributions to research/creative activities has not been met Acceptable progress in and/or contribution to teaching has not been met Acceptable progress in and/or contribution to service has not been met Acceptable progress in and/or contribution to outreach/engagement has not been met Acceptable contribution to departmental matters (e.g., curriculum development) has not been met Resigned during review 	<ul style="list-style-type: none"> Has not made acceptable progress in research/creative activity Has not made acceptable progress in teaching Has not made acceptable progress in service Has not made acceptable progress in outreach/engagement Has not made acceptable contribution to dept matters (<u>e.g.</u> <u>Curr dev</u>) Resigned during review

APPENDIX B – Terminology Changes, cont'd

	Current Wording through 11/10/2022	Enhanced Wording effective 11/11/2022
	Assistant Professor with PED beyond 8/15/XXXX Associate Professors with PED Beyond 8/15/XXXX Associate Professors with Tenure	
3	No RPT Action at this time and/or Do not Promote	No RPT Action at this time and/or Do not Promote
	<ul style="list-style-type: none"> Time in Rank: Achieving reasonable personal accomplishment, but the record does not justify promotion at this time Needs time to develop greater competence in and/or contribution to research/creative activities Needs time to develop greater competence in and/or contribution to teaching Needs time to develop greater competence in and/or contribution to service Needs time to develop greater competence in and/or contribution to outreach/engagement Needs time to develop greater contribution to departmental matters (e.g.: curriculum development) Chose not to provide evidence to support promotion Retirement/resignation/termination 	<ul style="list-style-type: none"> Acceptable progress, but record does not justify promo at this time Needs time to dev greater comp/contribution in rsrch/creative act Needs time to dev greater comp/contribution in teaching Needs time to dev greater comp/contribution to service Needs time to dev greater comp/contribution to outreach/engagement Needs time to dev greater contribution to dept matters (e.g. Curr dev) Choose not to provide evidence to support promotion Retirement/Resignation/Termination

Questions?

Contact information:

Sarah LaBean, labeansa@hr.msu.edu

Monique Chittenden, speesmo@hr.msu.edu

HR RPT, avphr.rpt@msu.edu

Access questions?

For access requests to add, change or delete an individual, submit a generic eARM form through MSU IT. Link: <https://tech.msu.edu/network/authentication-authorization/access-requests/>.

We have also provided links below showing the different roles that are available and how to request access to the RPT Application System:

[Who Gets What: Reappointment, Promotion & Tenure](#)

[Who Gets What: Requesting Access to Tiles](#)