



Policies for 5-Year Review of Faculty with Named and Endowed Chairs and Professorships

Named and endowed chairs and professorships are among the highest honors Michigan State University can award a faculty member. Within the College of Natural Science, all holders of positions whose funding is renewable¹ are reviewed for continuation every five years. This review occurs in the spring semester of the fifth year after appointment and at least in every fifth year thereafter. The review is conducted by an ad hoc committee of University Distinguished Professors, MSU Foundation Professors, NatSci Associate Dean for Budget, Planning, Research, and Administration, and NatSci Associate Dean for Faculty Development, which will make a recommendation to the dean of the college.

Evaluation criteria²:

1. Continuing outstanding research performance and plans for future research.
2. Effective use of the position's funding to obtain substantial additional external research funding.
3. Positive and effective leadership within MSU and in the relevant external research communities.
4. Effective use and management of the funding associated with the position. (The normal expectation is that there will be little carryover of funding from the position from year to year.)

Possible outcomes based on the committee's recommendation:

1. Appointment to the chair or professorship and funding are continued for a period of 1 to 5 years.
2. Appointment to the chair or professorship is continued for a period of 1 to 5 years without continuing funding at the same or a reduced level.
3. Appointment to the chair or professorship and funding are discontinued beginning July 1 after the review is completed.

To initiate the review, the incumbent and the relevant department chair(s) or program director(s) are notified about the review by the college office on approximately September 1 of the academic year in which the review is to take place. The incumbent then provides a review package to the department chair(s) or program director(s) in which they hold positions prior to

¹ Michigan State University Foundation Professorships hold the title for as long as they remain on the faculty of Michigan State University, but the funding for the position does not normally continue beyond 5 years. This policy does not apply to those MSU Foundation Professorships whose funding does not continue beyond 5 years.

² For Named and Endowed Chairs and Professorships that do not involve research, alternate criteria (as outlined in the endowment) will be applied.

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December 1. The department(s) or program(s) undertake a review of the package using its (their) procedures. The chair(s)/directors(s) then forward the review package to the college with a single cover letter analyzing the incumbent's record and making a recommendation about continuation by February 1. The college will notify the incumbent and chair(s) and director(s) about continuation by April 1.

The review package shall consist of the following:

1. A cover letter from the chair(s)/director(s). This letter should include an evaluation of the incumbent's research quality and productivity, national and international stature, leadership within the appropriate research community, leadership within the department and university, educational contributions including student and post-doctoral mentoring, contributions to the growth of department's national and international stature, and departmental service and citizenship.
2. The incumbent's updated vitae.
3. A report written by the incumbent that includes the following:
 - a. A description of the incumbent's research and related activities during the review period (no more than two pages in length).
 - b. A description of the incumbent's plans for research and related activities for the next five years (no more than two pages in length).
 - c. A description of the incumbent's internal and external leadership activities (no more than one page in length).
 - d. A description of the incumbent's educational and mentoring contributions, including classroom instruction, curriculum development, and individual mentoring of graduate and undergraduate students and postdoctoral fellows (no more than one page in length).
 - e. A description of specifically what the funds provided by the position were used for, what they allowed the incumbent to accomplish during the review period that could not have accomplished otherwise and specific plans for the use of any unspent funds (no more than one page in length).
 - f. A description of plans for use of additional funding from the position for the next five years.

Approved by NatSci Faculty Advisory Council 12/8/16.

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