Reappointment/Promotion/Tenure timeline

College of Music

2017-18

April 2017 Applicants meet with Dean of the College to discuss process/timeline and submission materials

April 28, 2017 (For tenure and promotion reviews only): Names and contact information of four external references are due to Dean via e-mail to [forger@msu.edu](mailto:forger@msu.edu) (cc: [myrdasha@msu.edu](mailto:myrdasha@msu.edu))

May 31, 2017 CV, a reflective essay (4 pages maximum), and samples of scholarly/creative work are due to Dean in electronic format when possible to [forger@msu.edu](mailto:forger@msu.edu) (cc: [myrdasha@msu.edu](mailto:myrdasha@msu.edu))

August 31, 2017 Form D (pages 8-16 as a Word file) due to Dean in electronic format to [forger@msu.edu](mailto:forger@msu.edu) (cc: [myrdasha@msu.edu](mailto:myrdasha@msu.edu))

Form D can be downloaded from the following website: <https://www.hr.msu.edu/ua/forms/faculty-academic-staff/info-rrpt-pages.html>

Sept – Dec, 2017 College of Music Faculty Evaluation Committee and Dean review materials

February 28, 2018 Dean submits material and recommended action to Office of the Provost

March 2018 Deans meeting with representatives of the Office of the Provost regarding each reappointment, tenure and promotion case

May 2018 Provost notifies Dean of recommendations accepted for recommendation to the President and Board of Trustees; Dean sends notices of action to faculty members

June 2018 Meeting of the Board of Trustees; notifications to Deans of final approval

July 1, 2018 Approved actions are official in university system