

Reappointment/Promotion/Tenure timeline  
College of Music  
2024-25

April 2024	Applicants meet with Dean of the College to discuss process/timeline and submission materials
April 30, 2024	(For tenure and promotion reviews only): Names and contact information of four external references are due to Dean via e-mail to <a href="mailto:forger@msu.edu">forger@msu.edu</a> (cc: <a href="mailto:myrdasha@msu.edu">myrdasha@msu.edu</a> )
May 31, 2024	(For tenure and promotion reviews only): CV, a reflective essay (4 pages maximum), and samples of scholarly/creative work are due to Dean in electronic format when possible to <a href="mailto:forger@msu.edu">forger@msu.edu</a> (cc: <a href="mailto:myrdasha@msu.edu">myrdasha@msu.edu</a> )
August 30, 2024	(For reappointment reviews only): CV, a reflective essay (4 pages maximum), and samples of scholarly/creative work are due to Dean in electronic format when possible to <a href="mailto:forger@msu.edu">forger@msu.edu</a> (cc: <a href="mailto:myrdasha@msu.edu">myrdasha@msu.edu</a> )
August 30, 2024	<a href="#">Form on Progress and Excellence for Tenure System Faculty</a> (formerly Form D; pages 8-16 as a Word file) due to Dean in electronic format to <a href="mailto:forger@msu.edu">forger@msu.edu</a> (cc: <a href="mailto:myrdasha@msu.edu">myrdasha@msu.edu</a> )
Sept – Dec, 2024	College of Music Faculty Evaluation Committee and Dean review materials
February 28, 2025	Dean submits material and recommended action to Office of the Provost
March 2025	Deans meeting with representatives of the Office of the Provost regarding each reappointment, tenure and promotion case
May 2025	Provost notifies Dean of recommendations accepted for recommendation to the President and Board of Trustees; Dean sends notices of action to faculty members
June 2025	Meeting of the Board of Trustees; notifications to Deans of final approval
July 1, 2025	Approved actions are official in university system