

### Suggestions for Completion of RPT Documents

These documents are yours; you are responsible for making sure they are accurate and that you demonstrate your history and trajectory, and through that description your value to our institution. It is up to you to tell your story, but the following list offers some suggestions for preparation of your materials. Examples of files from a promotion to full (Lucas) and associate (Pleskac) are provided from the 2012-13 academic year. The university has shared Brent Donnellan's reflective essay from his tenure decision as part of their "Survive and Thrive" series, and that is available here as well.

- Be sure there are no contradictions – numbers, dates, etc. – across the documents.
- Don't leave fields blank in Form D. If you haven't contributed substantially in an area (particular forms of service, for example), explain why. Most likely, though, if you think carefully, you can find something that relates to each portion of the form.
- It is important to demonstrate balance across teaching, research and service. We don't expect a lot of service from junior faculty, but there should be some to MSU (at least within the department) and profession (reviewing manuscripts, organizing symposia at a conference, grant reviews, etc.). Particularly in the case of tenure decisions, it is critical to show that you have been a good citizen and how MSU will benefit if they make a lifetime commitment to you. In the case of promotions to full professor, you should have demonstrated what you have already done for the institution (via your reputation, grad training, bringing in \$\$, etc.), and make it clear that you plan to continue to excel.
- Your reflective essay should be not be a rehash of your CV, but should tell a story about your work and its impact. Remember that at the college level and beyond it will be read by people far outside of your discipline. It is fine to compose somewhat different essays for your external evaluators and the university process. The content should be balanced, coherent, and persuasive without appearing arrogant. For MSU, write for a broad audience and focus on importance of the work, without including minute details about methodology.
- If you have gaps in your research record or a slow start, talk to the chair and your committee about the issues so that we fully understand. The chair's letter will need to explain these situations.
- If you have found some aspect of your job particularly challenging, we hope you will have worked with one or more mentors to facilitate improvement. Be sure that the chair and your committee can document the efforts you have made and successes you have achieved toward your goal in this area.
- Be sure that your committee and the chair can clearly articulate the impact and novelty of your scholarship, as well as your specific contributions in the case of collaborative projects.
- We have generally included SIRS scores and representative student comments in Form D. Other units routinely provide a brief summary there, but then include all printouts and scans of handwritten comments from the backs of SIRS as an appendix to form D. Talk with your committee and the chair about the best way to handle this, which might differ based on the courses you have taught (for very large classes it may not be practical or useful to provide all written comments, although certainly all SIRS summary printouts would not be a burden).