

## **Frequently Asked Questions about Reappointment and Promotion Processes in Lyman Briggs Colleges**

- **Can I obtain feedback on a draft of my materials?**
  - Absolutely: feel free to ask colleagues for feedback. The best-informed critiques will likely come from those who have been through the review process in question (in Briggs, in a joint appointment unit, or in other parts of MSU).
  - To maintain the integrity of the review process, please be aware that the Dean (and members of your Promotion Review Committee) will provide only high-level structural feedback and only far in advance of the due date for submitting your materials.
- **What should I do if I achieve a big professional milestone after submitting my materials?**
  - If this is a substantial new achievement that was set in motion before the due date for your materials, then please contact the Dean or FEA. Examples might include a book contract, article acceptance, funded grant, or major award.
- **Are my prior annual review essays a good source of text for my reappointment or promotion essays?**
  - They certainly can be, especially if feedback from BAC and the Dean indicated that they explained your work clearly. The thorough LBC annual review process is intended to provide practice in the communication expected of reappointment and promotion candidates.
- **Who can reliably answer my questions about the reappointment and promotion processes?**
  - Please direct all questions to the Dean or the FEA. They handle the administrative side of the processes and will have the most current information on rules and procedures.
  - Feel free to ask questions early and often.
- **How will I learn about the progress of my case during the review year?**
  - The Dean will contact you as each stage of review is completed to report the latest outcome and explain the next stage of review.

- The timeline in the applicable Dean's Letter to Candidates (available on the promotion web page for your appointment category) outlines the general progression of events. If you are uncertain about where in the process your case rests at present, feel free to ask the Dean.
  
- **In the academic year when my case is under review, do I submit an LBC annual evaluation portfolio?**
  - No. The review of your reappointment or promotion case will take the place of the LBC annual evaluation process during that academic year.