



KIN Personnel Policies

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

Adopted on 11/16/07 and effective immediately

1. Tenured faculty members at the rank of associate or full professor may choose whether to report their productivity annually, but must submit a productivity report at least once every two years.

Implementation procedures:

- a. The Department Chairperson may override the policy of biannual reviews at any time to request an annual productivity report from an individual faculty member.
 - b. Productivity ratings will carry forward from the previous year in cases where faculty members choose not to submit a productivity report.
2. Tenured faculty members at the rank of associate or full professor may choose whether or not to submit a narrative (Part 2 of the Annual Faculty Productivity Report).
3. Tenured faculty members at the rank of associate or full professor may choose whether or not to submit a teaching philosophy (Part 2 of the Annual Faculty Productivity Report).
4. The annual productivity reports for non-tenure-track faculty members who are not in the raise pool shall be reviewed by the Department Chairperson.

Implementation procedures: The Department Chairperson shall determine how to implement this policy. The Personnel Committee developed a draft annual productivity reporting form for use by non-tenure-track faculty members which will be forwarded for consideration.