

External Reviewers – As Part of the Tenure, Promotion, and Reappointment Process 2023-24

05/04/2023



Michigan Tech

New This Year

- Reach out to external reviewers by Friday, May 5, 2023.
 - Ask for a commitment to provide a recommendation.
 - Faculty materials are not required at this time.
 - However, if ready, the formal letter and accompanying materials can be sent.

May 6, 2022	April 7, 2023	Inform department chair/dean (colleges w/o departments) of intent to go up for promotion and/or early tenure; this includes TT & ITF faculty	Faculty being reviewed	x prom.	x early	x to full
August 12, 2022	see July 28, 2023 below	Distribute scheduled TT (interim & major) faculty review notifications to deans	Human Resources in coordination with Provost		x	
September 2, 2022	April 19, 2023	2022-23 - Provide department chair/dean (colleges w/o departments) suggested reviewers & documents to be sent to external reviewer by 9/2/22 2023-24 - Provide department chair/dean (colleges w/o departments) suggested external reviewers by 4/19/23	Faculty being reviewed		x early	x
September 16, 2022	April 28, 2023	Provide department chair/dean (colleges w/o departments) suggested T/P reviewers	Unit TPR Committee		x early	x
n/a - not currently requested	May 5, 2023	Ask external reviewers to commit to writing a letter; materials to be sent later	Departments/Colleges w/o Departments		x early	x



External Letter Request

- By Friday, August 4, 2023 faculty materials must be sent to external reviewers.
 - This step is only required if materials were not sent in May.
 - Sample letters are available [online](#), see Tenure & Promotion Documents

September 2, 2022	April 19, 2023	2022-23 - Provide department chair/dean (colleges w/o departments) suggested reviewers & documents to be sent to external reviewer by 9/2/22 2023-24 - Provide department chair/dean (colleges w/o departments) suggested external reviewers by 4/19/23	Faculty being reviewed		x early	x
September 16, 2022	April 28, 2023	Provide department chair/dean (colleges w/o departments) suggested T/P reviewers	Unit TPR Committee		x early	x
n/a - not currently requested	May 5, 2023	Ask external reviewers to commit to writing a letter; materials to be sent later	Departments/Colleges w/o Departments		x early	x
September 30, 2022	August 4, 2023	T/P packets electronically shared with external reviewers; deadline to respond should be mid-November (2022-23) and mid-September (2023-24)	Departments/Colleges w/o Departments		x early	x



External Letter Requests

- Letter should be placed in the “Review Solicitation Letter” Section of the Administrative Virtual Binder (AVB).
 - If a request for commitment and then a formal letter are sent, both would go into this section.
- Suggest beginning Referee List at this time.
 - This is titled “Referee List” in the Administrative Virtual Binder (AVB).
- Folders for the 2023-24 process have been created and shared with chairs and respective assistants.



Upcoming Deadlines

- These, and other dates are available in the [Schedule of administrative deadlines](#).
 - Plan to hold additional, short training sessions that are timely.
- Related forms for all types of review are available from [HR's website](#), see Promotion, Tenure and Review.



Thank You!

Feel free to ask questions or provide feedback to HR or the provost's office at any point during the process.

