

Electronic Tenure, Promotion, & Reappointment Process 2023-24

09/08/2023 & 9/14/2023



Michigan Tech



Notes

- This presentation is geared towards faculty and administrators reviewing TPR dossiers this academic year.
- Both the September 8 & 14 sessions are the same; feel free to step out at any time if you've registered for both.
- Detailed steps have been provided to unit assistants.



New This Year

- A checklist signed by faculty will be required for all but 1 type of review.
 - New for teaching professor rank reviews, interim reviews, and major reviews.
 - Continues to be required for teaching professor rank promotions and tenure/promotion reviews.
 - No checklist will be required for the adjunct, researcher, and instructor reviews.
- The checklist was created to ensure faculty see teaching evaluation submissions.
 - Beginning Fall 2022 reports included student comments.
 - These are not required as part of the binder submission, though faculty are welcome to include them should they choose.



Continuing This Year

- COVID Impact Statement
 - All faculty have been asked to complete a statement in the Annual Faculty Narrative section of the FAR.
 - Reviewers should be aware of statements.
- Both the Guidance for Reviewers and Checklist for writing a statement can be found on the [provost's website](#).
 - see Admin/Committee Resources section located at bottom of the page for reviewer guidelines
 - see Tenured, Tenure-Track, & Instructional-Track section of the right side bar for the checklist



Be Familiar with

- The [Schedule of administrative deadlines](#) has important dates for faculty, supervisors, committees, and involved offices.
- Respective Google folders
 - shared with committees, chair, dean, and respective assistants
 - will not be able to download, print, or copy files
 - view access will expire at set dates/times (see [schedule](#)) in order to move along to the next level of review
- Note: For those going up for tenure and/or promotion, there will be two binders for each person – the Faculty Virtual Binder (FVB) & the Administrative Virtual Binder (AVB).



Roles

- Assistants
 - At the appropriate stages will have edit access to the Google folder for their unit.
 - Allows for uploading files and changing access to individual files.
 - Able to move individual dossiers to the next level of review as they are completed.
- Committees, chairs, and deans
 - At the appropriate stages will have “view access.”
 - will not be able to download, print, or copy files
 - view access will expire at set dates/times (see [schedule](#))
- Note: If a committee, chair, or dean have completed their review, the assistant is able to move the respective dossier along.



Faculty Activity Report (FAR)

- Date range for report should be the current academic year
- History embedded in report
- FAR as form
- Narrative fields
 - Provide additional context
 - Not all faculty will use all fields
 - Annual Faculty Narrative as concluding statement
- Questions?



Unit Committee Deadlines

- October 27, 2023
 - T/P reviews complete
- November 3, 2023
 - TT – interim and major reviews and
 - ITF – appointment & teaching professor promotion complete
 - This includes teaching professor ranks, professor of practice, as well as adjunct, research, and instructor appointments (as applicable).



Department Chair Deadlines

- November 27, 2023
 - T/P review complete
- December 1, 2023
 - ITF - appointment & teaching professor promotion complete
 - This includes teaching professor ranks, professor of practice, as well as adjunct, research, and instructor appointments.
- December 8, 2023
 - TT – interim and major reviews complete



College Committee Deadline

- January 10, 2024
 - T/P review complete
- This includes inter-school committee reviews.



College Dean Deadlines

- January 5, 2024
 - ITF - appointment & teaching professor promotion
- January 19, 2024
 - TT interim and major reviews complete and due to HR.
 - TT interim and major review recommendations sent to faculty.
 - ITF promotion recommendations sent to faculty with a copy to the chair.
- February 7, 2024
 - T/P reviews complete and due to HR.
 - T/P recommendations sent to faculty.



2024-25 Upcoming Deadlines

- March 29, 2024 – Mandatory tenure review notifications distributed.
- April 5, 2024 – Faculty intending to go up for promotion and/or early tenure (including TT & ITF faculty) notify chair/dean.
- April 17, 2024 – Faculty going up for promotion and/or tenure to provide chair/dean with suggested reviewers.
- April 26, 2024 – Unit TPR committees to provide chair/dean with suggested external reviewers.
- May 3, 2024 – Ask external reviewers to commit to writing letter.



Thank You!

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

