

Using and Reviewing the Electronic TPR Binders

Privacy / Confidentiality Note:

As the materials in these binders are sensitive and confidential, MTU reviewers will only be able to view the document and will be unable to download, print, or copy the files.

Navigating the Document:

Use “Ctrl-F” (Windows) or “Cmd-F” (Mac) to search the virtual binder files.

Search Tips:

- use Ctrl-F again to do a new search
 - trying to select or delete a term already in the search box does not work
- searching for words with apostrophes may not work (e.g., “dean” not “dean’s”).
- searches are not case-sensitive (e.g., both “dean” and “Dean” find the same text)

Search Codes

To assist with navigating the document, use the short codes below when searching:

Table 1: Administrative Virtual Binder Navigation Shortcuts

Code	Section Title
AVB0	Cover page
AVB1	Form B
AVB2	Form A or C
AVB3	Form E
AVB4	Draft letter
AVB5	Dean’s recommendation
AVB6	Copy of dean’s recommendation sent to faculty
AVB7	College/inter-school committee recommendation
AVB8	Department chair’s recommendation
AVB9	Unit committee recommendation
AVB10	Referee letters
AVB11	External referee package
AVB12	Review solicitation letter (sample)
AVB13	Referee list

Table 2: Faculty Virtual Binder Navigation Shortcuts

Code	Section Title
FVB0	Cover page
FVB1	Faculty Activity Report (FAR)
FVB2	Teaching evaluation summary
FVB3	Information sheet for Board
FVB4	Other supporting materials
FVB5	Signed checklist

Table 3: Major Virtual Binder Navigation Shortcuts

Code	Section Title
MVB0	Cover page
MVB1	Form A
MVB2	Draft letter
MVB3	Dean's recommendation
MVB4	Dean's recommendation to faculty
MVB5	Department chair's recommendation
MVB6	Unit committee recommendation
MVB7	Form E
MVB8	Teaching evaluation summary
MVB9	Faculty Activity Report (FAR)
MVB10	Other supporting materials

Table 4: Interim Virtual Binder Navigation Shortcuts

Code	Section Title
IVB0	Cover page
IVB1	Form C
IVB2	Dean's memo to candidate (if required by unit)
IVB3	Unit TPR evaluation (if required by unit)
IVB4	Form E
IVB5	Teaching evaluation summary
IVB6	Faculty Activity Report (FAR)
IVB7	Other supporting materials
IVB8	Draft terminal year letter (if terminal year is recommended)

Table 5: NTT Lecturer Virtual Binder Navigation Shortcuts

Code	Section Title
LVB0	Cover page
LVB1	Form L
LVB2	Draft Letter (if applicable)
LVB3	Dean's recommendation (if applicable)
LVB4	Dean's recommendation to faculty (if applicable)
LVB5	Department chair's recommendation (if applicable)
LVB6	Unit committee recommendation (if applicable)
LVB7	Form E
LVB8	Teaching evaluation summary
LVB9	Faculty Activity Report (FAR)
LVB10	Other supporting materials
LVB11	Signed checklist (if applicable – for promotions only)

Table 6: NTT Virtual Binder for Review and/or Reappointment Navigation Shortcuts

Code	Section Title
NVB0	Cover page
NVB1	Form A
NVB2	Position Authorization Form (if applicable)
NVB3	Draft reappointment letter
NVB4	CV & other supporting materials
NVB5	Form E (if applicable)
NVB6	Teaching evaluation summary (if applicable)