

Tenure, Promotion, & Reappointment Process

2024-25 Updates

Teaching Evaluations

- Faculty must run 3 Year Teaching Summary.
 - Guidance available in checklists and binders
- Some reports may look different, but both contain the same information.
 - Became aware of a bug in the initial report ~8/5/24
- Full teaching reports, if applicable, should be included in Other Supporting Materials section of a binder

3yr summary generated by the faculty (run prior to early August 2024)



Michigan Tech

Example of a 3yr summary

-----University Questions-----Questions 5-14 appear on all student evaluations. Data gathered from the numerical questions (#5-12) is used by administration for faculty tenure and promotion decisions. Your written answers to questions 13 and 14 are seen only by the instructor.-----The instructor was enthusiastic about the subject matter of the course.The instructor was enthusiastic about the subject matter of the course.

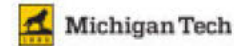
Course	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)	Respondents/Enrollments	Mean	STD
MET1020L01Fall2014 MET1020 L01 Fall 2014-Section L01 - Fall 2014 (84443) MET1020 [redacted]_201408_84443_crs_MET1020_[redacted]_201408_84443_sec [redacted] School of [redacted] ← Fall 2014 Main Evaluation Group	0 (0%)	1 (6.25%)	1 (6.25%)	9 (56.25%)	5 (31.25%)	16/25 (64%)	<u>4.13</u>	0.81
MET1020R01Fall2014 MET1020 R01 Fall 2014-Section R01 - Fall 2014 (84442) MET1020 [redacted]_201408_84442_crs_MET1020_[redacted]_201408_84442_sec [redacted] School of [redacted] Fall 2014 Main Evaluation Group	0 (0%)	1 (5.88%)	1 (5.88%)	8 (47.06%)	7 (41.18%)	17/25 (68%)	4.24	0.83
MET1020R01Fall2015 MET1020 R01 Fall 2015-Section R01 - Fall 2015 (84099) MET1020 [redacted]_201508_84099_crs_MET1020_[redacted]_201508_84099_sec [redacted] School of [redacted] Fall 2015 Main Evaluation Group	0 (0%)	0 (0%)	0 (0%)	10 (38.46%)	16 (61.54%)	26/34 (76.47%)	4.62	0.50

3yr summary generated by the faculty (run after early August 2024)

Course Evaluation Project - Report

Projects: 2, Questions: 14, Grouping: Project/Course

9/3/2024 10:37 AM



Question Results (56)

-----University Questions----- Single Selection
-----Questions 5-14 appear on all student evaluations. Data gathered from the numerical questions (#5-12) is used by administration for faculty tenure and promotion decisions. Your written answers to questions 13 and 14 are seen only by the instructor.-----
-----The instructor was enthusiastic about the subject matter of the course.

Spring 2024 Main Evaluation Group
EDS100R01Spring2024
EDS100 202401_Spring 2024 Section R01 - Spring 2024 (12865)
EDS100 [REDACTED] 202401_12865_cm_EDS100 [REDACTED] 202401_12865_wrc

2 of 2 responded (100.00%)
Mean **5.00** / STD **0.00**

Spring 2024 Main Evaluation Group
ENG1102Spring2024L46-L48-CombinedSection
ENG1102 Spring 2024 L46-L48 - Combined Section-ENG1102 Spring 2024 L46-L48 - Section L46
WC0001 [REDACTED] 202401_14955-14955_WC0001 [REDACTED] 202401_14955

15 of 18 responded (83.33%)
Mean **4.33** / STD **0.62**

Spring 2024 Main Evaluation Group
ENG1102Spring2024L46-L48-CombinedSection
ENG1102 Spring 2024 L46-L48 - Combined Section-ENG1102 Spring 2024 L46-L48 - Section L48
WC0001 [REDACTED] 202401_14955-14955_WC0001 [REDACTED] 202401_14955

17 of 25 responded (73.91%)
Mean **4.41** / STD **0.62**

Totals

34 of 45 responded (75.56%)
Mean **4.41** / STD **0.61**

Question Results (56)

-----University Questions-----	Single Selection
-----Questions 5-14 appear on all student evaluations. Data gathered from the numerical questions (#5-12) is used by administration for faculty tenure and promotion decisions. Your written answers to questions 13 and 14 are seen only by the instructor.----- -----The instructor was enthusiastic about the subject matter of the course.	
Spring 2024 Main Evaluation Group	
ED5100R01Spring2024 ED5100 R01 Spring 2024-Section R01 - Spring 2024 (12865) ED5100 [REDACTED] 202401_12865_crs_ED5100 [REDACTED] 202401_12865_sec	
2 of 2 responded (100.00%) Mean 5.00 / STD 0.00	
Spring 2024 Main Evaluation Group	
ENG1102Spring2024L46-L48-CombinedSection ENG1102 Spring 2024 L46-L48 - Combined Section-ENG1102 Spring 2024 L46-L48 - Section L46 WC0001 [REDACTED] 202401_14953:14955_WC0001 [REDACTED] 202401_14953	
15 of 18 responded (83.33%) Mean 4.33 / STD 0.62	
Spring 2024 Main Evaluation Group	
ENG1102Spring2024L46-L48-CombinedSection ENG1102 Spring 2024 L46-L48 - Combined Section-ENG1102 Spring 2024 L46-L48 - Section L48 WC0001 [REDACTED] 202401_14953:14955_WC0001 [REDACTED] 202401_14955	
17 of 23 responded (73.91%) Mean 4.41 / STD 0.62	
Totals	
34 of 43 responded (79.07%) Mean 4.41 / STD 0.61	

Faculty Activity Report (FAR)











- Sponsored Programs data is now automatic
 - Continuing to work through issues that are addressable
- All manually entered records and notes have been removed
- Faculty should review information
- Reach out to the Digital Measures admin (dm-admin@mtu.edu) with any issues.

New Subfolders – All Units

- 1st Year Review
 - Available to non-college committee reviewers
- Unit Committee subfolder
 - Housed within each department's subfolder
 - Chairs will have access to the department's folder as well as the folders housed under it.
 - View access for the respective unit's committee
 - If a unit has separate committees for TT & IT faculty, folders shared accordingly

Type ▾ People ▾ Modified ▾

Name ↓

-  TT Major Reviews
-  TT Interim Reviews
-  Tenure and or Promotion Reviews
-  Reappointment for Adjunct, Affiliated, & Research Faculty & Instructors
-  ITF Reviews - (teaching professor ranks & professors of practice)
-  ITF Promotion Reviews
-  1st Year Reviews 
-  BinderNavigationAssistance.pdf 





New Subfolders – Colleges with Departments

- 1. Department
 - Deans will have access to the college folder as well as the folders housed under it
- Subfolders for each type of review
 - Individual faculty files to be moved here as reviews are complete.
 - College committee to have access to the T/P review folder.
 - Expiration date will expire January 17, 2025.

Type ▾ People ▾ Modified ▾

Name ↓

-  TT Major Reviews
-  TT Interim Reviews
-  Tenure and or Promotion Reviews
-  Reappointment for Adjunct, Affiliated, & Research Faculty & Instructors
-  ITF Reviews - (teaching professor ranks & professors of practice)
-  ITF Promotion Reviews
-  1st Year Reviews
-  1. Departments
-  BinderNavigationAssistance.pdf 👤



Folders – Deadlines & Moving Files

- Provost's office to continue sharing folders
 - If you have not already shared your TPR committees, please do so at your earliest convenience.
- Provost's office and/or HR to move new folders on respective deadlines
 - Please let the provost's office and/or HR know if
 - Files are ready to be moved before the deadline, or
 - If additional time is needed / has been approved

Folders - General Information

- Do not use shortcuts
- Be sure to change ownership of files when dossier is complete
 - Ownership can be changed to Renee Ozanich (rozanich@mtu.edu)

Signing

- No changes again this year
- Approvers should sign using an Adobe digital signature
 - This is different from Adobe sign
- Those using a Mac should open and sign documents in Adobe rather than the Adobe software that comes with a Mac, allowing you to use what looks like an ink signature.

General TPR Information

- Related forms, templates, & deadlines available on HR's website
 - <https://www.mtu.edu/hr/current/faculty/teaching-prof-review-checklist.pdf>
 - Schedule of Administrative Deadlines
 - has a new look &
 - 1st year reviews due later than other interim reviews
- Additional resources & this presentation available on the provost's website
 - <https://www.mtu.edu/provost/policy/promotion-reappointment/>

General TPR Information, continued

- 2024-25 ITF reviews to continue as in the past
 - Senate Proposal 6-24 modifying review is with Senate
- Faculty on Leave – be sure HR is aware

Questions?

