

Materials Recommended for Provost Review for Hires at Associate and Professor Rank with the Intention to Request Consideration for Tenure at the Time of Hire

To be provided by the candidate:

1. Evidence of quality instructional practice. This may consist of course evaluations that are contextualized with an explanation of the teaching evaluation system and how the candidate ranks in the system.
2. Teaching and research statements.
3. Detailed description of any external funding received, including dates, PI and coPI lists and cost-share sources. For grants/contracts for which the candidate served as coPI, a description of amount of funding and aspects of the overall project overseen by the candidate should be included.
4. Detailed description of all publications, clearly identifying student or post-doctoral scholar authors and co-authors as appropriate.

To be provided by the candidate with the assistance (if requested) of Van Pelt and Opie Library staff:

1. List of citations and h-index count or other means of demonstrating the relative value of published works.

To be provided by the hiring unit:

1. Copy of solicitation letter sent by Michigan Tech to external reviewers' of candidates materials. Letters must specifically request that each reviewer specify his/her relationship to the candidate. Letters from reviewers who fall into one of the following categories may not be used:
 - a. Reviewers who are related to the candidate.
 - b. Reviewers who are a current or former advisee or advisor of the candidate.
2. List of external reviewers in alphabetical order with a brief description of their credentials.
3. Five external letters of recommendation from reviewers at or above the rank proposed. At least one letter should be sought to specifically address the candidate's teaching ability. Two letters (minimum) must be from reviewers suggested only by the department/school or its search committee. No more than two letters can be used that are submitted by individuals who have served as a coPI or co-author with the candidate.
4. Three letters of recommendation from Michigan Tech faculty members (at least one of whom is from outside the hiring department or school) who satisfy the following criteria:
 - a. Are not on search committee.
 - b. Are not on a PTR committee that reviewed the file.
 - c. Are all at the same or higher rank as the intended hire.
5. Context statement for the Board of Trustees.
6. Draft offer letter.