



**Michigan
Technological
University**

2023-2024 Administrative & Faculty
Review and/or Reappointment
Recommendation File for Adjunct,
Affiliated, & Research Faculty &
Instructors (NVB0):

Name:

Dept.:



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Review and/or Reappointment Binder for Adjunct, Affiliated, & Research Faculty & Instructors

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*required if receiving salary

**required if instructional review



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[Form A](#) or [Form A1](#) (NVB1)

(add digitally signed form to respective Google folder with the following name:
LastName-FormA-YYYY-YY)

Form A inserted if reappointment is to adjunct, research, or instructor position
Form A1 inserted if reappointment is to affiliated appointment



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[Position Authorization Form \(NVB2\)](#)

(if receiving salary add digitally signed form to respective Google folder with the following name: LastName-PositionAuthForm-YYYY-YY)



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Draft Reappointment Letter (NVB3)

(insert draft letter)



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CV & Other Supporting Materials (NVB4)

Other supporting materials may include personal statement, or copies of published works. If at all possible, provide links to materials that are available online, otherwise attach a description of any materials sent physically to support your file



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[Form E](#) (NVB5)

(if review/reappointment relates to an instructional position add digitally signed form to respective Google folder with the following name: LastName-FormE-YYYY-YY)



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Teaching Evaluation Summary (NVB6)

(include summary from CTL, all formal student course evaluations for the last three years and most recent peer review, if review/reappointment relates to an instructional position)

NOTE: If a chair, dean (colleges without departments), or an assistant is running the teacher evaluations for instructional personnel, be sure to work with the respective instructor to determine if comments will be included or not.