



Tenure & Promotion Process for T/TT Faculty in COLLEGES

Candidate Prepares Tenure & Promotion Binder in Consultation with Chair/TPR Committee & Submits it for Review

- Discussion 1 – WITH CANDIDATE (OPTIONAL) Department Chair & TPR Committee provide constructive feedback on strength of the application.
- ~~NOTE: For non-mandatory reviews, candidates should consult the Faculty Handbook (Appendix I: Section 5.6 or 6). Candidates are entitled to seek promotion or early tenure regardless of feedback.~~

Candidate's Department Identifies External Evaluators

NOTE: Chair solicits external evaluations according to department charter and emphasizes TPR confidentiality.

- ~~Document 1 – TO DEPARTMENT CHAIR (REQUIRED MEMO) – Evaluation of academic performance.* Clearly states recommendation regarding tenure and/or promotion. This document is added to the candidate's binder.~~
- TO CANDIDATE (OPTIONAL NOTIFICATION) – Notification according to department charter guidelines that the committee has completed its review.
- NOTE: In the case of early tenure review, the candidate will be notified of the committee vote and may decide to stop the process. While they may withdraw at any point, once materials go to the department chair, candidates will be ineligible for tenure review until their mandatory year.**

- Document 2 – TO COLLEGE TPR COMMITTEE (REQUIRED MEMO) – Evaluation of academic performance.* Clearly states recommendation regarding tenure and/or promotion. This document is added to the candidate's binder.
- TO CANDIDATE (OPTIONAL NOTIFICATION) – Notification according to department charter guidelines that the binder has moved on for consideration by College TPR Committee.

College TPR Committee Reviews Binder

- ~~Document 3 – TO DEAN (REQUIRED MEMO) – Recommendation regarding tenure and/or promotion with a report of the committee conclusions*, reporting a vote if such took place; all members of the committee will sign the report. This document is added to the candidate's binder.~~

College Dean Reviews Binder

- ~~(OPTIONAL) – Dean may request additional/clarifying information from candidate, external reviewers, department TPR committee, department chair, and/or college TPR committee.~~
- Document 4 – TO PROVOST (REQUIRED MEMO) – Recommendation regarding tenure and/or promotion. This document is added to the candidate's binder.
- Document 5 – TO CANDIDATE with copy to DEPARTMENT CHAIR (REQUIRED MEMO) – Written communication of the dean's recommendation to the provost. Copy is added to the candidate's binder.
- TO CANDIDATE (OPTIONAL) – When the recommendation is negative and the candidate makes a request, the dean may submit a written statement justifying recommendation that specifies performance deficiencies.

Provost Reviews Binder

- **REQUIRED:** Provost makes recommendation to president.
- **REQUIRED:** President will inform provost of the recommendation to be presented to the Board of Trustees. When the recommendation is positive, the president communicates this to the Board of Trustees for their action.
- TO CANDIDATE (REQUIRED MEMO) – Provost notifies candidate as to whether tenure and/or promotion will be recommended to the Board of Trustees.
- TO CANDIDATE (OPTIONAL) – When the recommendation is negative and the candidate makes a request, the provost may submit a written statement specifying where the candidate's performance is deficient.

Board of Trustees Acts on Provost's Recommendation

NOTE: There is no prescribed timeframe for promotion from Associate Professor to Professor.

Candidate's binder comprises items listed in the "Checklist" (available from Michigan Tech's HR website).

Additional information about this process is available in Michigan Tech's Faculty Handbook and in each individual unit's charter.

*Evaluations should summarize strengths & weaknesses in research/scholarship, teaching, and service/leadership.

**As specified in the Faculty Handbook. It is recognized that some units may extend the unofficial review window through the chair review.