

## 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/C1
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)
FAR-FN	Faculty Narrative
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
<b>MVB0</b>	Cover page
<b>MVB1</b>	Form A
<b>MVB2</b>	Draft letter
<b>MVB3</b>	Dean's recommendation
<b>MVB4</b>	Dean's recommendation to faculty
<b>MVB5</b>	Department chair's recommendation
<b>MVB6</b>	Unit committee recommendation
<b>MVB7</b>	Form E
<b>MVB8</b>	Teaching evaluation summary
<b>MVB9</b>	Faculty Activity Report (FAR)
<b>FAR-FN</b>	Faculty Narrative
<b>MVB10</b>	Other supporting materials
<b>MVB11</b>	Signed checklist (noted as IVB9 in binder; links to correct form)

Table 4: Interim Virtual Binder Navigation Shortcuts

Code	Section Title
<b>IVB0</b>	Cover page
<b>IVB1</b>	Form C/C1
<b>IVB2</b>	Dean's memo to candidate (if required by unit)
<b>IVB3</b>	Unit TPR evaluation (if required by unit)
<b>IVB4</b>	Form E
<b>IVB5</b>	Draft terminal year letter (if terminal year is recommended)
<b>IVB6</b>	Teaching evaluation summary
<b>IVB7</b>	Faculty Activity Report (FAR)
<b>FAR-FN</b>	Faculty Narrative
<b>IVB8</b>	Other supporting materials
<b>IVB9</b>	Signed checklist

Table 5: Teaching Professor Ranks Promotion Virtual Binder Navigation Shortcuts

Code	Section Title
<b>TVB0</b>	Cover page
<b>TVB1</b>	Form L
<b>TVB2</b>	Draft Letter
<b>TVB3</b>	Dean's recommendation (if applicable)
<b>TVB4</b>	Dean's recommendation to faculty (if applicable)
<b>TVB5</b>	Department chair's recommendation
<b>TVB6</b>	Unit committee recommendation
<b>TVB7</b>	Form E
<b>TVB8</b>	Teaching evaluation summary
<b>TVB9</b>	Faculty Activity Report (FAR)
<b>FAR-FN</b>	Faculty Narrative
<b>TVB10</b>	Other supporting materials
<b>TVB11</b>	Signed checklist

Table 6: Teaching Professor Ranks and Professor of Practice Review Virtual Binder Navigation Shortcuts

Code	Section Title
<b>RVB0</b>	Cover page
<b>RVB1</b>	Form L
<b>RVB2</b>	Draft Letter (assistant teaching professor or terminal-year appointments)
<b>RVB3</b>	Form E
<b>RVB4</b>	Teaching evaluation summary
<b>RVB5</b>	Faculty Activity Report (FAR)
<b>FAR-FN</b>	Faculty Narrative
<b>RVB6</b>	Other supporting materials
<b>RVB7</b>	Signed checklist

Table 7: Adjuncts, Researchers, & Instructors Virtual Binder Navigation Shortcuts

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