

# **Hands-On Workshop – Electronic Tenure, Promotion, and Reappointment Process 2023-24**

---

11/9/2023



**Michigan Tech**



# Notes

- For administrative assistants who assist with the TPR process.
  - Completing unit level review & moving dossiers on to colleges for review.
- Separate sessions for reviewers (committee members & administrators) held September 8 & 14, 2023.



# Review of What's New This Year

- Three sessions for assistants – 1 virtual and 2 hands-on
  - May 4, 2023 – virtual session held related to sharing external review packages.
  - September 7, 2023 – dossier submission and TPR committee reviews.
  - **TODAY – chair review and moving dossiers along in the process.**
- Checklist signed by faculty required for all but 1 type of review.
  - New for teaching professor rank reviews, interim reviews, and major reviews.
  - Continues to be required for teaching professor rank promotions and tenure/promotion reviews.
  - No checklist will be required for the adjunct, researcher, and instructor reviews.
- The checklist was created to ensure faculty see & review teacher evaluations and other material related to faculty binder sections.
  - Beginning Fall 2022 reports included student comments.
  - These are not required as part of the binder submission, though faculty are welcome to include them should they choose.




# By Now You Should Have

- Received dossiers for T/P & ITF promotions and sent them on the committee for review.
  - Initial preparation of T/P administrative binder to committee as well.
  - 9/22/23
- Received recommendations from unit's TPR committee.
  - 10/27/23 – T/P
  - 11/3/23 - TT & ITF (except first-year reviews; due 12/1/23)
- Ensured all files have been changed so viewers cannot download, copy, or print.
- Become familiar with the [Schedule of Administrative Deadlines](#)



# Disable downloading, printing, & copying

Must be done for each binder

- Right-click on file
- Select "Share"
- Click on the cogwheel   
(upper right hand corner)
- Uncheck "viewers and commenters can see the option to download, print, and copy"

Editors can change permissions and share

Viewers and commenters can see the option to download, print, and copy



# Next You Will Need To

- Add recommendations to the respective binders.
  - Committee recommendations may have already been done.
    - First-year reviews due 12/1/23.
  - Unit committees who provide recommendation for ITF reviews,
    - Place recommendation under section titled Form L (RVB1).
- Suggest using manage versions
  - will walk through as a refresher



# Next You Will Need To Cont.

- Add draft letter, if applicable, to the respective binder.
  - Asst. Teaching Professors or terminal year appointments (RVB2)
  - ITF promotions (TVB2)
    - Sample ITF letters available [online](#) – see Model Appointment Letters–Instructional Track, Adjunct, Research and Visiting Faculty slider
  - TT major reviews (MVB2)
  - T/P reviews (AVB4)
    - Sample letter available [online](#) – see respective section under Promotion, Tenure and Review slider
- Be sure to indicate appropriate titles and date on letters.
  - See Faculty Appointment Dates, available under Important Dates and Deadlines [here](#).



# Manage Versions

- Right-click on file
- Select "File Information" and then "Manage versions"
- Click "Upload New Version"
- Select file
- Click "Upload New Version"

## Manage versions

Older versions of 'TEST-fac-appt-recommendation-ProvostSigned-07Oct2020.pdf' may be deleted after 30 days or after 100 versions are stored. To avoid deletion, select **Keep forever** in the file's context menu. [Learn more](#)

UPLOAD NEW VERSION



Current version TEST-fac-appt-recommendation-ProvostSigned-0...  
Wed 10:35 AM Amie Ledgerwood





# Moving on to College Level Review

- Check binders to be sure all documents are complete and uploaded.
- Change ownership of files/folder to your college's director of administration.
  - Ownership can be changed at the subfolder level, regardless of who owns the files.
  - If parent folder contains subfolders, you will need to change ownership at the subfolder level.
  - Once ownership is changed, notify your respective college's director of administration, and they will move the folders to the next level of review.



# Checking Admin Binder

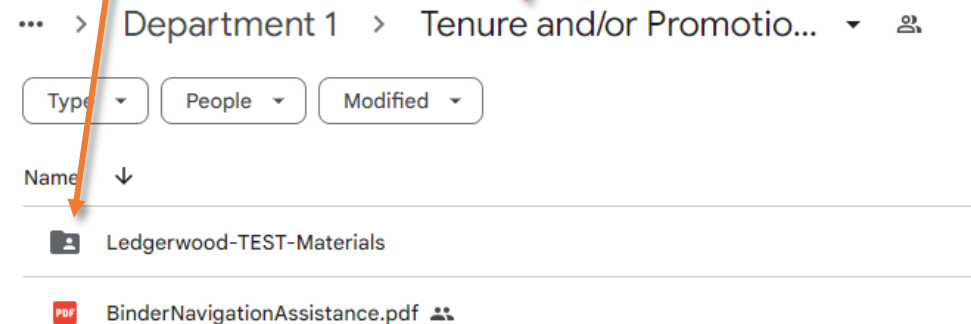
- Before ownership is transferred be sure all unit level documents are complete in the administrative virtual binder.
  - Reference the administrative checklist, which is available under Promotion, Tenure and Review at <https://www.mtu.edu/hr/current/faculty/>
- Items in green would all have documents after the respective cover sheets.
  - Colleges without departments would not have a chair recommendation.
- Note: Forms would be saved in the respective Google folder.

- 2023-2024 Administrative Tenure and/or Promotion Recommendation File (AVB0):
- Administrative Tenure and/or Promotion Recommendation Binder
- Table of Contents (with links)
- Form B (AVB1)
- Form A or C/C1 (AVB2)
- Form E (AVB3)
- Draft Letter (AVB4)
- Dean's Recommendation (AVB5)
- Dean's Recommendation to Faculty (AVB6)
- College/Inter-School\* Committee Recommendation (AVB7)
- Department Chair's Recommendation (AVB8)
- Unit Committee Recommendation (AVB9)
- Referee Letters (AVB10)
- External Referee Package (AVB11)
- Review Solicitation Letter (AVB12)
- Referee List (AVB13)

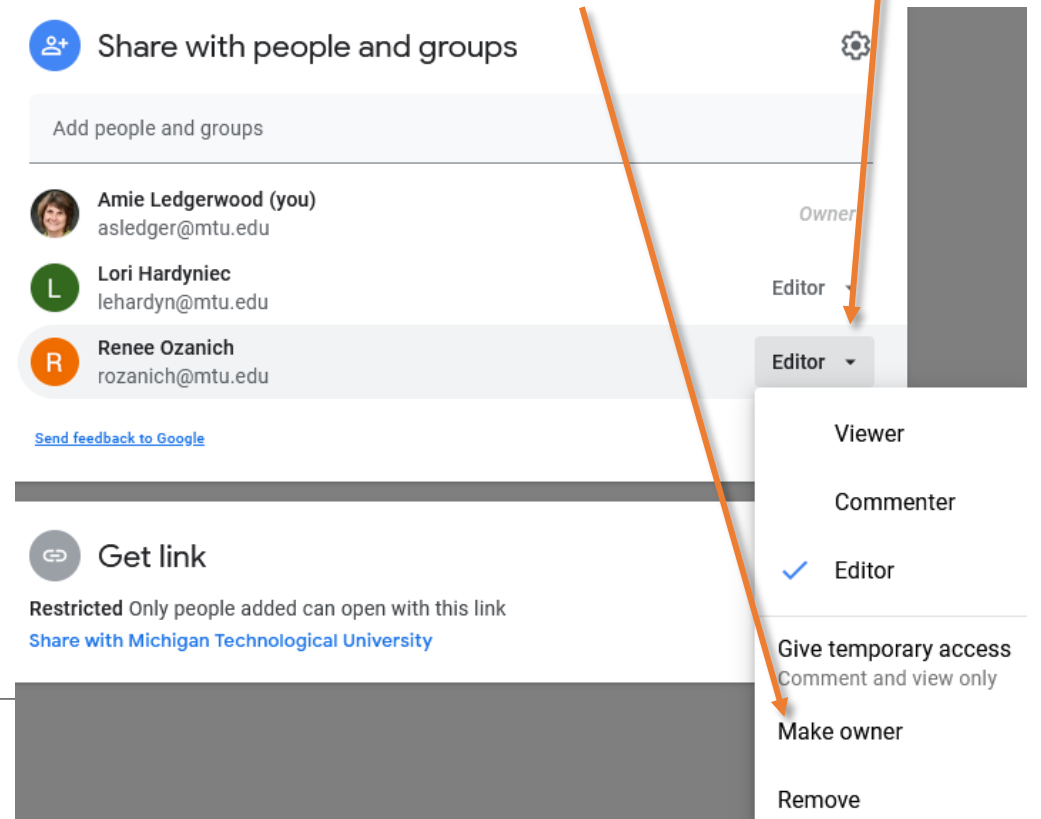


# Changing Ownership

- 1. In the appropriate folder, right-click on file or subfolder
  - Note: cannot change at the parent folder level



- 2. Select "Share;" need to choose this twice
- Click on the drop down arrow to right of your college's director of admin.
  - Renee's name is shown as an example
- Choose "make owner"



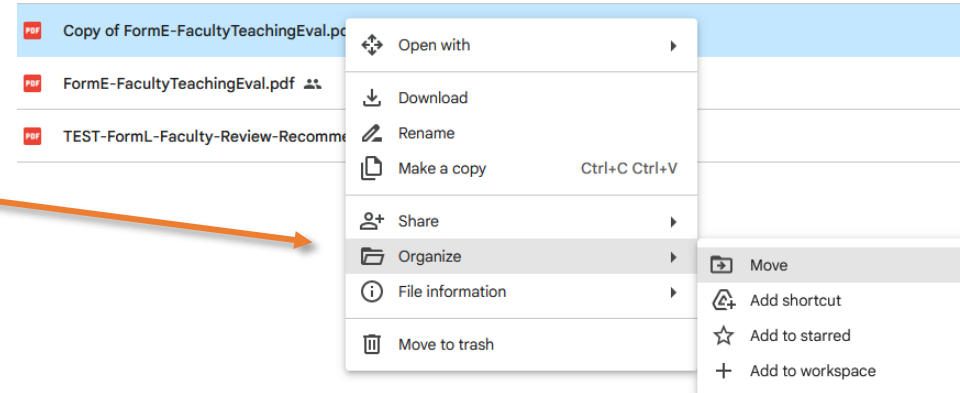
# Looking Ahead to the 2024-25 Review Process

- Make a copy of the forms that contain information needed for an upcoming review; move to next year's respective review folder.
  - Form E
  - Form L
- Teacher evaluation summaries will need to be run by faculty.
  - Communication and roll out spring 2024.
- 2024-25 Schedule of Administrative Deadlines is available online.
  - Mandatory notifications to deans March 29, 2024.
  - External reviewers asked to commit to writing a letter by May 3, 2024.
    - April 5 - May 3, 2024, suggested reviewers shared with chair.



# Making a Copy for Upcoming Year

- After making a copy of the file, move to respective folder.
- Follow path for moving; suggest starring folder so it is easy to find.



Move "Copy of FormE-FacultyTeachingEval.pdf"

Current location: ITF Reviews - (teaching professor ranks & professors of prac

Suggested Starred All locations



# Continuous Improvement

- We continue to seek ways to streamline the process, both for signing and reviewing.
  - Thoughts on survey this year; not done last year.
- Please feel free to share ideas or feedback with HR or the provost's office at any point during the process.
- Your work is valued and extremely important to this process.



**Thank You for all you do!**



**Michigan Tech**