

Checklist for Interim Reviews for Tenure-Track Faculty

Name: _____

Department: _____

Scheduled Year of Mandatory Review: _____

An Interim Review Binder includes two sections.

- Faculty Binder Section
 - This section is completed and/or reviewed by the faculty member before the binder goes to the administrative office.
 - Once submitted to the administrative office, the faculty member will no longer have access to the binder.
 - Items in this section of the checklist correlate to the last five sections of the binder titled Interim Review Binder for Tenure-Track Faculty.
- Administrative Binder Section
 - This section is completed by the administrative office after the faculty member undergoing review has reviewed their information and provided the signed checklist.
 - Items in this section of the checklist correlate to the first five items in the binder titled Interim Review Binder for Tenure-Track Faculty.

Faculty Binder Section

1. Teaching Evaluation Summary – all formal student course evaluations for the last three years, as well as most recent peer reviews (if applicable).
 - a. Only the numerical summary data from course evaluations is required.
 - b. In addition to the numerical summary, which is required, the faculty member undergoing review can opt to include reports that include student comments.
 - c. Reports can be run from Watermark Course Evaluations & Surveys (formerly EvaluationKit)
 - i. Run the “Detailed Report” for numerical data or
 - ii. Run the “Detailed Report + Comments” for numerical data and student comments.
 - iii. The article, “[Accessing Teaching Evaluation Reports](#),” provides detailed instructions for running reports.
2. Faculty Activity Report (Promotion and Tenure). This can be generated electronically using Digital Measures: <https://www.mtu.edu/provost/faculty/reporting/>
 - a. Faculty must use the following date range:
 - i. Start Date: September 1, 2023
 - ii. End Date: August 31, 2024

3. Faculty Activity Report – Faculty Narrative (FAR-FN). This is part of the Faculty Activity Report (see #2 above). For the correlating section of the electronic binder, you will only need to indicate what page the Faculty Narrative begins. You are also able to highlight other pages.
4. Other supporting materials, if desired or required by unit (e.g., curriculum vitae, copies of published work, etc.).
5. This checklist, signed (see below).

Administrative Section (assembled by administrative office personnel)

1. Form C/C1
 - a. Form C, Faculty Review & Recommendation, is completed for faculty undergoing a scheduled interim review.
 - b. Form C1, Faculty One-Year Extension Review & Recommendation, is completed for faculty undergoing an interim review due to a one-year extension.
2. College dean's recommendation memo to faculty undergoing review (if applicable)
3. Committee's evaluation summary (if applicable)
4. Form E: Teaching Evaluation Summary
5. Draft terminal-year letter (if applicable)

Candidate's review of initial contents of file:

I have reviewed items 1-5 in the Faculty Section above.

I have examined all materials included in the Interim Review Binder.

The information I reviewed did not contain unintended confidential information.

I am satisfied that the material included is accurate and appropriate.

Candidate's Digital Signature