



**Michigan
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2023-2024 Administrative & Faculty Review and Promotion Recommendation Binder for Teaching Professor Promotions (TVB0):

Name:

Dept.:

Promotion to Associate Teaching Professor

Promotion to Teaching Professor

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Review and Promotion Binder for Teaching Professor Promotions

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Form L (TVB1)

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

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Draft Letter (TVB2)

insert draft recommendation letter; templates can be found on HR's [website](#),
under Model Appointment Letters – Instructional Track, Adjunct, Research and
Visiting Faculty



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Dean's Recommendation (TVB3)

insert signed recommendation here; recommendation should include an evaluation of academic performance summarizing strengths and weaknesses and an overall recommendation regarding promotion



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Dean's Recommendation to Faculty (TVB4)

insert copy of notification sent to candidate



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Department Chair's Recommendation (TVB5)

insert signed recommendation here; recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding promotion

(if chair provided written notification to the faculty member, also include here)

- Colleges without departments: leave section blank-



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Unit Committee Recommendation (TVB6)

insert memo from department's/college's without departments committee; memo should include an evaluation of performance summarizing strengths and weaknesses, overall recommendation regarding promotion, report of voting, & signatures of each committee member

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Form E (TVB7)

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

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Teaching Evaluation Summary (TVB8)

include summary from CTL, all formal student course evaluations for the last three years, and most recent peer review (if applicable)

Only the numerical summary data from course evaluations is required for formal course evaluations, but faculty have the option to provide reports that include student comments.

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Faculty Activity Report (TVB9)

run report in [Digital Measures](#) using the dates Sept. 1, 2023 – Aug. 31, 2024

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Faculty Narrative (FAR-FN)

includes COVID impact statement

the FAR has its own page number system, please be sure to indicate the FAR page number in the information below [e.g., 13 from example below]

For reviewers: The faculty narrative allows candidates to address their professional growth in the areas of teaching, research, mentoring, and service, as well as reflect on the evolution of their career to date. Information in the faculty narrative is submitted each year so that this field provides a longitudinal perspective.

Indicate what page in the FAR your Faculty Narrative begins

Page(s) in FAR that you would like to highlight

The heading for your Faculty Narrative will look as follows:

Annual Faculty Narrative from Annual Faculty Narratives screen. This section will print all records that have a date falling within 10 years of the report date parameters chosen.

and the page number to indicate above can be found in the footer of your FAR.

Faculty Activity Report (Promotion and Tenure) August 11, 2023

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Other Supporting Materials (TVB10)

(optional unless required by unit)

may include CV, 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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[Signed Checklist \(TVB11\)](#)

insert the signed Checklist for Teaching Professor Rank Promotions once the faculty member undergoing review has provided applicable information and reviewed it for accuracy and completeness