

## Department Checklist For Promotion and/or Tenure Recommendations 2018-2019

Name: \_\_\_\_\_

Dept.: \_\_\_\_\_

\_\_\_\_\_ Tenure, with promotion  
 \_\_\_\_\_ Tenure, without promotion  
 \_\_\_\_\_ Promotion, without tenure consideration

### ***Organize promotion and/or tenure materials as follows:***

1. **Tracking Form:** This form is used to track the progress of the folder throughout its review. Please use the form to indicate when it was received for review and when the review is complete at each stage. Please also use this form to indicate when new information or materials are received and added to the folder if that occurs after the review process begins.
2. **FORM B:** Faculty Promotion and/or Tenure Recommendation and a draft notification letter regarding promotion and/or tenure recommendation. *(If the department chair/school dean recommends the promotion and or tenure they sign Form B.)*
3. **FORM A** is included if candidate was scheduled for a major review during the current year (early case). Form A should also be completed for a one-year terminal appointment should a mandatory review case not be approved. **FORM C** is included if the candidate was scheduled for an interim review during the current year (early case). Draft appointment letter should be included (when appropriate). *(Department chair/school dean signs Form A or Form C ONLY if they do not support a recommendation for promotion and/or tenure.)*
4. Dean's recommendation.
5. Copy of notification of Dean's recommendation sent to faculty.
6. Recommendation of the College/Inter-School Committee with a report of the committee vote. All committee members must sign.
7. Department chair's recommendation. Chair needs to sign the recommendation memo.
8. Recommendation of the departmental committee (for colleges), or a summary of that recommendation (as appropriate), together with a report of the committee vote (with names of committee members, and vote). All committee members must sign the recommendation.
9. **FORM F:** Promotion and/or Tenure Recommendation. This can be generated electronically using Digital Measures, or filled out manually. The manual form can be found online (<http://www.mtu.edu/hr/current/faculty/>) under faculty review, promotion and tenure. If necessary, citation information may be attached separately as an appendix.

10. **FORM E:** Teaching evaluation summary (include student course evaluations for the last three years, and most recent peer review, if applicable).
11. **Information Sheet for Board of Trustees:** See example available online (<http://www.mtu.edu/hr/current/docs/tenure-and-promotion-information-sheet-for-board.pdf>). This should be completed by the candidate. Candidates should seek advice from their department chair or school dean when preparing this sheet.
12. **Identification of referees:** Provide a list of all external referees. For each, include the following information: (i) Was the individual suggested by the candidate or the unit's PTR Committee/department chair/school dean? (ii) Was the individual contacted with a request to provide a reference?. (iii) For those referees from whom a reference was requested, include a descriptive paragraph (or, if preferred, a short biographical sketch) summarizing the individual's credentials. If the letter writers are not asked to specify the nature of their relationship to the candidate, that information should be included here.
13. At least five letters of reference from outside the University. Although candidates may submit a list of suggested external references, outside letters must be sought and obtained from individuals not suggested by the candidate. The candidate must not know the identity of those from whom letters were requested or received and must not be given access to the contents of the letters. Letters are to be solicited by the candidate's department chair or dean and should not be from former professors, advisors, or people who were in graduate school with the candidate, etc. Letters should be requested from well-qualified sources who are able to evaluate the quality of the candidate's record.
14. A copy of the letter prepared by the department chair or school dean and used in soliciting outside letters of reference.
15. Vitae, publications, and other materials sent to referees. Any information added or changed after the start of their review process should be noted in the tracking form.
16. Other supporting materials, if desired, e.g. copies of published work, etc. Do not add bulky materials.

**Candidate's Review of Initial Contents of File: I have reviewed this checklist and provided and or reviewed items 9 – Form F, 10 – Form E and student course evaluation sheets), 11 – Information Sheet for Board of Trustees, 15 – Vitae, publications and other materials to be sent to external referees, and 16 – Other supporting materials (if applicable). The information I reviewed did not contain confidential comments and I am satisfied that the material included is accurate and appropriate.**

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Candidate's Signature

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Date