



Promotion Process for NTT Faculty in COLLEGES & SCHOOLS

Candidate Prepares Promotion File in Consultation with Chair/Dean and Unit's TPR Committee & Submits it for Review

- Discussion 1 – WITH CANDIDATE (OPTIONAL) Chair/School Dean and unit TPR Committee provide constructive feedback on strength of the application.

Unit's TPR Committee Reviews File

- Document C1/S1 – TO CHAIR/SCHOOL DEAN (**REQUIRED MEMO**) – Evaluation of academic performance.* Clearly states recommendation regarding promotion. This document is added to the candidate's file.
- TO CANDIDATE (OPTIONAL NOTIFICATION) – Notification according to charter guidelines that the committee has completed its review.

Department Chair / College Dean OR School Dean Reviews File

Dept. Chair Reviews File

- Prepares Form E, Form L, and draft letter of promotion. Completed documents are added to candidate's file.
- Document C2 – TO DEAN (**REQUIRED MEMO**) – Evaluation of academic performance and recommendation regarding promotion. This document is added to the candidate's file.
- TO CANDIDATE (OPTIONAL NOTIFICATION) – Notification according to department charter guidelines that the file has moved on for consideration by the college dean.

College Dean Reviews File

- Attends to Form L.
- Document C3 – TO PROVOST (**REQUIRED MEMO**) – Evaluation of academic performance and recommendation regarding promotion. This document is added to the candidate's file.
- Document C4 – TO CANDIDATE with copy to DEPARTMENT CHAIR (**REQUIRED MEMO**) – Written communication of the dean's recommendation to the provost. Copy is added to the candidate's file.
- TO CANDIDATE (OPTIONAL) – When the recommendation is negative and the candidate makes a request, the dean may submit a written statement justifying recommendation that specifies performance deficiencies.

School Dean Reviews File

- Prepares Form E, Form L, and draft letter of promotion. Completed documents are added to candidate's file.
- Document S2 – TO PROVOST (**REQUIRED MEMO**) – Evaluation of academic performance and recommendation regarding promotion. This document is added to the candidate's file.
- Document S3 – TO CANDIDATE (**REQUIRED MEMO**) – Written communication of the dean's recommendation to the provost. Copy is added to the candidate's file.
- TO CANDIDATE (OPTIONAL) – When the recommendation is negative and the candidate makes a request, the dean may submit a written statement justifying recommendation that specifies performance deficiencies.

Provost Reviews File

- Attends to Form L.
- **REQUIRED:** Provost makes recommendation to president.
- **REQUIRED:** President will inform provost of the decision.
- TO CANDIDATE (**REQUIRED MEMO**) – Provost notifies candidate as to the promotion decision.
- TO CANDIDATE (OPTIONAL) – When the decision is negative and the candidate makes a request, the provost may submit a written statement specifying where the candidate's performance is deficient.

NOTE: There is no prescribed timeframe for promotion path of lecturer-line positions.

Candidate's file comprises items listed in the "NTT Checklist" (available from Michigan Tech's HR website).

Additional information about this process is available in Michigan Tech's Faculty Handbook and in each individual unit's charter.

*Evaluations should summarize strengths & weaknesses in research/scholarship, teaching, and service/leadership.