

Administrative Checklist for Tenure/Promotion

Download the administrative virtual binder outline, available online (<https://www.mtu.edu/hr/current/faculty/> under Promotion, Tenure and Review), and use to organize the following materials (listed to match placement in binder): In addition to the virtual binder materials assembled by the faculty member, the following forms and documents are required:

1. **FORM B:** Faculty Promotion and/or Tenure Recommendation

- *If the department chair/college dean (for colleges without departments) recommends the promotion and or tenure they sign Form B.*

2. **FORM A or C**

- For candidates in a mandatory review case, **Form A** should be completed for a one-year terminal appointment should a mandatory review case not be approved.
- For early tenure cases:
 - **Form A** is included if the candidate was scheduled for a major review during the current year.
 - **FORM C** is included if the candidate was scheduled for an interim review during the current year.
- *Department chair/college dean signs Form A or Form C ONLY if they do not support a recommendation for promotion and/or tenure.*

3. **Form E:** Faculty Teaching Evaluation Summary

1. Draft appointment letter
2. Dean's recommendation
3. Copy of dean's recommendation sent to faculty
4. Recommendation of the college/inter-school committee with a report of the committee vote
 - All committee members must sign the memo.
5. Department chair's signed recommendation memo (*for colleges—schools leave blank*)

6. Recommendation of the unit TPR committee with a report of the committee vote
 - All committee members must sign the memo.
7. At least **five** letters of reference from outside the University. Some outside letters must be sought and obtained from individuals not suggested by the candidate. Unit charters may contain guidance on external letters. In the absence of guidance, at least half of the external letters will ideally come 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 school 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.
8. External Referee Package sent to referees (as provided by the faculty member)
9. A sample copy of the letter prepared by the department chair or school dean and used in soliciting outside letters of reference.
10. Identification of referees: Provide a list of all external referees suggested. For each, include the following information:
 - Was the individual suggested by the candidate or the unit's TPR committee/department chair/school dean?
 - Was the individual contacted with a request to provide a reference?
 - 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.
11. Signed confidentiality statements from unit and college/inter-school committees