



**Michigan  
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University

# 2020-2021 Administrative Tenure and/or Promotion Recommendation File (AVB0):

Name:

Dept.:



# Administrative Tenure and/or Promotion Recommendation Binder Table of Contents (with links)

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## Form B (AVB1)

(form should be digitally signed if unit supervisor recommends tenure and/or promotion and added to respective Google folder with the following name: LastName-FormB-YYYY-YY)



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## Form A or C (AVB2)

(form should be digitally signed only if unit supervisor does not support recommendation for tenure and/or promotion; if applicable, add to respective Goolge folder with the following name: LastName-FormA-YYYY-YY or LastName-FormC-YYYY-YY)

Form A inserted if candidate was scheduled for a major review  
Form C inserted if candidate was scheduled for an interim review



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## Form E (AVB3)

(add digitally signed form to respective  
Google folder with the following name:  
LastName-FormE-YYYY-YY; evaluations  
are part of the faculty binder)



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## Draft Letter (AVB4)

(insert draft recommendation letter)



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## Dean's Recommendation (AVB5)

(insert signed recommendation here)



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## Dean's Recommendation to Faculty (AVB6)

(insert copy of notification sent to candidate)





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# College/Inter-School\* Committee Recommendation (AVB7)

(memo to dean/provost, with conclusions and report of committee vote,  
signed by all members)

\*inter-school=College of Business & College of Forest Resources & Env. Sci.



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## Department Chair's Recommendation (AVB8)

(insert signed recommendation here)

-Colleges without departments: leave section blank-



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# Unit Committee Recommendation (AVB9)

(departments/colleges without departments; memo to include conclusions, report of vote, & signatures of each committee member)



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## Referee Letters (AVB10)

(include letters received from at least five referees from outside the university)



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## External Referee Package (AVB11)

(vitae, publications, and other materials provided by faculty and sent to referees)



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## Review Solicitation Letter (AVB12)

(provide a copy of the letter sent to referees)



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## Referee List (AVB13)

(include: who suggested the referee, if they were contacted, and descriptive paragraph or biographical sketch for those asked to provide a reference)