



**Michigan  
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University**

## Administrative & Faculty Major Review Binder for Tenure-Track Faculty (MVB0):

Name:

Department:

Current Academic Year:

Scheduled Year of Mandatory Review:

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## Form A (MVB1)

form provided by HR;  
add digitally signed form to respective Google folder with the following name:  
LastName-FormA-YYYY-YY



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## Draft Letter (MVB2)

Insert draft recommendation letter. Templates are available [here](#) (see Promotion, Tenure and Review, Tenure-Track Reviews)



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## Dean's Recommendation (MVB3)

Insert signed recommendation here. Recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding reappointment.



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## Dean's Recommendation to Faculty (MVB4)

Insert signed copy of dean's memo to candidate providing their recommendation.



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## Department Chair's Recommendation (MVB5)

Insert signed recommendation here. Recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding reappointment.

-Colleges without departments: leave section blank-



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## Unit Committee Recommendation (MVB6)

Insert recommendation memo here. Recommendation should include an evaluation of performance summarizing strengths and weaknesses, overall recommendation regarding reappointment, formal record of committee members and voting results, and a signature from each committee member. For units with charters that require a faculty vote, outcome should indicate support (or not) for the case, not the specific vote counts.





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## Form E (MVB7)

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

Unit initiating this form may want to retain a copy of the completed form to reference for future evaluations.



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## Teaching Evaluation Summary (MVB8)

The three-year teaching evaluation summary is available from your unit assistant and should be the only document in this section.

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# Faculty Activity Report - FAR (MVB9)

run report in [Digital Measures](#); see interim review [checklist](#) for date range



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## Faculty Narrative (MVB10)

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 (MVB11)

### Required

Formal course evaluations for the last three years. In addition to the required numerical data, faculty can opt to include reports that include student comments. see interim review [checklist](#) for additional information and instructions for running formal student course evaluations.

### Optional Materials or Those Desired or Required by Your Unit

Examples include personal statement, copies of published works, formal student course evaluations beyond the most recent three years. If 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 (MVB12)

Insert the signed checklist once the faculty member undergoing review has provided applicable information and reviewed it for accuracy and completeness.