



**Michigan
Technological
University**

2020-2021 Administrative & Faculty Non-Tenure-Track (NTT) Lecturer Review and/or Promotion Recommendation File (LVB0):

Name:

Dept.:

Review for rolling appointment (lecturer)

Review for continuing appointment (sr. lecturer, principal lecturer, & prof. of practice)

Promotion to Senior Lecturer

Promotion to Principal Lecturer

[Go To: Table of Contents](#)



**Michigan
Technological
University**

NTT Lecturer Review and/or Promotion Binder

Table of Contents (with links)

Contents

2020-2021 Administrative & Faculty Non-Tenure-Track (NTT) Lecturer Review and/or Promotion Recommendation File (LVB0):	1
Form L (LVB1)	3
Draft Letter (LVB2)*	4
Dean's Recommendation (LVB3)*	5
Dean's Recommendation to Faculty (LVB4)*	6
Department Chair's Recommendation (LVB5)*	7
Unit Committee Recommendation (LVB6)*	8
Form E (LVB7)	9
Teaching Evaluation Summary (LVB8)	10
Faculty Activity Report (LVB9)	11
Other Supporting Materials (LVB10)	12
Signed Checklist (LVB11)*	13

*at unit's discretion to include for NTT reviews

[Go To: Table of Contents](#)



**Michigan
Technological
University**

Form L (LVB1)

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



**Michigan
Technological**
University

Draft Letter (LVB2)

(insert draft recommendation letter)

Required for promotions, lecturer rolling appointments, or terminal-year appointments



**Michigan
Technological**
University

Dean's Recommendation (LVB3)

(insert signed recommendation here; for promotions only)



**Michigan
Technological**
University

Dean's Recommendation to Faculty (LVB4)

(insert copy of notification sent to candidate; for promotions only)



**Michigan
Technological
University**

Department Chair's Recommendation (LVB5)

(insert signed recommendation for promotions here; if chair provided written notification to the faculty member, also include here)

- Colleges without departments: leave section blank-



**Michigan
Technological**
University

Unit Committee Recommendation (LVB6)

(departments/colleges without departments for those going up for promotion;
insert memo summarizing strengths & weaknesses, clearly stating
recommendation, report of voting, & signatures of each committee member)



**Michigan
Technological**
University

Form E (LVB7)

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

[Go To: Table of Contents](#)



**Michigan
Technological
University**

Teaching Evaluation Summary (LVB8)

(include all formal student course evaluations for the last three years and most recent peer review, if applicable)

[Go To: Table of Contents](#)



**Michigan
Technological**
University

Faculty Activity Report (LVB9)

(run report in Digital Measures using the dates Sept. 1, 2020 – Aug. 31, 2021)

[Go To: Table of Contents](#)



**Michigan
Technological
University**

Other Supporting Materials (LVB10)

(OPTIONAL)

May include CV, personal statement, or copies of published works. If at all possible provide links to materials that are available online, otherwise attach a description of any materials sent physically to support your file.



**Michigan
Technological**
University

Signed Checklist (LVB11)

(for promotion cases, insert the signed checklist once materials required by lecturer have been checked for confidential information and completeness)