

## Faculty Checklist for Tenure/Promotion

### **External Referee Package** (due early September—see deadlines<sup>1</sup>)

- Vitae, select publications, and other materials to be sent to referees
- Due to direct supervisor along with any suggested external referees—include disclosures of any personal and professional relationships with those listed.
  - Copy to assistant for inclusion in administrative virtual binder (will be available to internal reviewers as part of your full tenure/promotion file).

### **Virtual Binder / Dossier for Internal Review** (due early December<sup>1</sup>)

*Download the faculty virtual binder outline, available online*

*(<https://www.mtu.edu/hr/current/faculty/> under Promotion, Tenure and Review), and use to organize the following materials:*

1. Faculty Activity Report (Promotion and Tenure). The “FAR” is generated electronically using Digital Measures, <https://www.mtu.edu/provost/faculty/reporting/>.
  - The report will automatically pull the correct data history for the tenure and promotion process (up to 10 years, depending on data type).  
*Faculty must use the following date range.*
    - Start Date: September 1, 2020
    - End Date: August 31, 2021
  - These dates indicate the current academic year and are required for report to operate correctly.
  - *The Form F that was used in the past is no longer being accepted.*
2. Teaching evaluation materials
  - Include all formal student course evaluations for the last three years and most recent peer review (if applicable)
    - Only the numerical summary data from course evaluations is required (e.g., download and include the “Detailed Report” from EvaluationKit, not the “Detailed Report + Comments”).
    - This material will be used by the chair and dean along with the FAR to complete the Faculty Teaching Evaluation Summary (Form E).

<sup>1</sup> <https://www.mtu.edu/hr/current/docs/faculty-review.pdf>

**3. Information Sheet for Board of Trustees:** See example available online: <https://www.mtu.edu/hr/current/docs/tenure-and-promotion-information-sheet-for-board.docx>

- This should be completed by the candidate.
  - Candidates should seek advice from their department chair or dean (colleges without departments) when preparing this sheet as it is the only material provided to the Board from this virtual binder.
- 4.** Other supporting materials, if desired (e.g., copies of published work, etc.)
- If at all possible provide links to materials that are available online.
  - Include description of any materials sent physically to accompany your file. Do not add fragile or bulky materials (e.g., prototypes, original art).
- 5.** This checklist, signed.

CANDIDATE'S REVIEW OF INITIAL CONTENTS OF FILE:

**I have reviewed the virtual binder checklist (items 1-5).**

**I have provided and reviewed items 1-5 listed above.**

**The information I reviewed did not contain confidential comments.**

**I am satisfied that the material included is accurate and appropriate.**

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Candidate's Signature

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Date