



**Michigan
Technological
University**

2024-2025 Administrative Tenure and/or Promotion Recommendation File (AVB0):

Name:

Dept.:

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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/C1 (AVB2)

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

Form A (provided by HR) if candidate was scheduled for a major review

Form [C](#) if candidate was scheduled for an interim review

Form [C1](#) if candidate was scheduled for an interim with 1 year contract extension 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

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



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Draft Letter (AVB4)

insert draft recommendation letter in this section; templates are available on
HR's [website](#) - see Promotion, Tenure and Review, Tenure and Promotion
Documents



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Dean's Recommendation (AVB5)

insert signed recommendation in this section; recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding promotion



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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; memo to include an evaluation of performance summarizing strengths and weaknesses, overall recommendation regarding promotion, formal record of committee members and voting results, and signature from each committee member

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



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Department Chair's Recommendation (AVB8)

insert signed recommendation in this section; recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding promotion

-Colleges without departments: leave section blank-



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Unit Committee Recommendation (AVB9)

departments/colleges without departments; memo to include an evaluation of performance summarizing strengths and weaknesses, overall recommendation regarding promotion, formal record of committee members and voting results, and signature from each committee member; 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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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;
suggest providing links to publications and other materials that are available online

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Review Solicitation Letter (AVB12)

insert a sample copy of the letter used in soliciting outside letters of
reference



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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