



**Michigan
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2024-2025 Administrative & Faculty Interim Review Binder for Tenure- Track Faculty (IVB0):

Name:

Dept.:

Scheduled Year of Mandatory Review:

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Interim Review Binder Table of Contents (with links)

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*optional

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Form C/C1 (IVB1)

add digitally signed form, completed by chair or dean (colleges without departments) to respective Google folder with the following name: LastName-FormC-YYYY-YY or LastName-FormC1-YYYY-YY

if providing a memo with Form C/C1, insert after this page

[Form C](#) to be used for scheduled interim reviews
[Form C1](#) to be used for interim reviews due to a one-year extension



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Dean's Memo to Candidate (IVB2)

insert signed copy if provided by your unit; not currently required



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Unit TPR Evaluation (IVB3)

insert signed copy of evaluation here;
if this is not required in your unit, please insert a page noting this



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Form E (IVB4)

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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[Draft Terminal Year Letter](#) (IVB5)

include only if terminal year is recommended



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Teaching Evaluation Summary (IVB6)

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

The article [Generating a 3yr Course Summary Report](#) provides detailed instructions for faculty to run the numerical data summary report from Watermark Course Evaluations & Surveys (formerly EvaluationKit).

This material will be used by the chair and dean along with the FAR to complete the Faculty Teaching Evaluation Summary (Form E).



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Faculty Activity Report - FAR (IVB7)

run report in [Digital Measures](#) using the dates Sept 1, 2024 – Aug 31, 2025

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Faculty Narrative (FAR-FN)

(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 (IVB8)

(optional unless required by unit)

may include CV, personal statement or copies of published works, teacher evaluations beyond the most recent three years or with student comments, etc. (not otherwise provided as part of the external review package) — if possible, provide links to materials that are available online, otherwise attach a description of any materials sent physically to support your file

Inclusion of student comments is at the discretion of the faculty member undergoing review and cannot be required by a unit (see Senate procedure 504.1.1).

The article [Accessing Teaching Evaluation Reports](#) provides detailed instructions for faculty to run this report from Watermark Course Evaluations & Surveys (formerly EvaluationKit).



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[Signed Checklist](#) (IVB9)

insert the signed Checklist for Interim Reviews for Tenure-Track Faculty once the faculty member undergoing review has provided applicable information and reviewed it for accuracy and completeness