



**Michigan
Technological
University**

2024-2025 Administrative & Faculty Major Review Binder for Tenure-Track Faculty (MVB0):

Name:

Dept.:

Scheduled Yr. of Mandatory Review:

[Go To: Table of Contents](#)



**Michigan
Technological
University**

Major Review Binder Table of Contents (with links)

Contents

2024-2025 Administrative & Faculty Major Review Binder for Tenure-Track Faculty (MVB0):	1
Form A (MVB1)	3
Draft Letter (MVB2)	4
Dean's Recommendation (MVB3)	5
Dean's Recommendation to Faculty (MVB4)	6
Department Chair's Recommendation (MVB5)	7
Unit Committee Recommendation (MVB6)	8
Form E (MVB7)	9
Teaching Evaluation Summary (MVB8)	10
Faculty Activity Report - FAR (MVB9)	11
Faculty Narrative (FAR-FN)	12
Other Supporting Materials (MVB10)	13
Signed Checklist (MVB11)	14



**Michigan
Technological
University**

Form A (MVB1)

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



**Michigan
Technological**
University

Draft Letter (MVB2)

insert draft recommendation letter; templates are available [here](#) - see Promotion, Tenure and Review, Tenure-Track Reviews



**Michigan
Technological
University**

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



**Michigan
Technological**
University

Dean's Recommendation to Faculty (MVB4)

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



**Michigan
Technological
University**

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-



**Michigan
Technological
University**

Unit Committee Recommendation (MVB6)

insert memo here; memo 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



**Michigan
Technological
University**

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



**Michigan
Technological
University**

Teaching Evaluation Summary (MVB8)

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).



**Michigan
Technological
University**

Faculty Activity Report - FAR (MVB9)

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

[Go To: Table of Contents](#)



Michigan
Technological
University

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

Page 12



**Michigan
Technological
University**

Other Supporting Materials (MVB10)

(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).



**Michigan
Technological
University**

Signed Checklist (MVB11)

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