



**Michigan  
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# 2024-2025 Administrative & Faculty Review and Promotion Recommendation Binder for Teaching Professor Promotions (TVB0):

Name:

Dept.:

Promotion to Associate Teaching Professor

Promotion to Teaching Professor

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# Review and Promotion Binder for Teaching Professor Promotions

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\*optional

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## Form L (TVB1)

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

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## Draft Letter (TVB2)

insert draft notification letter here if one is sent from the chair or dean (colleges without departments)

Notification of decision sent to individual faculty from the provost's office; the dean and chair are copied



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## Dean's Recommendation (TVB3)

insert signed recommendation here; recommendation should include an evaluation of academic performance summarizing strengths and weaknesses and an overall recommendation regarding promotion

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# Dean's Recommendation to Faculty (TVB4)

insert copy of notification sent to candidate



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## Department Chair's Recommendation (TVB5)

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

(if chair provided written notification to the faculty member, also include here)

- Colleges without departments: leave section blank-



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## Unit Committee Recommendation (TVB6)

insert memo from department's or college's (those without departments) committee; memo should include an evaluation of performance summarizing strengths and weaknesses, overall recommendation regarding promotion, 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.



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## Form E (TVB7)

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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## Teaching Evaluation Summary (TVB8)

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 (TVB9)

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 (TVB10)

(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 (TVB11)

insert the signed “Checklist for Teaching Professor Rank Promotions” once the faculty member undergoing review has provided applicable information and reviewed it for accuracy and completeness