



**Michigan  
Technological  
University**

# 2024-2025 Administrative & Faculty Review Binder for Teaching Professor & Professor of Practice Ranks (RVB0):

Name:

Dept.:

Review for Assistant Teaching Professor (rolling appointment)

Review for Associate Teaching Professor (continuing appointment)

Review for Teaching Professor (continuing appointment)

Review for Professor of Practice (continuing appointment)

[Go To: Table of Contents](#)



**Michigan  
Technological  
University**

# Review Binder for Teaching Professor & Professor of Practice Ranks

## Table of Contents (with links)

### Contents

2024-2025 Administrative & Faculty Review Binder for Teaching Professor & Professor of Practice Ranks (RVB0):.....	1
Form L (RVB1).....	3
Draft Letter (RVB2)* .....	4
Form E (RVB3).....	5
Teaching Evaluation Summary (RVB4) .....	6
Faculty Activity Report (RVB5) .....	7
Faculty Narrative (FAR-FN) .....	8
Other Supporting Materials (RVB6).....	9
Signed Checklist (RVB7).....	10

\*required for assistant teaching professor rolling appointments or terminal-year appointments

[Go To: Table of Contents](#)



**Michigan  
Technological  
University**

## Form L (RVB1)

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



**Michigan  
Technological  
University**

## Draft Letter (RVB2)

insert draft recommendation letter; templates can be found on HR's [website](#) - see  
Model Appointment Letters – Instructional Track, Adjunct, Research and Visiting  
Faculty

Required for assistant teaching professor rolling appointments  
or terminal-year appointments



**Michigan  
Technological  
University**

## Form E (RVB3)

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

[Go To: Table of Contents](#)



**Michigan  
Technological  
University**

## Teaching Evaluation Summary (RVB4)

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).

[Go To: Table of Contents](#)



**Michigan  
Technological**  
University

# Faculty Activity Report (RVB5)

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 8





**Michigan  
Technological  
University**

## Other Supporting Materials (RVB6)

(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 (RVB7)

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