

## Checklist for Teaching Professor Rank Promotions

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Promotion to:                      Associate Teaching Professor                      Teaching Professor

A Review and Promotion Binder for Teaching Professor Promotions includes two sections.

- Faculty Binder Section
  - This section is completed and/or reviewed by the faculty member before the binder goes to the administrative office.
  - Once submitted to the administrative office, the faculty member will no longer have access to the binder.
  - Items in this section of the checklist correlate to the last five sections of the binder titled Review and Promotion Recommendation Binder for Teaching Professor Promotions.
- Administrative Binder Section
  - This section is completed by the administrative office after the binder is submitted by the faculty member.
  - Items in this section of the checklist correlate to the first seven items in the binder titled Review and Promotion Recommendation Binder for Teaching Professor Promotions.

### Faculty Binder Section (assembled by the faculty member requesting promotion)

1. Teaching Evaluation Summary – all formal student course evaluations for the last three years, as well as most recent peer reviews (if applicable).
  - a. 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).
2. Faculty Activity Report (Promotion and Tenure). This can be generated electronically using Digital Measures: <https://www.mtu.edu/provost/faculty/reporting/>
  - a. Faculty must use the following date range:
    - i. Start Date: September 1, 2024
    - ii. End Date: August 31, 2025
3. Faculty Activity Report – Faculty Narrative (FAR-FN). This is part of the Faculty Activity Report (see #2 above). For the correlating section of the electronic binder, you will only need to indicate what page the Faculty Narrative begins. You are also able to highlight other pages.

4. Other supporting materials, if desired or required by unit (e.g., curriculum vitae, personal statement, copies of published works, teacher evaluations beyond the most recent three years or with student comments, etc.).
  - 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).
5. The article [Accessing Teaching Evaluation Reports](#) provides detailed instructions for faculty to run this report from Watermark Course Evaluations & Surveys (formerly EvaluationKit).
6. This checklist, signed (see below).

### **Administrative Section (assembled by administrative office personnel)**

1. Form L: Teaching Professor & Professor of Practice Ranks Review Recommendation
2. Draft letter
3. College dean's recommendation
  - a. Recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding promotion.
4. College dean's recommendation to faculty
5. Department chair's recommendation and optional draft letter
  - a. Recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding promotion.
  - b. No recommendation required in this section for colleges without departments.
6. Committee's recommendation
  - a. Memo to 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.
7. Form E: Teaching Evaluation Summary

### **Candidate's review of initial contents of file:**

I have reviewed items 1-5 in the Faculty Section above.

I have examined all materials included in the faculty section of the Review and Promotion Recommendation Binder for Teaching Professor Promotions.

The information I reviewed did not contain unintended confidential information.

I am satisfied that the material included is accurate and appropriate.

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Candidate's Digital Signature