Revised: 9/21/2017



Pre-Tenure Review Process for TT Faculty prior to Mandatory Tenure Review Year in COLLEGES & SCHOOLS

Unit's TPR Committee Reviews File

- TO CHAIR/SCHOOL DEAN (REQUIRED MEMO) Evaluation of academic performance* and progress towards tenure. Clearly states recommendation regarding reappointment (when applicable). This document is added to the faculty member's file.
 - Interim Reviews (typically years 1, 3, 5**): committee comments on faculty member's progress toward tenure.
 - <u>Major Reviews</u> (typically years 2 & 4**): committee comments on whether faculty member merits reappointment.
- TO FACULTY MEMBER (OPTIONAL NOTIFICATION) Notification according to charter guidelines that the committee has completed its review.

Department Chair / College Dean OR School Dean Reviews File

Dept. Chair Reviews File

- Prepares Form A or C, Form E, and draft reappointment letter (when applicable).
- Meets with faculty member to discuss performance review. Faculty member acknowledges receipt of review.
- TO DEAN (**REQUIRED MEMO**) Evaluation of academic performance* and recommendation regarding reappointment (when applicable). This document is added to the faculty member's file.
- TO FACULTY MEMBER (OPTIONAL NOTIFICATION)

 Notification according to department charter guidelines that the file has moved on for consideration by the college dean.

College Dean Reviews File

- Attends to Form A or C and Form E.
- TO PROVOST (REQUIRED MEMO) Evaluation of academic performance* and recommendation regarding reappointment (when applicable). This document is added to the faculty member's file.
- TO FACULTY MEMBER with copy to DEPARTMENT CHAIR (REQUIRED MEMO) – Written communication of the dean's recommendation to the provost regarding reappointment (when applicable). Copy is added to the faculty member's file.
- TO FACULTY MEMBER (OPTIONAL) When the recommendation is negative and the faculty member makes a request, the dean may submit a written statement justifying recommendation that specifies performance deficiencies.

School Dean Reviews File

- Prepares Form A or C, Form E, and draft reappointment letter (when applicable).
- Meets with faculty member to discuss performance review. Faculty member acknowledges receipt of review.
- TO PROVOST (REQUIRED MEMO) Evaluation of academic performance* and recommendation regarding reappointment (when applicable). This document is added to the faculty member's file.
- TO FACULTY MEMBER (REQUIRED MEMO) Written communication of the dean's recommendation to the provost regarding reappointment (when applicable). Copy is added to the faculty member's file.
- TO FACULTY MEMBER (OPTIONAL) When the recommendation is negative and the faculty member makes a request, the dean may submit a written statement justifying recommendation that specifies performance deficiencies.



- Attends to Form A or C.
- **REQUIRED**: Provost makes recommendation to president.
- **REQUIRED**: President will inform provost of decision.
 - <u>Major Reviews</u>: president communicates positive reappointment recommendations to the Board of Trustees.
 TO FACULTY MEMBER (**REQUIRED MEMO**) Provost notifies faculty member of the recommendation.
 - o <u>Interim Reviews</u>: Materials are sent to HR. Cognizant dean is notified of approved interim reviews.
- TO FACULTY MEMBER (OPTIONAL) When the decision is negative and the faculty member makes a request, the provost may submit a written statement specifying where the faculty member's performance is deficient.

Board of Trustees Acts On Reappointment Recommendation

Additional information about this process is available in Michigan Tech's Faculty Handbook and in each individual unit's charter.

For major reviews, a face-to-face meeting between the faculty member and their dean may be held to enhance each faculty member's potential for success. *Evaluations should summarize strengths & weaknesses in research/scholarship, teaching, and service/leadership.

**Years on the tenure clock; should an extension of the tenure clock be granted, the years listed may be delayed because of the extension.