

Electronic Tenure, Promotion, & Reappointment Process 2021-22

11/11/2021 & 11/23/202



Michigan Tech



Notes

- This presentation is geared towards faculty and administrators reviewing TPR dossiers this academic year.
- Both the November 11 & 23 sessions are the same; feel free to step out at any time if you've registered for both.
- Detailed steps have been provided to unit assistants.



New This Year

- COVID Impact Statement
 - All faculty have been asked to complete a statement in the Annual Faculty Narrative section of the FAR.
 - Reviewers should be aware of statements.
- Both the Guidance for Reviewers and Checklist for writing a statement can be found on the [provost's website](#).
 - see Admin/Committee Resources section of the right side bar for reviewer guidelines



Be Familiar with

- The [Schedule of administrative deadlines](#) has important dates for faculty, supervisors, committees, and involved offices.
- Respective Google folders
 - shared October 21, 2021 by Renee Ozanich in HR.
 - will not be able to download, print, or copy files
 - view access will expire at set dates/times (see [schedule](#)) in order to move along to the next level of review
- Note: For those going up for tenure and/or promotion, there will be two binders for each person – the FVB & the AVB.



Faculty Activity Report (FAR)

- Date range for report should be the current academic year
- History embedded in report
- FAR as form
- Narrative fields
 - Provide additional context
 - Not all faculty will use all fields
 - Annual Faculty Narrative as concluding statement
- Questions?



Roles

- Assistants
 - At the appropriate stages will have edit access to the appropriate Google folder(s).
 - Allows for uploading files and changing access to individual files.
 - Able to move individual dossiers to the next level of review as they are completed.
- Committees, chairs, and deans
 - At the appropriate stages will have “view access.”
 - will not be able to download, print, or copy files
 - view access will expire at set dates/times (see [schedule](#))
- Note: If a committee, chair, or dean have completed their review, the assistant is able to move the respective dossier along.



Deadlines to be Aware of

- December 24, 2021 – Unit committee completes **T/P reviews**.
- January 10, 2022 – Unit committee completes review of **TT (interim & major)** and **NTT (appointment & lecturer promotion)** dossiers.
- January 19, 2022 – Department chairs complete **T/P review**; due to college.
- January 28, 2022 – Department chairs complete **NTT reviews**;
 - NTT promotions forwarded to the respective college.



Deadlines to be Aware of Continued

- February 4, 2022 – Department chairs complete **TT reviews**; due to college.
- February 9, 2022 – College committees complete **T/P review**.
- February 18, 2022 – Deans complete **NTT (appointment & lecturer promotions)** reviews; due to HR.
- February 25, 2022 – Deans complete **TT reviews**; due to HR.
 - TT recommendations sent to faculty.
 - NTT promotion recommendations sent to faculty with a copy to the chair.
- March 4, 2022 – Deans complete **T/P reviews**; due to HR.



Thank You!

**Feel free to provide feedback to HR
or the provost's office at any point
during the process.**

