



Promotion Process for NTT Faculty in COLLEGES & SCHOOLS

Candidate Prepares Promotion File in Consultation with Chair/Dean and Unit's TPR Committee & Submits it for Review

- Discussion 1 – WITH CANDIDATE (OPTIONAL) Chair/School Dean and unit TPR Committee provide constructive feedback on strength of the application.

Unit's TPR Committee Reviews File

- Document C1/S1 – TO CHAIR/SCHOOL DEAN (**REQUIRED MEMO**) – Evaluation of academic performance.* Clearly states recommendation regarding promotion. This document is added to the candidate's file.
- TO CANDIDATE (OPTIONAL NOTIFICATION) – Notification according to charter guidelines that the committee has completed its review.

Department Chair / College Dean OR School Dean Reviews File

- Prepares Form E, Form L, and draft letter of promotion. Completed documents are added to candidate's file.
- Document C2 – TO DEAN (**REQUIRED MEMO**) – Evaluation of academic performance and recommendation regarding promotion. This document is added to the candidate's file.
- TO CANDIDATE (OPTIONAL NOTIFICATION) – Notification according to department charter guidelines that the file has moved on for consideration by the college dean.

- Attends to Form L.
- Document C3 – TO PROVOST (**REQUIRED MEMO**) – Evaluation of academic performance and recommendation regarding promotion. This document is added to the candidate's file.
- Document C4 – TO CANDIDATE with copy to DEPARTMENT CHAIR (**REQUIRED MEMO**) – Written communication of the dean's recommendation to the provost. Copy is added to the candidate's file.
- TO CANDIDATE (OPTIONAL) – When the recommendation is negative and the candidate makes a request, the dean may submit a written statement justifying recommendation that specifies performance deficiencies.

School Dean Reviews File

- Prepares Form E, Form L, and draft letter of promotion. Completed documents are added to candidate's file.
- Document S2 – TO PROVOST (**REQUIRED MEMO**) – Evaluation of academic performance and recommendation regarding promotion. This document is added to the candidate's file.
- Document S3 – TO CANDIDATE (**REQUIRED MEMO**) – Written communication of the dean's recommendation to the provost. Copy is added to the candidate's file.
- TO CANDIDATE (OPTIONAL) – When the recommendation is negative and the candidate makes a request, the dean may submit a written statement justifying recommendation that specifies performance deficiencies.

Provost Reviews File

- Attends to Form L.
- **REQUIRED:** Provost makes recommendation to president.
- **REQUIRED:** President will inform provost of the decision.
- TO CANDIDATE (**REQUIRED MEMO**) – Provost notifies candidate as to the promotion decision.
- TO CANDIDATE (OPTIONAL) – When the decision is negative and the candidate makes a request, the provost may submit a written statement specifying where the candidate's performance is deficient.

NOTE: There is no prescribed time to consideration (e.g. years since appointment) for promotion path of lecturer-line positions.

A complete promotion file comprises all items listed in the "[Checklist for Lecturer Rank Promotions](#)" (available from Michigan Tech's HR website). Additional information about this process is available in Michigan Tech's Faculty Handbook and in each individual unit's charter.

*Evaluations should summarize strengths & weaknesses in research/scholarship, teaching, and service/leadership.