

# **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.
  - o <u>Interim Reviews</u> (typically years 1, 3, 5\*\*): committee comments on faculty member's progress toward tenure.
  - Major Reviews (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.

- 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.

## Provost Reviews File

- Attends to Form A or C.
- **REQUIRED**: Provost makes recommendation to president.
- **REQUIRED**: President will inform provost of decision.
  - Major Reviews: 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.

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