

The University Senate of Michigan
Technological University

Proposal 61-20

Department Charter for
Applied Computing

Department of Applied Computing
Departmental Charter
Revised 4/24/2020

1. Voting Members and Changes to the Charter

- 1.1.** Voting Members. All faculty members with the title Assistant Professor, Associate Professor, Professor, Lecturer, Senior Lecturer, Principal Lecturer, and Professor of Practice, with greater than 50% appointment, or otherwise designated as majority appointment in the Department of Applied Computing, plus academic advisors with primary responsibility for academic programs in the Department, are voting members. Academic issues, including new program proposals and changing degree requirements, and major strategic planning decisions, including chair search and evaluation, require a vote of the voting members. The chair may vote on secret ballots and on open ballots to break ties. Staff may vote on non-academic issues as determined by the chair.
- 1.2.** Amendment of the Charter. Any Applied Computing (AC) faculty member or group of faculty members may propose amendments to the charter. Proposed amendments will be circulated to the faculty at least ten days before the meeting at which they will be discussed and voted upon. Faculty can approve amendments by a simple majority of the voting faculty. Best effort to provide absentee voting will be made if necessary.

 - 1.2.1.** By a simple majority vote of the voting members, the AC Department may also choose to re-write the charter. In this case a committee will be elected to draft a new charter, and the draft will be circulated to the faculty at least ten days before it will be discussed and voted upon. Approval of a new charter requires a simple majority of the voting members.
- 1.3.** Updating Charter to Assure Compliance. The Executive Committee (see Section 2 below) will be responsible for reviewing the charter annually, at the beginning of the academic year, and proposing amendments to update the charter and ensure compliance with university policies.
- 1.4.** Conflict with University Policies. In any event in which these provisions are in conflict with University policies and procedures, the University policies and procedures shall take precedence.

2. Unit Governance and Responsibilities of the Chair

- 2.1.** Unit Governance. Governance of the Department of Applied Computing (AC) is the responsibility of the department chair, in consultation with the Executive Committee and the faculty. The Executive Committee will comprise the leaders of the curricular groups, the chair of the Tenure, Promotion, and Reappointment (TPR) Committee and the associate department chair(s), if any. The department chair will determine the curricular groups and the group leaders. The associate department chair(s) will be appointed by the department chair from the faculty. See Senate Policy 710.1, Departmental Governance.
- 2.2.** Evaluation of Teaching. Teaching will be evaluated in accordance with Senate Policy 504.1.1, Teaching Effectiveness Evaluations. Teaching evaluation will be based on student course evaluations (with a maximum of 50% weight given to such evaluations) and other methods approved by the faculty. Teaching evaluation may be carried out by the chair and/or by the TPR Committee (see Section 3 below) depending on the purpose of the evaluation.
- 2.3.** Evaluation of Research. Research evaluation may be carried out by the chair and/or by the TPR Committee (see Section 3 below) depending on the purpose of the evaluation.
- 2.4.** Evaluation of Service. Service evaluation may be carried out by the chair and/or by the TPR Committee (see Section 3 below) depending on the purpose of the evaluation.
- 2.5.** Compensation. Recommendations for salaries, wages, and distribution of merit pay are the responsibility of the chair. Recommendations from the chair will follow Departmental procedures for salaries, wages, and distribution of merit pay.
- 2.6.** Workload. The chair, in consultation with the Executive Committee, determines workload, including teaching and committee assignments and other university and departmental responsibilities. Workload policies will be consistent with university guidelines and will be applied uniformly across the department.
- 2.7.** Advancement. The chair takes an active role in fundraising and alumni development activity.
- 2.8.** Search Procedure for Department Chair. See Senate Policy 805.1.1, Search Procedure for Department Chairs and School Deans.

- 2.9.** Evaluation of the Department Chair. The Executive Committee will be responsible for conducting an evaluation by the voting members of the faculty and the staff of the performance of the department chair during the year before reappointment. See Senate Policy 506.1.1, Evaluation Procedure for Department Chairs and School Deans.

3. Tenure, Promotion, and Reappointment Procedures and Guidelines

3.1. Tenure, Promotion, and Reappointment Committee

The Tenure, Promotion, and Reappointment (TPR) Committee will consist of a minimum of three tenured faculty members from the Department of Applied Computing, not to include the department chair, elected by the voting members of the department at the beginning of each academic year. If there are fewer than five such elected committee members, the elected committee members will suggest additional tenured Michigan Tech faculty members from outside the Department, which the department chair will then invite to serve on the committee, to bring the total number of committee members to five. The committee will select a chair. The following procedures and guidelines for promotion and tenure, as established by the faculty and maintained by the chair of the TPR Committee, will be followed.

3.2. Tenure-Track Faculty Seeking Reappointment at Current Rank

Each academic year, the TPR Committee will request that all tenure-track faculty not seeking tenure and promotion and/or seeking reappointment at their current rank complete and submit a Faculty Activity Report and a report on teaching effectiveness consistent with university and department guidelines.

After reviewing the FARs and the teaching reports, the TPR Committee meets with each faculty member to review with them their progress toward tenure. The TPR Committee then prepares a written report on each case to the chair with a copy to the faculty member.

For interim reviews, the written report to the chair is advisory. The chair will meet with the faculty member and advise him/her on the path toward tenure and make recommendations on corrective actions, if any, and report on the same to the Dean of the College of Computing.

For major reviews, the chair will consider the written report of the TPR Committee and other factors, and make a recommendation on a two-year reappointment which is sent to the Dean of the College of Computing.

Evaluation criteria for tenure-track faculty seeking reappointment at their current rank are found in Appendix A, Evaluation Criteria for Tenured/Tenure-Track Faculty.

3.3. Tenure-Track Faculty Seeking Promotion and Tenure

Each academic year, the TPR Committee will request that all non-tenured tenure-track faculty seeking tenure and promotion, whether mandatory or non-mandatory (early), do the following:

- 3.3.1.** Complete and submit a Faculty Activity Report (FAR).
- 3.3.2.** Submit a list of at least six professional references.
- 3.3.3.** Submit a long-form curriculum vitae and three of their highest-quality publications, to be sent to the professional references.

The TPR committee will first provide formative advice to the candidate to improve materials. Once updates are submitted, the committee will complete a summative assessment.

Faculty with a non-mandatory promotion/tenure case that do not have the support of a majority of the committee, are informed of the committee's position and given the opportunity to withdraw. For candidates with a mandatory promotion/tenure case, and faculty with a non-mandatory promotion/tenure case who choose to continue with the process, a list of appropriate references of at least six individuals is prepared by the committee. Selected references on both the candidate's list and the committee's list are then contacted asking if they are willing to serve as a referee. Dossiers are sent to those that agree, following university and college procedures. If any of the references selected do not agree to participate, the committee will add additional names.

After the letters are received, the TPR Committee meets and articulates strengths and weaknesses in research, teaching and service. The committee then conducts a vote and prepares a recommendation, which is sent to the department chair along with the rest of the promotion/tenure package.

The department chair then adds a recommendation for each candidate and forwards the entire package to the Dean of the College of Computing.

Copies of the committee's and chair's recommendations are kept in each candidate's files.

Evaluation criteria for tenure-track faculty seeking tenure and promotion are found in Appendix A, Evaluation Criteria for Tenure/Tenure-Track Faculty.

3.4. Tenured Faculty Seeking Promotion

Each academic year, the TPR Committee will request that tenured faculty members seeking promotion from Associate Professor to Professor announce their intention to do so at the beginning of the academic year, and do the following:

- 3.4.1.** Complete and submit a Faculty Activity Report (FAR).
- 3.4.2.** Submit a list of at least six professional references.
- 3.4.3.** Submit a long-form curriculum vitae and three of their highest-quality publications, to be sent to the professional references.

The TPR committee will first provide formative advice to the candidate to improve materials. Once updates are submitted, the committee will complete a summative assessment.

Faculty members may choose not to continue the evaluation process for promotion at any time. For those who choose to continue with the process, a list of appropriate references of at least six individuals is prepared by the committee. Selected references on both the candidate's list and the committee's list are then contacted asking if they are willing to serve as a referee. Dossiers are sent to those that agree, following university and college procedures. If any of the references selected do not agree to participate, the committee will add additional names.

After the letters are received, the TPR Committee meets and articulates the strengths and weaknesses in research, teaching and service. The committee then conducts a vote and prepares a recommendation, which is sent to the department chair along with the rest of the promotion package.

The department chair then adds a recommendation for each candidate and forwards the entire package to the Dean of the College of Computing.

Copies of the committee's and chair's recommendations are kept in each candidate's files.

Evaluation criteria for tenured faculty seeking promotion are found in Appendix A, Evaluation Criteria for Tenure/Tenure-Track Faculty.

3.5. Non-Tenure-Track Faculty Seeking Reappointment at Current Rank

Each academic year, the TPR Committee will request that all non-tenure-track faculty with the rank of Lecturer seeking reappointment at their current rank, complete and submit a Faculty Activity Report and a report on teaching effectiveness consistent with university and department guidelines.

After reviewing their FARs and teaching reports, the TPR Committee prepares a written performance evaluation, which is submitted to the chair with a copy to the faculty member. The chair then makes a recommendation on reappointment to the Dean of the College of Computing.

The position of Lecturer is renewable (rolling) two-year appointment, and requires a signed contract every year.

The positions of Senior Lecturer, Principal Lecturer, and Professor of Practice are continuing appointments.

For all these positions, notice of termination must be given one year in advance of the appointment's expiration.

The position of Instructor is temporary, with a maximum of appointment of one year, which may be renewed. Hiring decisions for Instructors are made by the department chair, in consultation with the dean. The TPR Committee does not provide input on hiring and renewal of Instructor appointments.

Evaluation criteria for non-tenure-track faculty seeking reappointment at their current rank are found in Appendix B: Guidelines for Appointment and Promotion of Non-Tenure-Track Faculty

3.6. Non-Tenure-Track Faculty Seeking Promotion

Each academic year, the TPR Committee will request that all non-tenure-track faculty seeking promotion from the rank of Lecturer to the rank of Senior Lecturer, or from the rank of Senior Lecturer to the rank of Principal Lecturer, announce their intention to do so at the beginning of the academic year, and submit documentation consistent with university and department guidelines, and any additional materials as described in Appendix B: Guidelines for Appointment and Promotion of Non-Tenure-Track Faculty

The Non Tenure Track Faculty promotion process will follow university guidelines, as described in the document "Promotion Process for NTT Faculty in Colleges & Schools".

Evaluation criteria for non-tenure-track faculty seeking promotion are found in Appendix B.

4. Professional Staff and Other Non-Tenured/Tenure-Track Members

- 4.1.** Staff. Staff includes the regular professional and clerical members of the Department. Staff may vote on non-academic issues as determined by the chair. Staff also will be surveyed for evaluation of the chair.
- 4.2.** Administrative Faculty. Faculty who transfer into administrative positions within the university will be considered voting members of the departmental faculty if they continue to participate actively in the department, as evidenced by teaching at least one course per year, or advising departmental graduate students, or serving on departmental committees.
- 4.3.** Other. Research faculty members with official appointments are welcome to participate in faculty meetings and discussions but are not voting members. Post-doctoral researchers, visiting scholars, and students are not included in any Department governance.

5. Sabbatical Leave Recommendations

The chair will solicit the advice of the Executive Committee before making a recommendation for a sabbatical leave. See Senate Policy 706.1.1, Sabbatical Leave Procedure.

6. Emeritus/Emerita Recommendations

The TPR Committee shall make recommendations to the chair for faculty who are eligible for emeritus/emera status. Upon approval by the chair, the recommendation will be sent to the President for presentation to the Board of Trustees, according to standard University policy.

7. Grievance Procedure

All grievances brought by faculty members will be filed with the Dean of the College of Computing, who will forward copies to the chair and members of the Executive Committee. The Executive Committee, without intervention from the department chair, shall select a chair for an ad hoc grievance committee. This chair shall conduct an election for two additional members from the faculty. This committee will then act in accordance with the Senate Policy 704.1.1, Faculty Grievance Procedure.

Appendix A: Guidelines for Appointment, Evaluation and Promotion of Tenured and Tenure Track Faculty

A.1. General Considerations

Under the teacher/scholar model, each faculty member has the dual responsibility of (a) transmitting the fund of accumulated wisdom to students in the university's classrooms and laboratories, and also to colleagues in the worldwide learned community and (b) participating in the discovery of new knowledge. Hence, in addition to teaching, individual faculty members are expected to maintain ongoing programs of scholarly activity and publication appropriate to their respective fields of expertise. The quality of research achievements and service in the university's teaching mission are important factors when an individual is recommended for reappointment, promotion, or tenure.

In addition to direct classroom assignments and research activities, the university also recognizes a wide range of additional faculty activities as important in promotion and tenure decisions. These may include academic advising, curriculum and course development, fund raising, service to the profession or the public, general good citizenship within the university (e.g., by service on college, school, and university committees), and activities supportive of the university's goals for active technology transfer. The candidate must be an active participant in service activities that make a positive contribution to the university and school. The candidate must also demonstrate personal characteristics which include the ability to work cooperatively with students, staff, and administrative personnel of the university.

A.2. Categories of Evaluation

A well-designed tenure and promotion system attracts capable and highly qualified faculty, strengthens the university by enhancing institutional loyalty of the faculty, and encourages academic excellence by retaining and rewarding the most able teachers, scholars and researchers. Tenure and promotion imply selectivity and choice; they are awarded for academic and professional merit, not merely for longevity. Candidates for appointment, reappointment, promotion, and tenure are evaluated in three general categories: A) teaching effectiveness, B) professional development, and C) professional service.

A.2.1. Teaching Effectiveness

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of independent student research or study, and course and curriculum development.

A.2.2. Professional Development

The area of professional development includes scholarship in all its manifestations, including research, publications, participation in professional

institutes and workshops, presentations to professional organizations, exhibitions, performances, professional awards, grants and fellowships, service on editorial and advisory boards, and offices held in professional organizations.

A.2.3. Committee and Administrative Service

The area of university-related service includes committee and administrative work at any level of the university, assisting in student activities, and university-related community and clinical services rendered in a professional capacity.

A.3. Criteria for Appointment to Assistant Professor

Assistant Professor: An appointment requiring an earned doctorate or terminal degree or equivalent and the potential for excellence in teaching and research.

To be appointed as an Assistant Professor, applicants must possess a terminal degree from an accredited university in a field appropriate to the position. Normally this degree will be an earned doctorate. In addition, the following qualities are desired in applicants:

- A.3.1.** Excellent verbal and written communication skills.
- A.3.2.** Expertise in subject areas to be taught.
- A.3.3.** A commitment to teaching and learning.
- A.3.4.** Capacity to establish a record of scholarship and publication.
- A.3.5.** Willingness to work collaboratively in a multidisciplinary environment while serving the university, school, and professional organizations.
- A.3.6.** Personal characteristics which include the ability to be responsive to students' needs, work cooperatively with students, staff, and administrative personnel of the university, and a commitment to the university's goal of increasing gender/ethnic diversity and international character.
- A.3.7.** Industry experience.

A.4. Criteria for Appointment or Promotion to Associate Professor

Associate Professor: An appointment requiring an earned doctorate or terminal degree or equivalent and demonstrated quality teaching, recognition for scholarly activities, and service to the university community.

For appointment or promotion to Associate Professor, the candidate must meet all of the requirements for appointment to Assistant Professor, show evidence of growth and continuous acceptable performance in all three categories of evaluation, perform in a substantial manner in one of the areas of teaching or professional development, and meet the following criteria for professional excellence:

- A.4.1.** The candidate must display evidence of effective teaching and student advising. This may be demonstrated by the documentation of performance and professional growth in a teaching portfolio.
- A.4.2.** The candidate must display evidence of professional development of sufficient quality to indicate the continuation of a significant scholarly or creative career. This may be demonstrated by the number and classification of professional development activities completed during the period of evaluation.
- A.4.3.** The candidate must have begun to show competent work in university-related services at one or more levels.

A.5. Criteria for Tenure

The candidate is expected to show: growth and continuous acceptable performance in all three categories of evaluation; evidence of collaborative and/or multi-disciplinary efforts; demonstrated responsiveness to students' needs; and the ability to work cooperatively with students, staff, and administrative personnel of the university. In addition, the candidate must meet the following criteria for professional excellence:

- A.5.1.** The candidate must display evidence of effective teaching and student advising. This may be demonstrated by the documentation of performance and professional growth in a teaching portfolio.
- A.5.2.** The candidate must display evidence of professional development of sufficient quality to indicate the continuation of a significant scholarly or creative career. This may be demonstrated by the number and classification of professional development activities completed during the period of evaluation.
- A.5.3.** The candidate must have begun to show competent work in university-related services at one or more levels.

A.6. Criteria for Appointment or Promotion to Professor

Professor: An appointment requiring an earned doctorate or terminal degree or equivalent and demonstrated sustained quality teaching, wide recognition for scholarly activities, and substantial service to university and appropriate outside communities.

Distinguished performance is expected which implies sustained professional development and recognition of the candidate's work by professionals in the field at no less than a national level. There should be recognized growth in leadership capabilities and overall professional standing. Promotion to Professor is based upon the candidate's cumulative record and must meet the following criteria for professional excellence:

- A.6.1.** The candidate must display evidence of effective teaching and student advising. This may be demonstrated by the documentation of performance and professional growth in a teaching portfolio.

- A.6.2.** The candidate must display evidence of outstanding scholarly work, including, for instance, one or more significant book-length works or a number of substantial articles. This may be demonstrated by the number, quality and classification of professional development activities completed during the period of evaluation.

- A.6.3.** The candidate must display evidence of significant and sustained university-related service.

Appendix B: Guidelines for Appointment, Evaluation and Promotion of Non-Tenure-Track Faculty

B.1. General Considerations

Under the teacher/scholar model, each faculty member has the dual responsibility of (a) transmitting the fund of accumulated wisdom to students in the university's classrooms and laboratories, and also to colleagues in the worldwide learned community and (b) participating in the discovery of new knowledge. Hence, in addition to teaching, individual faculty members are expected to maintain ongoing programs of scholarly activity and publication appropriate to their respective fields of expertise. The quality of research achievements and service in the university's teaching mission are important factors when an individual is recommended for reappointment, promotion, or tenure.

In addition to direct classroom assignments and research activities, the university also recognizes a wide range of additional faculty activities as important in promotion and tenure decisions. These may include academic advising, curriculum and course development, fund raising, service to the profession or the public, general good citizenship within the university (e.g., by service on college, school, and university committees), and activities supportive of the university's goals for active technology transfer. The candidate must be an active participant in service activities that make a positive contribution to the university and school. The candidate must also demonstrate personal characteristics which include the ability to work cooperatively with students, staff, and administrative personnel of the university.

The appointment and promotion of qualified non-tenure-track faculty (NTTF) is of great importance to the mission of Michigan Technological University. They provide devoted teaching and share specialized expertise with the students and provide enrichment to the university by engaging in areas of scholarship and creative endeavors based on their varied experiences.

There are several basic ranks that make up NTTF: Instructor, Lecturer, Senior Lecturer, Principal Lecturer and Professor of Practice. Appointment to, and promotion through, these ranks is based on experience, academic background and proven performance, as well as the needs of the particular unit.

B.2. Instructor - description

The Instructor position applies to temporary, one semester, or semester-by-semester appointments, on a full-time or part-time basis. A single contract between an Instructor and the university will have a duration of no more than one year. Minimum qualifications for an Instructor are a master's degree, or a bachelor's degree and professional qualifications. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

An Instructor may be expected to perform the following duties:

- Deliver existing courses
- Hold office hours
- Serve on committees
- Perform other duties associated with instruction

B.3. Lecturer - description

The Lecturer position is a two-year renewable (rolling) appointment. Notice of termination must be given at least one year in advance of the appointment's expiration.

Minimum qualifications include a master's degree or equivalent professional qualifications. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

A Lecturer may be expected to perform the following duties:

- Deliver existing courses
- Hold office hours
- Develop new teaching materials and course segments
- Develop new courses that keep pace with changes in the discipline
- Supervise personnel including other faculty members
- Represent the program/school in its relationships within the university
- Advise undergraduate student projects
- Conduct research
- Serve on committees

B.4. Senior Lecturer - description

The Senior Lecturer position is a continuing appointment. Notice of termination must be given at least one year in advance of the appointment's expiration. Minimum qualifications include a master's degree or equivalent professional qualifications. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

In addition to the expectations of the Lecturer position, a Senior Lecturer is expected to:

- Demonstrate excellence in teaching and leadership in education by fundamental contributions to the university's mission.

- Develop new courses, teaching methods and procedures that substantially impact the department/school and across the university.

B.5. Principal Lecturer - description

The Principal Lecturer position is a continuing appointment. Notice of termination must be given at least one year in advance of the appointment's expiration. Minimum qualifications include a master's degree or equivalent professional qualifications. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

In addition to the expectations for Lecturers and Senior Lecturers, a Principal Lecturer is expected to:

- Demonstrate exceptional achievements in teaching and education, either by fundamental contributions to the university's mission, or by broad national or international impact.

B.6. Professor of Practice - description

The Professor of Practice position is a continuing appointment. Notice of termination must be given at least one year in advance of the appointment's expiration. Minimum qualifications for Professors of Practice will be a BS degree with significant professional experience. Exceptions are possible for individuals with significant industrial experience or appropriate professional licensure.

A Professor of Practice may be expected to perform the following duties:

- Deliver existing courses
- Develop new teaching materials and course segments
- Develop new courses which keep pace with changes in the discipline
- Supervise personnel including other faculty members
- Represent the school in its relationships within the university
- Advise students
- Conduct research
- Serve on committees
- Be active in professional societies

B.7. Initial Appointments - Non Tenure Track Faculty

B.7.1. Lecturer, Senior Lecturer, Principal Lecturer, or Professor of Practice

The Dean of the College of Computing is responsible for initiating a search committee for open NTTF positions at the rank of Lecturer, Senior Lecturer, Principal Lecturer, or Professor of Practice, and, working with the search committee, should prepare and disseminate position announcements in compliance with university hiring policies.

Appointment materials to be requested from candidates should include the following:

- A cover letter summarizing the candidate's background and their reasons for applying.
- A curriculum vitae, which includes relevant biographical and professional information.
- Three (3) letters of recommendation.

B.7.2. Instructor

Positions at the rank of Instructor are temporary positions meant to fill short-term teaching needs, and have a maximum appointment term of one year. Hiring decisions for Instructors are made by the chair, in consultation with the Dean of the College of Computing, and do not require a formal search process.

B.8. Evaluation criteria - Non Tenure Track Faculty

Categories of Evaluation

A well-designed promotion system attracts capable and highly qualified faculty, strengthens the university by enhancing institutional loyalty of the faculty, and encourages academic excellence by retaining and rewarding the most able teachers, scholars and researchers. Promotion imply selectivity and choice; they are awarded for academic and professional merit, not merely for longevity. Candidates for appointment, reappointment, and promotion, are evaluated in three general categories: A) teaching effectiveness, B) professional development, and C) professional service.

B.8.1. Teaching Effectiveness

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of independent student research or study, and course and curriculum development.

See section 2.2 Evaluation of Teaching for more information

B.8.2. Professional Development

The area of professional development includes scholarship in all its manifestations, including research, publications, participation in professional institutes and workshops, presentations to professional organizations, exhibitions, performances, professional awards, grants and fellowships, service on editorial and advisory boards, and offices held in professional organizations.

B.8.3. Committee and Administrative Service

The area of university-related service includes committee and administrative work at any level of the university, assisting in student activities, and university-related community and clinical services rendered in a professional capacity.

B.9. Promotion Criteria - Non Tenure Track Faculty

The process for seeking promotion from the rank of Lecturer to the rank of Senior Lecturer, or from the rank of Senior Lecturer to the rank of Principal Lecturer, is described in Section 3 of the main body of this charter.

B.9.1. Criteria for Promotion to Senior Lecturer

Promotion to the rank of Senior Lecturer from the rank of Lecturer requires strong evidence of demonstrated excellence in teaching and continued future pedagogical and professional development.

B.9.2. Criteria for Promotion to Principal Lecturer

Promotion to the rank of Principal Lecturer from the rank of Senior Lecturer requires strong evidence of demonstrated exceptional teaching ability and continued future pedagogical and professional development.

B.10. Promotion Documentation

Documentation required for promotion follows university guidelines, as described in the "Checklist for Lecturer Rank Promotions" and may contain, but is not limited to the following:

B.10.1. FORM L: NTT Faculty Review Recommendation

B.10.2. College dean's recommendation

B.10.3. Department chair/division director/school dean's recommendation and draft letter of promotion

B.10.4. Evaluation of academic performance that summarizes strengths and weaknesses. Clearly states recommendation regarding promotion and formal record of committee members and vote results

- B.10.5.** Faculty Activity Report (Promotion and Tenure). This can be generated electronically using Digital Measures:
<https://www.mtu.edu/provost/faculty/reporting/>
- B.10.6.** FORM E: Teaching evaluation summary, including student course evaluations for the last three years
- B.10.7.** Teaching strategy statement and teaching goals
- B.10.8.** Student, peer, and senior peer evaluations. Any information added or changed should be noted
- B.10.9.** Other supporting materials, if desired, e.g. curriculum vitae, committee work, papers, presentations, syllabi, etc. Please do not add bulky materials

The candidate prepares promotion binder in consultation with the Chair/Dean and unit TPR committee and submits it for review

Unit's TPR committee

- Reviews promotion binder
- TPR committee sends required memo to the Department Chair: Evaluation of academic performance. Evaluations should summarize strengths & weaknesses in research/scholarship, teaching, and service/leadership. Clearly states recommendation regarding promotion.
- TPR committee sends required memo to the candidate: Notification according to charter guidelines that the committee has completed its review.

Department Chair

- 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.

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.

Provost

- 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.

B.11. Promotion Schedule

The schedule for NTTF promotion process will follow university guidelines, as stated in the document "Recommended Schedule of Administrative Deadlines - Faculty Review Process" and is summarized below:

Faculty

August/September - Announce to the Chair their intention to apply for promotion

December - Complete promotion binder for Chair, TPR committee review

TPR

December - Completes promotion review and makes recommendation to Chair

Chair

January - Completes promotion review and makes recommendation to Dean

Dean

February - Completes promotion review and makes recommendation to Provost

Provost

February - Completes promotion review and makes recommendation to President

February - President will inform provost of the decision

March - Distribute approved NTT appointments to deans' offices