

Checklist for Teaching Professor Rank Promotions

Name: _____

Department: _____

Promotion to: Associate Teaching Professor Teaching Professor

A Teaching Professor Rank Promotion Binder includes two sections.

- Faculty Binder Section
 - This section is completed and/or reviewed by the faculty member before the binder goes to the administrative office.
 - Once submitted to the administrative office, the faculty member will no longer have access to the binder.
 - Items in this section of the checklist correlate to the last five sections of the binder titled Review and Promotion Recommendation Binder for Teaching Professor Promotions.
- Administrative Binder Section
 - This section is completed by the administrative office after the binder is submitted by the faculty member.
 - Items in this section of the checklist correlate to the first seven items in the binder titled Review and Promotion Recommendation Binder for Teaching Professor Promotions.

Faculty Binder Section (assembled by the faculty member requesting promotion)

1. Teaching Evaluation Summary – include summary from CTL, all formal student course evaluations for the last three years, as well as most recent peer reviews (if applicable).
 - a. Only the numerical summary data from course evaluations is required.
 - b. In addition to the numerical summary, which is required, the faculty member undergoing review can opt to include reports that include student comments.
 - c. Reports can be run from Watermark Course Evaluations & Surveys (formerly EvaluationKit)
 - i. Run the “Detailed Report” for numerical data or
 - ii. Run the “Detailed Report + Comments” for numerical data and student comments.
 - iii. The article, “[Accessing Teaching Evaluation Reports](#),” provides detailed instructions for running reports.
2. Faculty Activity Report (Promotion and Tenure). This can be generated electronically using Digital Measures: <https://www.mtu.edu/provost/faculty/reporting/>
 - a. Faculty must use the following date range:
 - i. Start Date: September 1, 2023
 - ii. End Date: August 31, 2024

3. Faculty Activity Report – Faculty Narrative (FAR-FN). This is part of the Faculty Activity Report (see #2 above). For the correlating section of the electronic binder, you will only need to indicate what page the Faculty Narrative begins. You are also able to highlight other pages.
4. Other supporting materials, if desired or required by the unit (e.g., curriculum vitae, personal statement, or copies of published works, etc.).
5. This checklist, signed (see below).

Administrative Section (assembled by administrative office personnel)

1. Form L: Teaching Professor & Professor of Practice Ranks Review Recommendation
2. Draft letter
3. College dean's recommendation
 - a. Recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding promotion.
4. College dean's recommendation to faculty
5. Department chair's recommendation and optional draft letter
 - a. Recommendation should include an evaluation of performance summarizing strengths and weaknesses and an overall recommendation regarding promotion.
 - b. No recommendation required in this section for colleges without departments.
6. Committee's recommendation
 - a. Memo to include an evaluation of performance summarizing strengths and weaknesses, overall recommendation regarding promotion, and formal record of committee members and voting results.
7. Form E: Teaching Evaluation Summary

Candidate's review of initial contents of file:

I have reviewed items 1-5 in the Faculty Section above.

I have examined all materials included in the Teaching Professor Review and Promotion Binder.

The information I reviewed did not contain unintended confidential information.

I am satisfied that the material included is accurate and appropriate.

Candidate's Digital Signature