

Hands-On Workshop – Electronic Tenure, Promotion, and Reappointment Process 2023-24

9/7/2023



Michigan Tech



Notes

- This presentation is geared towards the administrative assistants who assist with the TPR process.
- Separate sessions for reviewers (committee members & administrators) are scheduled for September 8 & 14, 2023.



New This Year

- Three sessions for assistants – 1 virtual and 2 hands-on
 - May 4, 2023 – virtual session held related to sharing external review packages
 - Today – dossier submission and TPR committee reviews
 - November 10, 2023 – chair review and moving dossiers along in the process
- Checklist signed by faculty will be required for all but 1 type of review.
 - New for teaching professor rank reviews, interim reviews, and major reviews.
 - Continues to be required for teaching professor rank promotions and tenure/promotion reviews.
 - No checklist will be required for the adjunct, researcher, and instructor reviews.
- The checklist was created to ensure faculty see teacher evaluation submissions.
 - Beginning Fall 2022 reports included student comments.
 - These are not required as part of the binder submission, though faculty are welcome to include them should they choose.



Documents to be Familiar With

- The [*Schedule of administrative deadlines*](#)* has important dates for faculty, supervisors, committees, and involved offices.
- Virtual Binder to be used will depend on the type of review.
 - T/P Binders (FVB & AVB) should be used for tenure and/or promotion reviews.
 - TT Binders (IVB & MVB) should be used for interim & major reviews.
 - ITF Binders (TVBO, NVBO & RVBO) should be used for teaching professor rank reviews & promotion as well as non-teaching rank reviews.
- Informational Sheet for the Board
 - Faculty should follow template and work with their supervisor.
 - This document is placed in the faculty binder (FVB).

*See the “Important Dates and Deadlines” section here: <https://www.mtu.edu/hr/current/faculty/>



Roles

- Assistants will have edit access to the appropriate Google folder(s) at the appropriate stage in the process.
 - Allows for uploading files and changing access to individual files.
 - Able to move individual dossiers along as they are ready for the next level of review.
- Committees, chairs, & deans will have “view access” at the appropriate stages.
 - Will not be able to download, print, or copy binders.
 - View access will expire at set dates/times (see [schedule](#)).
- File ownership will be transferred to HR at specific points in the process.



Forms

- Forms must be digitally signed.
- Due to Adobe limitations forms must be saved in the Google folder
 - Chairs & deans will need to have access to download, print, & copy.
 - It is up to the departments and colleges if a dean uploads (using manage versions) or gives it to the assistant to upload (using manage versions).
- Please be sure to use the following naming guidelines so files stay together for reviewers.
 - Ledgerwood-AdminBinder-2023-24
 - Ledgerwood-FacultyBinder-2023-24
 - Ledgerwood-FormB-2023-24
 - Ledgerwood-FormE-2023-24
- Assistance in digitally signing forms is available online (<https://www.mtu.edu/fso/financial/information-systems/documents/pdf-with-signature-field.pdf>)



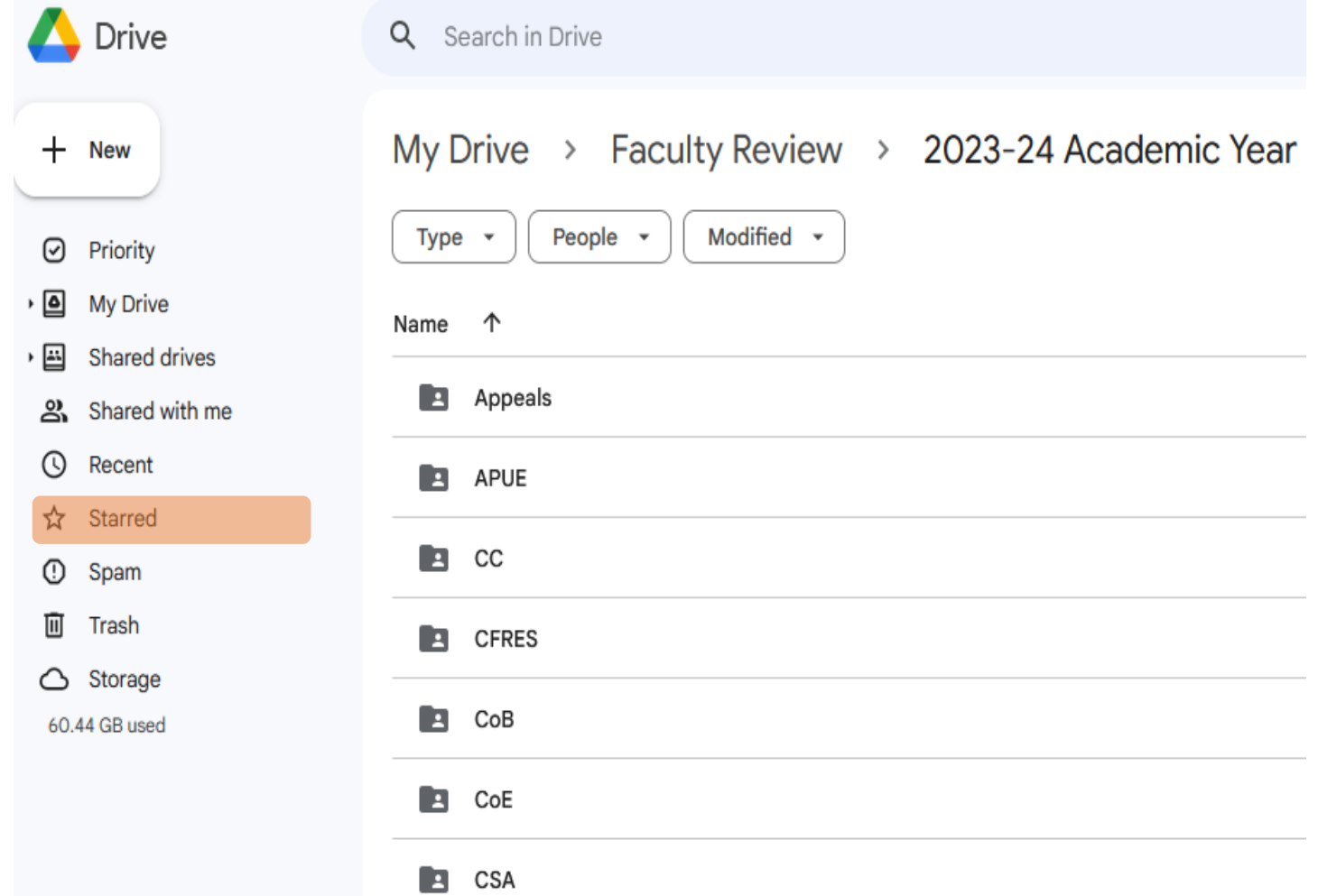
Faculty Activity Report (FAR)

- Faculty Activity Report (Promotion and Tenure). The “FAR” is generated electronically using Digital Measures, <https://www.mtu.edu/provost/faculty/reporting/>. The report will automatically pull the correct data history for the tenure and promotion process (up to 10 years, depending on data type).
- If asked to run the FAR
 - Use the following date range: Start Date: September 1, 2023 & End Date: August 31, 2024.
 - These dates indicate the current academic year and are required for the report to operate correctly.



Google Folders

- Google folders created for each college and department.
- A named departmental assistant provided edit access in order to:
 - insert materials to respective sections of the virtual binders,
 - upload virtual binders, and
 - change ownership of the files when leaving unit.



Faculty & Other Binders

- Be sure Confidentiality Statement has been signed by all committee members.
 - They should not review any materials until this is signed.
- Reminder, forms to be saved in respective Google folder using appropriate naming convention (see forms slide).
- Follow appropriate checklist
 - This will help ensure all materials have been provided.
 - Checklist must be signed by faculty member undergoing review.
- Upload binder to respective Google folder.

<https://www.mtu.edu/hr/current/faculty/>

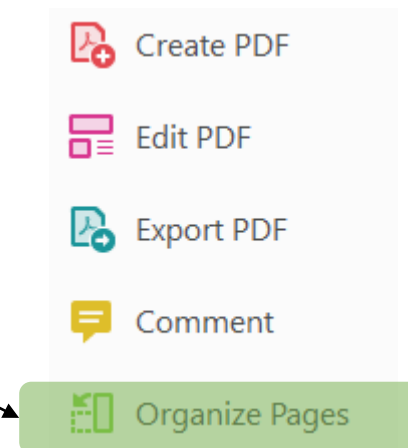
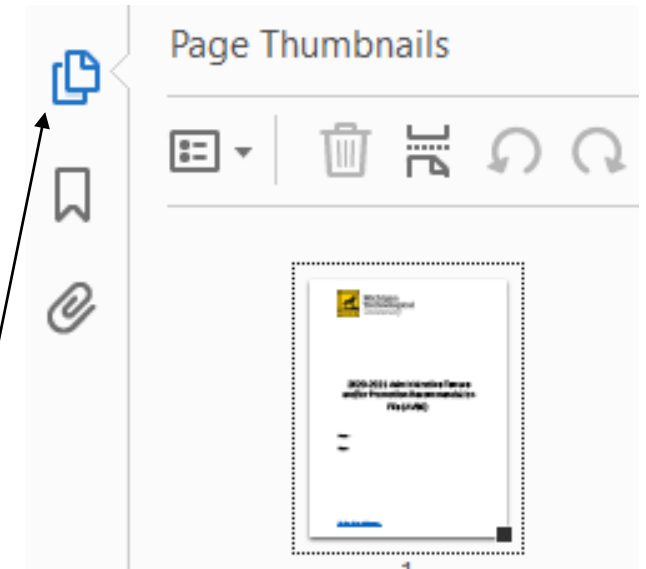
[Expand All](#)

Resources	▼
Faculty Hiring & Changes	▼
Hiring Postdocs	▼
Model Appointment Letters/ Tenure Track Faculty Hiring	▼
Model Appointment Letters - Instructional Track, Adjunct, Research and Visiting Faculty	▼
Promotion, Tenure and Review	▼
Important Dates and Deadlines	▼
Tenure and Promotion Materials Retention	▼



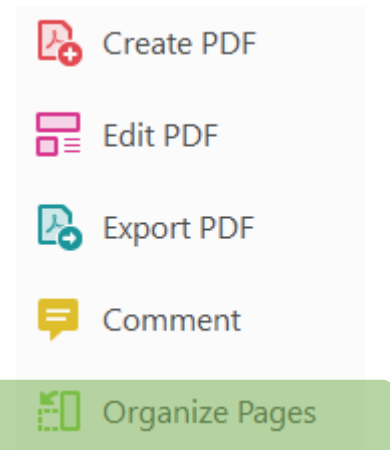
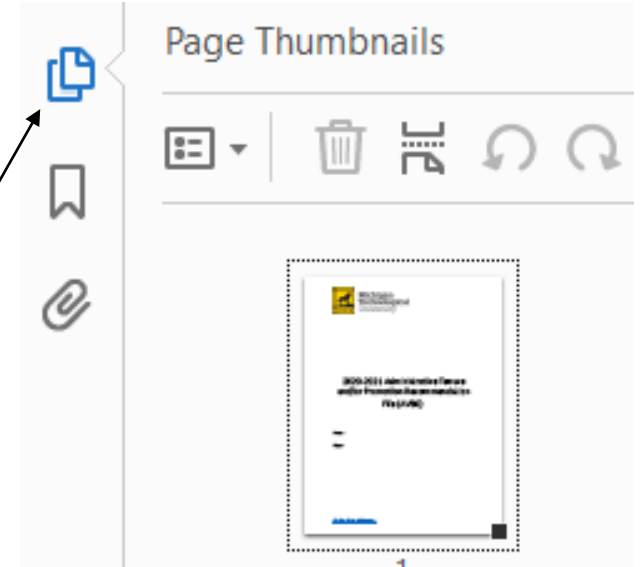
Assembling Admin Binder

- Download admin binder from HR's website and documents titled "SAMPLE" from email.
- Insert sample recommendation under appropriate cover page. Suggest using one of the following.
 - Using the thumbnail view (can be found on left side bar) or
 - Organize pages (can be found on right side bar).
- Save document and form
- Upload to Google folder.



Assembling Admin Binder Cont.

- Download admin binder from HR's website and documents titled "SAMPLE" from email.
- Insert sample recommendation under appropriate cover page. There are ways to insert documents.
 - Using the thumbnail view (can be found on left side bar) or
 - Organize pages (can be found on right side bar).
- Save document & upload to Google folder.



Assembling Admin Binder Cont.

- 2023-2024 Administrative Tenure and/or Promotion Recommendation File (AVB0):
- Administrative Tenure and/or Promotion Recommendation Binder
- Table of Contents (with links)
- Form B (AVB1)
- Form A or C/C1 (AVB2)
- Form E (AVB3)
- Draft Letter (AVB4)
- Dean's Recommendation (AVB5)
- Dean's Recommendation to Faculty (AVB6)
- College/Inter-School* Committee Recommendation (AVB7)
- Department Chair's Recommendation (AVB8)
- Unit Committee Recommendation (AVB9)
- Referee Letters (AVB10)
- External Referee Package (AVB11)
- Review Solicitation Letter (AVB12)
- Referee List (AVB13)

- Sample Draft Letter for Promotions available on HR's website.*
- T/P packets electronically shared with external reviewers (by 8/4/23).
 - Referee response deadline: mid-Sept.
- Add external letters as they are received.
- Insert solicitation letter and referee list to the respective sections of the administrative binder.


*Forms & Draft Letter available under Promotion, Tenure & Review at:
<https://www.mtu.edu/hr/current/faculty/>



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Disable downloading, printing, & copying

Must be done for each binder

- Right-click on file
- Select "Share"
- Click on the cogwheel 
(upper right hand corner)
- Uncheck "viewers and commenters can see the option to download, print, and copy"

Editors can change permissions and share

Viewers and commenters can see the option to download, print, and copy



Manage Versions

- Right-click on file
- Select "File Information" and then "Manage versions"
- Click "Upload New Version"
- Select file
- Click "Upload New Version"

Manage versions

Older versions of 'TEST-fac-appt-recommendation-ProvostSigned-07Oct2020.pdf' may be deleted after 30 days or after 100 versions are stored. To avoid deletion, select **Keep forever** in the file's context menu. [Learn more](#)

UPLOAD NEW VERSION



Current version TEST-fac-appt-recommendation-ProvostSigned-0...
Wed 10:35 AM Amie Ledgerwood



Checking Admin Binder

- Before ownership is transferred be sure all unit level documents are complete in the administrative virtual binder.
 - Reference the administrative checklist, which is available under Promotion, Tenure and Review at <https://www.mtu.edu/hr/current/faculty/>
- Items in green would all have documents after the respective cover sheets.
 - Colleges without departments would not have a chair recommendation.
- Note: Forms would be saved in the respective Google folder.

- 🔖 2023-2024 Administrative Tenure and/or Promotion Recommendation File (AVB0):
- 🔖 Administrative Tenure and/or Promotion Recommendation Binder
- 🔖 Table of Contents (with links)
- 🔖 Form B (AVB1)
- 🔖 Form A or C/C1 (AVB2)
- 🔖 Form E (AVB3)
- 🔖 Draft Letter (AVB4)
- 🔖 Dean's Recommendation (AVB5)
- 🔖 Dean's Recommendation to Faculty (AVB6)
- 🔖 College/Inter-School* Committee Recommendation (AVB7)
- 🔖 Department Chair's Recommendation (AVB8)
- 🔖 Unit Committee Recommendation (AVB9)
- 🔖 Referee Letters (AVB10)
- 🔖 External Referee Package (AVB11)
- 🔖 Review Solicitation Letter (AVB12)
- 🔖 Referee List (AVB13)



Thank You!

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

