

**Instructions for Instructional Faculty Promotion Recommendations**

An outline of the format to be used for promotion recommendations is attached. Each recommendation should be at least three (3) pages, not exceeding five (5) pages. The originals should be submitted on plain bond paper, leaving wide margins and with no page numbering, in a form that will allow them to be reproduced. The promotion recommendations for **Instructional faculty** will be presented to the Regents in book form and as electronic files on CDs; therefore, we ask that you submit these files electronically to Tammy Deane at <[trendell@umich.edu](mailto:trendell@umich.edu)>. The electronic file should be an exact replica of the original printed version (**including** the signature).

The tenure status (with or without) for promotions to associate and full professor must be indicated. Also, if a faculty member has a joint Instructional appointment in your school/college or in another unit of the University, please supply this information on the recommendation. Any other titles that do not need the approval of the Regents, such as adjunct professor, research scientist, etc., should be listed under the Professional Record section of the promotional material. If the individual is being recommended for "tenure" only (without a change in title), please use the wording "is recommended for the granting of tenure to be held with his/her title of (insert title)."

**FORMAT FOR PROMOTION RECOMMENDATION FOR INSTRUCTIONAL FACULTY**

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**PROMOTION RECOMMENDATION**

**The University of Michigan**

SCHOOL/COLLEGE OF \_\_\_\_\_  
DEPARTMENT OF \_\_\_\_\_

(Name), (Present Instructional Rank), (Complete Instructional Title[s]), with (or without) tenure, (Department or Unit), (School/College) is recommended for promotion to (Recommended Instructional Rank), (Complete Instructional Title[s]), with (or without) tenure, (Department or Unit/School/ College).

(NOTE: This paragraph would not include adjunct, supplemental or professional/ administrative titles the individual might hold. Please include all joint Instructional appointments they may hold within your school/college or other schools/colleges.)

Academic Degrees (List highest degree first, in descending order: e.g., Ph.D., M.S., B.S.)

Professional Record: (Please include all titles held at the University of Michigan, at other universities, and other professional affiliations, with the most current title listed first.)

20\_\_-20\_\_ Associate Professor, University of Michigan  
19\_\_-20\_\_ Assistant Professor, University of Michigan  
19\_\_-19\_\_ Assistant Professor, other university

Summary of Evaluation:

**Teaching:**

- Provide a broad assessment of teaching.
- Describe the variety of non-classroom teaching venues that are part of the Instructional environment.
- Explain the significance of the candidate's role in curriculum innovation, initiatives and design.

**Research:**

- List most significant publications and highlight recent publications (since last promotion). Include a prediction as to the candidate's future productivity and contributions to the discipline, the unit, and the University.
- Carefully explicate the disciplinary and interdisciplinary culture within which the scholarly work is produced.
- Explain the significance of the candidate's role in multiple authorship situations.

**Service:**

- Provide a general description of the contribution.
- List specific examples.

External Review: Summarize the comments of at least five external peer reviewers. (To maintain the confidentiality of the external peer reviewers, identify the reviewer by using the designation "Reviewer A, B, C," etc. - see Attachment G.)

Internal Review: Summarize the comments of individual reviewers and evaluation by the unit's promotional review committee and/or executive committee.

Summary of Recommendation: Provide an overall assessment of performance and achievements in the context of the mission of the unit.

\_\_\_\_\_  
(Signature - in black ink)  
(Name, title of chancellor/dean)  
(school/college/campus)

\_\_\_\_\_  
(Signature - in black ink)  
(Name, title of chancellor/dean)  
(Second signature for joint appointments)