

## **Mid-Term Review Process for Tenure-Track Faculty**

**February 20, 2015**

### **Purpose and Rationale for the Mid-term Review**

CEOAS will conduct mid-term reviews for faculty on annual tenure-track appointments at the Assistant Professor level. Mid-Term Reviews are supplemental to annual Periodic Review of Faculty evaluations and to a subsequent formal review for promotion to Associate Professor. The purpose is to review progress so that timely guidance can be provided to the faculty member well in advance of the “up-or-out” promotion to Associate Professor that nominally occurs in the sixth year of an Assistant Professor appointment.

Non-tenure track faculty (senior research and instructors) may request a Mid-Term Review supplemental to annual review with the goal of obtaining mid-term guidance towards promotion.

The intent of the Mid-Term Review is to provide an opportunity for the dean to offer advice and counseling on whether any performance improvements are needed in order for the faculty member to meet the requirements for promotion to Associate Professor. It also provides a forum for the faculty member being reviewed to ask questions about the process and criteria for the promotion.

### **Timeline and Details of the Mid-Term Review**

1. Mid-Term Reviews will nominally be conducted at the end of the third year of the initial appointment. For faculty whose probationary service has been either shortened for prior service or lengthened for extenuating circumstances, the review should be done during the year which best equates with the mid-point in the faculty member’s appointment.
2. The Mid-Term Review is discussed with each eligible faculty member by the dean as part of the annual review during the academic year prior to the planned review.
3. The faculty member prepares a dossier for review by the dean. As with the formal promotion and tenure dossier, if the faculty member has a teaching and advising role in their position description, the dossier for the Mid-Term Review will include a list of student and postdoc advisees, a list of thesis committees on which the faculty member serves, and a list of courses taught accompanied by a summary of the course and instructor evaluations.
4. The Mid-Term Review is normally conducted by the dean but may be conducted by the CEOAS P&T committee at the request of the dean or the faculty member. The review includes an evaluation of progress towards promotion and/or tenure, as well as recommended actions the faculty member should take. All written evaluations are provided to the faculty member.
5. The dean schedules a meeting with the faculty member to discuss the outcome of the review and recommendations. The performance of the faculty member relative to CEOAS and University P&T guidelines and procedures are reviewed to ensure that the faculty member has been informed about the process and criteria for evaluating faculty for granting of promotion and/or indefinite tenure.

6. The faculty member may attach comments, explanations, or a rebuttal to the review before signing to indicate that the document is complete.
7. A copy of the review and the recommendations, signed by the faculty member and the dean, is placed in the faculty member's personnel file.

### **The Dossier**

Preparation of the dossier is the responsibility of the candidate in accordance with CEOAS and University P&T guidelines for format and content. The dossier includes details of accomplishments in each of the areas that are part of the candidate's position description (research, teaching, service and any other assigned duties), and a brief statement by the candidate summarizing their record in each of these areas. This candidate statement will be modeled after the candidate's statement that is part of the dossier for promotion to Associate Professor. The only distinction is that the Mid-Term Review does not require letters from outside reviewers.