

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.7	Policies and Procedures Regarding Tenure	Revised:	May 2005
Policy 3.7.4	Tenure Track Mid-Probationary Review	Responsibility:	Vice President for Academic Administration

TENURE TRACK MID-PROBATIONARY REVIEW

Policy

In addition to each faculty member's annual review, all faculty members on the tenure track shall receive a formal review in the fifth year of their nine-year tenure track probationary period. The review shall be conducted by a committee, the composition of which shall be decided by each school and/or department. Committee recommendations shall not represent a guarantee of promotion and/or tenure outcome.

The mid-probationary review shall be developmental and advisory in nature and shall focus on the candidate's progress toward meeting the Health Science Center's written criteria for achieving promotion and tenure. The strengths and weakness of the candidate's performance will be reviewed. Suggestions will be made for improvement of any identified deficits so that the candidate may better meet the Health Science Center's criteria. In addition, the review must objectively assess the candidate's immediate work environment, including division of time, labor, and resources in terms of the opportunity they provide the candidate to accomplish the academic goals necessary for achieving tenure, as well as for meeting departmental objectives.

Criteria

The first group of faculty to participate in mid-probationary reviews are those faculty on the tenure track as of September 1, 1998, who were hired and initially appointed at the rank of Assistant Professor, Associate Professor, or full Professor in fiscal year 1995, and whose probationary period will expire in fiscal year 2003. Mid-probationary reviews for other faculty currently on the tenure track whose initial appointments preceded fiscal year 1995 may be scheduled as time permits, and will be determined on a departmental and/or school basis.

Process

A successful mid-probationary review process will depend on a well-executed process at the school and departmental levels as well as an institutional commitment to assist and support faculty development. Follow-up review for faculty who would benefit from such support is also critical to the success of the process. The responsibility for overseeing the process of mid-probationary review will be shared by the Vice President for Academic Administration, the schools, and the departments.

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Report

The review committee shall prepare a written report of its recommendations and shall review the report with the candidate before it becomes part of that candidate's personnel file. The report also shall be available to the academic administrative chain of command interdepartmentally and institutionally.
