

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:	November 2013
Policy 3.7.4	Tenure Track Mid-Probationary Review	Responsibility:	Vice President for Academic, Faculty and Student Affairs

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.

Appropriateness of track appointment shall be evaluated and consideration given for requesting extension of the tenure track probationary period (*Handbook of Operating Procedures (HOP)*, [Section 3.7.2](#), “Extension of Tenure Track Probationary Period”), when applicable, or changing to a non-tenure track appointment, since tenure track year five (5) is the final year in which such track change is allowed. (*Handbook of Operating Procedures (HOP)*, [Section 3.4.1](#), “General Appointment Policies”)

Process

In alignment with the Board of Regent’s Rules and this policy, each faculty member will be reviewed annually through a written evaluation program that will enhance faculty development guided by HOP Section 3.6 performance standards for promotion and/or tenure. The tenure track mid-probationary review shall be conducted with or instead of the annual faculty member’s evaluation during year five (5).

A successful mid-probationary review process will depend on a well-executed process at the school and departmental levels as well as an

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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, Faculty and Student Affairs, the schools, and the departments.

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.
