

MID PROBATIONARY REVIEW AND APPEAL GUIDELINES

School of Nursing Process

Title: Faculty Fifth Year Review

Purpose: The purpose of the fifth year review is to provide developmental advice to assist faculty candidates in meeting promotion and tenure criteria toward achievement of tenure. Fifth Year Review of tenure track faculty shall be conducted by the SoN PTAC.

INITIATION OF PROCESS: A six-month advance written notification will be given by the Vice Dean for Faculty Excellence to those faculty members who are scheduled for mid-probationary review, with copies to the SoN Promotion, Tenure, and Appointments Committee (PTAC) Chair and Dean's Office. Following notification, the SoN PTAC shall initiate the process.

In the year of the Fifth Year Review, the faculty candidate may substitute the letter for the Annual Review.

To achieve the purpose of the Five Year Review, the faculty candidate's scholarship achievements will be reviewed in relation to the UTHSCSA criteria for promotion and/ or tenure.

Material documenting progress toward tenure shall be assembled and submitted by the faculty candidate by November 1 of the fifth year.

Documentation may include:

Teaching Scholarship:

- a) Course, classroom and/or clinical student evaluations
- b) Peer evaluation
- c) Samples of original teaching materials (exam questions, handouts)
- d) Publications
- e) Documentation of presentations and/or evaluations of presentations given outside the HSC.

Research – Discovery: Documentation submitted may include:

- a) Publications
- b) Documentation of presentations and/or evaluations of presentations given outside the HSC.
- c) Grant reviews
- d) Samples of other research endeavors (consultations, proposed projects)

Practice/Service Scholarship: Documentation submitted may include:

- a) Letter from committee chair, organization, president or CEO
- b) Samples of participation in community service (programs planned, and/or implemented, project development, letters written).
- c) Documentation of leadership role responsibilities at UTHSCSA SoN, and community.

- d) Practice (patient care) materials developed (patient education, protocols, clinical outcome, case studies.)

Integration Scholarship: Evidence of interdisciplinary relationships that encompasses research, teaching, and community engaged service/ practice opportunities, community engagement at local regional, and national global levels.

After review of the faculty candidate's scholarship achievements, goals, and SoN context, suggestions will be made regarding criteria that have and have not been met, accompanied by suggestions for meeting unmet criteria.

The faculty candidate's scholarship achievements and goals will be assessed in the context of immediate work environment. This environment includes work assignment, division of time, labor, resources, and opportunity provided to candidate to accomplish the academic goals necessary for achieving tenure. These achievements will also be placed in context of meeting SoN objectives.

OUTCOME OF FIVE YEAR REVIEW:

The SoN PTAC shall document their detailed assessment of the candidate's progress in fulfilling the criteria for promotion to Associate Professor with Tenure or Professor with Tenure and provide specific recommendations to achieve promotion and/ or tenure. See Figure 2: Mid Probation Review Process.

The SoN PTAC written report will be submitted to the Vice Dean for Faculty Excellence of the School of Nursing. The Vice Dean will forward the written PTAC report to the Dean.

If the SoN PTAC Committee does not give a favorable recommendation, the Vice Dean for Faculty Excellence in consultation with the PTAC Committee, conveys this recommendation to the candidate to discuss outcomes and options available to the candidate.

The candidate may elect to appeal the recommendation if a non-favorable recommendation. The Vice Dean for Faculty Excellence and the SoN PTAC Chair shall review the report with the candidate before it becomes part of that candidate's personnel file. The faculty candidate may append an individual report.

The SoN PTAC will submit final report to the Vice Dean for Faculty Excellence who will then forward the packet with the final recommendations to the SoN Dean.

The Dean has final approval of the assessment and recommendations for the candidate.

In connection with the next Annual Review process, the faculty candidate and the Vice Dean for Faculty Excellence will develop a written strategic plan to address work assignment, division of time, labor, resources, and opportunity provided to candidate to accomplish the academic goals necessary for achieving tenure and identified in the FiveYear Review Recommendations.

The Annual Review shall serve as the formal follow-up process to assess and realign, as needed, the faculty candidate's work assignment, division of time, labor, resources, and opportunity provided to achieve the scholarship necessary for tenure

Figure 2 Tenure Track Mid Probation Review

Effective Date: Revised/ Reviewed: October 4, 2018

