

TENURE-TRACK FACULTY MID-TERM REVIEW CALENDAR FOR 2018

Approved by College Leadership Team: **TBD**

In addition to the normal annual review, each tenure-track faculty member will receive a more detailed and comprehensive "mid-term review." This review will normally take place during the spring semester of the individual's third year (see NOTE below). The review should mimic the tenure review process as closely as possible. A minimal mid-term review will evaluate the dossier of the tenure-track faculty members work completed up to the required due date (see Section 3, below) and will follow the process described below:

ACTION	CALENDAR	DUE DATES
<p>1. Department P&T Committee Chair: Informs the faculty member and the department head that a mid-term review will commence in March. Formally advises faculty member of items necessary for their mid-term review.</p>	Late January	January 26
<p>2. Department Head: Informs the College Dean and the Chair of the College P&T Committee of the names of mid-term review candidates.</p>	Late January	February 2
<p>3. Faculty member: Prepares and submits the following dossier sections to her/his department promotion and tenure committee:</p> <ul style="list-style-type: none"> • Teaching portfolios and testimony from former students. • The tenure-track faculty member's philosophical/ statements concerning teaching, research and service (no more than a total of 3 pages). • A current curriculum vita. • A separate letter signed by both mentors that the dossier appears to meet all university standards. 	Early March	March 2
<p>4. Departmental Promotion & Tenure Committee: Adds the following to the faculty member's dossier:</p> <ul style="list-style-type: none"> • The individual's instructional performance, to include teaching evaluation scores with departmental averages and peer evaluation of teaching materials. It may also include testimony from former students. • Teaching portfolio must be submitted as a separate document to the Departmental P&T Committee. • The individual's research/publication/creative performance and its context. • The individual's service performance. <p>Finalizes dossier following college and university tenure and promotion guidelines.</p>	Before Spring Break	March 9
<p>5. Departmental Promotion & Tenure Committee: Places individual's dossier in departmental office for two weeks and invites tenured department faculty to examine and write letters of recommendations (positive and/or negative).</p>	After Spring Break	March 23

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<p>6. Departmental Promotion & Tenure Committee: After faculty recommendations are considered, evaluated, and added to the dossier the departmental committee prepares and informs the faculty member of the following:</p> <ul style="list-style-type: none"> An <u>explicit statement</u> of whether the individual is on, above, or below trajectory for a positive tenure discussion at the appropriate time. An <u>explicit statement</u> of what area(s) of performance, if any, is/are of concern. <p>The Departmental Promotion & Tenure Committee then inserts its letter of recommendation and forwards the dossier to the Department Head.</p>	Mid-April	April 13
<p>7. Department Head: After a review of the dossier, meets with the faculty member and informs him or her of the department head's evaluation and prepares the following:</p> <ul style="list-style-type: none"> An <u>explicit statement</u> of whether the individual is on, above, or below trajectory for a positive tenure discussion at the appropriate time. An <u>explicit statement</u> of what area(s) of performance, if any, is/are of concern. <p>The Department Head then inserts his/her letter of recommendation, updates the cover sheet and forwards <u>one electronic and two paper copies</u> of the dossier to the College Promotion and Tenure Committee.</p>	Mid-April	April 20
<p>8. College Promotion and Tenure Committee: After a review of the dossier, the Departmental Promotion and Tenure Committee recommendations, and the Department Head's evaluation, writes an independent recommendation to the College Dean. The College Promotion and Tenure Committee then inserts its letter of recommendation and forwards two copies of the dossier to the Dean.</p>	Early May	May 4
<p>9. Dean of the College of Architecture: Reviews the updated dossier with all its reports. The Dean of the College will verbally report to the Department Head any inconsistencies in agreement at each level and will discuss with the Department Head the plans for positive or negative feedback to the tenure track faculty member.</p> <p>The Dean will provide one copy of the dossier, excluding internal letters from faculty, to the Department Head. This dossier will be attached to a letter of transmittal from the Dean. The Department Head will notify the candidate of the results.</p> <p>The Dean will also insure that one, complete, official dossier of the faculty member is filed in the Confidential Files in the Dean's Office.</p>	End May	May 18

NOTE:

A mid-term review at the third year is required for all tenure-track faculty who were appointed with a probationary period of 7 years.

A mid-term review may still be required for tenure-track faculty who were appointed with a probationary period of less than 7 years. For such faculty, the mid-term review would take place prior to their third year of appointment.

For additional information about this and for an example, please refer to the Dean of Faculties web site, "dof.tamu.edu/sites/.../Annual_Midterm_Review_Guidelines.pdf" and **University Rule 12.01.99.M2, section 4.3.5.2.**