

Mid-tenure Review for Tenure-track Faculty

Mid-tenure Review: **Timeline** (effective September 2024)

- April 1** Eligible candidates notified by the Dean.
- April 15** Dean calls the Mid-tenure committee to its initial organizational meeting. The Mid-tenure committee elects a Chair.
- May 31** Dean's office (Grace Gladney) provides a **Faculty Document Submissions** guide and link for the candidate to upload their electronic documentation.
- August 15** Candidate **uploads all required documentation** to the file share link provided by the Dean's office.
- By Sept 15** The Mid-tenure Committee Chair solicits confidential letters from each **tenured faculty** and **school director** within the candidate's school with a *due date determined by the Mid-tenure Committee Chair*.
For School Directors: In addition, the school director must also submit the School Director Letter of Assessment of Progress Toward Tenure, Research/Scholarship Table (signed), Summary Table of Annual Evaluations, and Mid-Tenure form (signed) on the *same due date* for the school director's letter.
- Sept – Dec** The Mid-tenure Committee reviews the candidate's tenure dossier and letters from the tenured faculty and school director.
- January 15** The Chair of the Mid-tenure Committee uploads the letter of review to the candidate's file share folder for the dean to review.
- April 1** Dean forwards the Mid-tenure Committee's letter and candidate's documentation to the provost, along with a separate Dean's recommendation letter.
- May – Sept** Based on when the provost provides their mid-tenure feedback on the candidate to the Dean, the Dean's office will make every effort to schedule a meeting at end of spring semester with the candidate, School Director, and Dean. If that is not feasible, the meeting will take place over the summer or at the start of the following fall semester.