

Mid-Tenure Review Timeline

February

Identification of Candidates for Mid-Tenure Review (early February): Faculty Actions provides Department Chairs with a list of faculty who are currently in their third year at the School or are otherwise qualified under their hiring contracts for a Mid-Tenure review.

Assign the Mid-Tenure Review Committee (mid-late February): Chairs meet with relevant department faculty to discuss and finalize the composition of the Mid-Tenure Review committee, including nomination of the Review Committee Chair.

March - April

Finalization of the Mid-Tenure Review Committee (by March 1): Department Chairs notify Director of Faculty Actions and the candidate of the composition of the review committee.

Classroom Observations: If the faculty member is not scheduled to teach in the fall of the Mid-Tenure Review, the Review Committee Chair arranges classroom observations for the spring of the third year.

May - August

Preparation of Mid-Tenure Review Packet (all summer): The faculty member develops his/her Mid-Tenure Review Packet and Personal Statement.

September

Faculty Submission of Mid-Tenure Review Packet (due September 1): The faculty member submits his/her Mid-Tenure Review Packet to the Review Committee and Director of Faculty Actions.

Committee Analysis and Report (all month): The committee meets to review the data and packet.

October

Committee Analysis and Report (all month): The committee meets to review the data and packet.

Classroom Observations (all month): If the faculty member is not scheduled to teach in the fall of the Mid-Tenure Review, the Review Committee Chair arranges classroom observations for the spring of the third year.

November

Committee Report Finalization (mid-November): The committee meets to complete its report by mid-November.

December

Faculty Debrief (early-mid December): The Review Committee chair meets with the faculty member in person to debrief and discuss the report.

Filing of the Report (by mid-December): After the committee chair has met with the faculty member, a copy of the report is sent to the Department Chair, the Senior Associate Dean, and to the Director of Faculty Actions.

January

Department Chair Debrief (early January): The Committee Chair meets with the faculty member's Department Chair to discuss the report and any recommendations.

Reappointment/Junior Scholar Leave Decisions (late January): The Department Chair and Dean's Office make decisions regarding reappointment and the granting of Junior Scholar Leaves based on information provided in the review.