



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Pharmacy

Department of Biomedical Sciences
Mid-term Evaluation for Tenure Track Faculty
Procedure and Guidelines

1. The purpose of the Mid-Term review is to give faculty members on the tenure track assistance in assessing their current progress towards meeting the Department's Promotion and Tenure Guidelines, and specific recommendations on strategies/activities/achievements that the faculty member should emphasize as the faculty member prepares for the eventual review at the end of the probationary period.
2. Tenure track faculty will be evaluated for their performance in the middle of their tenure-track period (usually in fourth year of their initial appointment)
3. The standard for the evaluation will be the same as outlined for tenure and promotion in this department and the school.
4. This evaluation will be an internal review; no external peer reviewers are involved.
5. General procedure:
 - a. The faculty member will submit his/her dossier electronically, using the same format for Tenure and Promotion evaluation, to the Department Office, by March 1. The "service" section of the dossier is not a focus of the mid-term review; thus the faculty member should not spend time preparing this section. The mid-term review is primarily focused on teaching and research excellence.
 - b. The tenured faculty of the Department shall serve as the committee to evaluate the dossier. The Committee will choose a Chair to coordinate the evaluation. The Committee shall submit its evaluation individually for each candidate faculty member in writing to the Department Chair by May 1.
 - i. The Department's Promotion and Tenure Guidelines should focus the review at the high range of performance as specified. Being more rigorous at the Mid-Term review will be most helpful to the candidates as they move forward to the actual tenure and promotion review at the end of their probationary period.
 - ii. While the Committee may choose to have subcommittees prepare preliminary reviews, the Committee of the Whole should hold a detailed meeting to finalize the evaluations
 - iii. Unlike the actual Promotion and Tenure Review, each Committee member should provide a very detailed recommendations on "how to improve" to give the candidates the best guidance on developing their research and teaching portfolio.
6. Department Chair will complete a separate review by the end of May.
7. The Department Chair will communicate the evaluation with the faculty before the end of May.
8. A summary of the evaluation with recommendations will be forwarded to the Dean before the end June.