



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

Mid-Cycle Review

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to provide faculty with a clear idea of their progress toward promotion and/or tenure.

REVIEW: This SOM Policy and Procedure will be reviewed on December 1 of each even-numbered year by the Associate Dean of Faculty Affairs and Development and finalized by December 31.

POLICY/PROCEDURE:

1. General

Faculty facing promotion and/or tenure in TTUHSC School of Medicine departments should have a prior assessment of their progress toward their goals. To that end, each department may perform a mid-cycle review of faculty. All reviews shall address cumulative accomplishments in teaching, scholarship, clinical service and in academically-related public service. The review is intended to be informative, and to be encouraging to faculty who are making solid progress toward tenure and promotion, instructional to faculty who may need to improve in selected areas of performance, and cautionary to faculty where progress is significantly deficient. The aim of the review is to provide information that will assist the non-tenured faculty member seeking tenure and/or promotion and to the tenured faculty member seeking promotion **while there is time for changes in orientation and activity**, if needed, of the individual involved. The mid-cycle review process is not mandatory.

This mid-cycle review is not intended to replace the responsibility of the Department Chairs on each campus to include an examination of progress toward tenure and/or promotion as part of the annual review of all faculty. This mid-cycle review is non-binding and is intended to give faculty some indication of their progress.

PROCEDURE

1. The Associate Dean for Faculty Affairs and Development will determine a timetable for each newly hired faculty member with regards to the approximate year of the tenure/promotion decision and the midpoint of that term. For example, the maximum probationary period for awarding tenure is 7 years. Therefore, the midpoint should be no later than 3 years. However, faculty can request a mid-cycle review at any time, including follow-up reviews.
2. During January of the review year the Campus Department Chair will be notified by the Associate Dean for Faculty Affairs and Development that a mid-cycle review is

appropriate. Included with the notification will be a Mid-Cycle Review Curriculum Vitae (*Attachment A*) to be completed by the faculty member. The mid-cycle review process is not mandatory. Faculty who do not wish to participate should sign the form declining participation (*Attachment B*) found at <http://www.ttuhs.edu/som/facultydevelopment/documents/mid-cycle-review/Mid-CycleReviewFormDecliningParticipation.doc>. The Campus Department Chair should keep a copy of the form and submit the original to the Office of Faculty Affairs and Development.

3. The faculty members who plan to participate will be given the Mid-Cycle Review Curriculum Vitae form and the Guidelines for Tenure and Promotion by the Campus Department Chair. Faculty and Chairs should closely review the guidelines and identify the area(s) of “excellence” and “meaningful participation” of the Faculty member undergoing Mid-Cycle Review. The Campus Department Chair will also inform the faculty member that the deadline for completion of the form is March 31 of the evaluation year. An electronic copy of the completed Mid-Cycle Review Curriculum Vitae will be submitted to the Office of Faculty Affairs and Development. (*The CV form may be accessed at <http://www.ttuhs.edu/som/facultydevelopment/documents/mid-cycle-review/Mid-CycleReviewCandidatesCV.doc>*).
4. The Lubbock Campus Department Chair will contact the Department Faculty Review Committee and the Office of Faculty Affairs and Development will provide them access to the “SharePoint” site to review the faculty member’s Mid-Cycle Review Curriculum Vitae. The membership of each faculty review committee will consist of all members of the department faculty on all campuses who have reached the level of advancement under consideration. That is, all Professors consider those cases involving all ranks; Professors and Associate Professors consider those cases involving promotion to the rank of Associate Professor; and all tenured faculty consider tenure decisions.

In the cases of small departments where it is not possible to form a review committee of at least three departmental faculty, the Lubbock Campus Department Chair in consultation with the Associate Dean for Faculty Affairs and Development will choose a committee of at least three faculty of appropriate rank from other departments.
5. Each member of the department review committee will access “SharePoint” to view the candidate’s Mid-Cycle Review Curriculum Vitae and the appropriate Table from the Guidelines for Tenure and Promotion. They will be asked to evaluate the mid-cycle review with the same rigor as they examine regular tenure/promotion portfolios.
6. The members of the mid-cycle review department committee are asked to complete a Peer Evaluation Form (*Attachment C*) (*The evaluation form may be accessed at <http://www.ttuhs.edu/som/facultydevelopment/documents/mid-cycle-review/PeerEvaluationForm.doc>*) and to vote on the candidate’s credentials. They may download the Peer Evaluation Form to their computer for completion of the form. Once completed the Peer Evaluation Form should be submitted electronically to the Office of Faculty Affairs and Development. To ensure an accurate outcome, it is important that the committee vote on the portfolio as it is presented, rather than on projected productivity of the candidate.

Three outcomes of the vote are possible:

- (i) The candidate is “on track” for tenure/promotion
- (ii) The candidate is “off track” but deficient in only one or two areas.
- (iii) The candidate is “off track” and deficient in several areas.

In the case of a vote for “off track,” the specific areas in which the candidate was found deficient should be identified and recommendations made to strengthen the area(s) when completing the Peer Evaluation Form.

7. The completed Peer Evaluation Form must be submitted electronically to the Associate Dean for Faculty Affairs and Development no later than April 30 of the evaluation year. The Office of Faculty Affairs and Development collects the evaluation forms and the Associate Dean for Faculty Affairs and Development provides the evaluation forms to the faculty member under review as well as the Campus Department Chair. It is important to emphasize that these evaluations are not binding for final tenure/promotion decisions.
8. The mid-cycle review will provide a reasonable assessment of candidates that will aid in designing individual development programs. The outcome of the mid-cycle review will generate different degrees of intervention:
 - (i) A vote of “on track” would require only ongoing reinforcement of a candidate’s existing strengths.
 - (ii) A vote of “off track” with one or two deficiencies might require minimal remediation if the candidate has potential of addressing these points in due time.
 - (iii) A vote of “off track” is more serious. In this circumstance, the Campus Department Chair and Associate Dean for Faculty Affairs and Development should consult with the candidate to design a program to ameliorate the identified deficiencies.

It is the responsibility of the Campus Department Chair, in collaboration with the Associate Dean for Faculty Affairs and Development, to design a program for development of each faculty candidate under review where deficiencies are identified. The Associate Dean for Faculty Affairs and Development will arrange a meeting with the Campus Department Chair to discuss the results of the mid-cycle review and develop a remediation program. The Campus Department Chair will meet with the faculty member under review to discuss the outcome of the mid-cycle review and describe the recommended intervention program if necessary.