

## **Fay W. Boozman College of Public Health**

### **Faculty Mid-Course Review Policy and Procedures**

Each faculty member in a tenure earning position at the Fay W. Boozman College of Public Health (COPH) are expected to complete a mid-course review of his/her progress towards tenure. The tenure probationary period will govern the timing of the mid-course review. Mid-course reviews should take place early enough in the faculty member's progress toward tenure that feedback from the mid-course review can be used to make adjustments, if needed, in faculty activities. For a 6-year probationary period, the review will occur by the end of the faculty member's third year of his/her academic appointment or sooner as determined by his/her Department Chair. While tenure-earning faculty in the COPH are expected to complete a mid-course review, Department Chairs may exempt tenure-earning faculty who are on an accelerated path to tenure (i.e., three years or less), such as new faculty who are appointed as tenure-earning Associate or full Professors.

The mid-course review supplements but does not replace the process of annual reviews required of all full-time faculty in the COPH. The goal of the mid-course review is to provide constructive feedback to both the faculty member and his/her Department Chair about whether the faculty member is making satisfactory progress towards tenure or whether deficiencies exist in the faculty member's progress. The objective of the mid-course review is to increase the likelihood of meeting the COPH's and University's criteria for conferral of tenure by the end of the sixth year (or sooner) of the faculty member's tenure probationary period. Mid-course review results are not considered by the COPH's Appointment, Promotion, and Tenure (APT) Committee in considering recommendation for promotion or tenure, and mid-course review reports will not be included in applications for promotion and/or tenure that are submitted to the APT committee. Results of the mid-course review should not be considered predictive of APT decisions regarding a faculty member's promotion or tenure status (e.g., favorable comments received during the mid-course review process do not guarantee the award of tenure).

Non-tenure-earning faculty may request a mid-course review through their Department Chairs, and Department Chairs may recommend mid-course review to non-tenure-earning faculty members at their discretion. Mid-course reviews for non-tenure-earning faculty, if requested, should occur approximately three years prior to considerations of promotion in rank.

Make-up of the Mid-Course Review Committee will be tailored to the individual faculty member(s) under review. The Mid-Course Review Committee will consist of three individuals representing at least two COPH Departments:

- (1) a current or previous member of the COPH APT Committee who will serve as committee chair,
- (2) a tenured Associate Professor or tenured Professor with a primary appointment in the COPH, and

- (3) a primary or secondary COPH faculty member selected by the Department Chair of the faculty member who is to be reviewed.

The Associate Dean for Academic Affairs (ADAA) in the COPH will coordinate the Mid-Course Review Committee meeting(s) (e.g., email the APT chair and the Department Chair to identify potential members, get materials to the committee members, schedule the meeting, and provide administrative support).

The Department Chair will assist the faculty member under review with preparing a review portfolio. The portfolio should contain the following documents: (1) a cover letter from the faculty member under review, including any specific questions that the faculty member may wish the Mid-Course Review Committee to address in its review; (2) a current curriculum vitae; (3) copies of all course syllabi and all teaching evaluations for courses taught in the COPH; (4) a selection of recent publications (no more than three), that the faculty member deems representative of his/her scholarly work, including a brief introductory paragraph describing how the research has contributed to public health science, practice and/or education; (5) a listing of extramural funding history, including past awards, current funding, and planned submissions, if not listed on the CV; (6) a list of honors and awards received as a faculty member, if not listed on the CV, and (7) a self-assessment of the faculty member's strengths and weaknesses in teaching, research/scholarship, and service; not to exceed one page for each. Letters of support from the Department Chair, students/mentees, colleagues, or outside reviewers must not be included in the portfolio.

The purpose of the self-assessment is intended to provide the faculty member under review the opportunity to clarify issues from his/her point of view and to highlight his/her strengths in the areas of research, teaching, and public service. Faculty are strongly encouraged to use the *AP& T's Guidelines for the Application for Promotion & Tenure* to guide their self-assessment. The self-assessment may include the importance of the faculty member's research and its place in the field, a description of how their scholarship research has progressed from its initial stages to the current status, and the future directions of their scholarly activities. In regard to teaching, the faculty member may include information on new courses developed, new or innovative teaching materials, workshops/seminars in which the faculty member has participated to improve his/her teaching, and any instructional developmental grants received. In regard to service, the faculty member may include service to the department, to COPH, to UAMS, to professional or scientific groups, and to community groups and organizations.

*Process Timeline for the Mid-Course Review:*

a) On or before October 1 of each year: The Associate Dean for Academic Affairs (ADAA) within COPH compiles a list of faculty members who, based on their date of appointment, are due for a mid-course review, and notifies appropriate Department Chairs. The Department Chair will consider this list, along with any other faculty (tenure-earning and non-tenure-earning) for whom a review may be appropriate. Within two weeks of notification by the ADAA, Department Chairs will advise the ADAA regarding which faculty they have selected for completion of a mid-course review in the coming year.

- b) On or before October 31: The ADAA contacts the faculty members who were identified by each Department Chair and provides each individual with a copy of the mid-course review policy and encourages faculty to contact their Department Chair or the ADAA with any questions.
- c) On or before October 31: The ADAA contacts the current Chair of the COPH APT Committee and relevant Department Chairs to assist in appointing members to each Mid-Course Review Committee.
- d) On or before January 31: Faculty members to be reviewed must submit three (3) copies of their portfolio to the office of the ADAA, who distributes the portfolios to the appropriate Mid-Course Review Committee members and schedules the Committee meetings.
- e) On or before March 31: All mid-course review meetings should be completed by this date.
- f) On or before April 30, the Chair of the Mid-Course Review Committee completes and disseminates a written report to the Department Chair, the ADAA, and the faculty member. The Chair of the Mid-Course Review Committee will utilize the *Mid-Course Review Report* form to guide the written report.
- g) Within 30 days of receipt of the Mid-Course Review Committee's written report, the Department Chair and faculty member will meet to discuss the report. This meeting should address questions the faculty member has regarding the committee's recommendations, promotion process, and evaluation criteria, and should result in a plan of action for the faculty member for the coming academic year(s) prior to tenure or promotion review by the APT Committee.