

## **Mid Review Policy and Procedures**

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

#### 1.0 Candidates and Purpose

##### 1.1 Tenure-earning faculty

Each faculty member in a tenure earning position at the Fay W. Boozman College of Public Health (COPH) is expected to complete a Mid Review of his/her progress towards tenure.

The goal is to provide constructive feedback to both the candidate and his/her department chair about how the candidate can strengthen his or her progress toward a successful tenure review. The objective is to increase the likelihood the candidate will meet the COPH's and University's criteria for conferral of tenure by the end of his or her tenure probationary period.

The review will include a carefully considered assessment of the candidate's performance in the areas of teaching, research/scholarship, and service; and a candid assessment of how to strengthen the candidate's prospects to be granted tenure based on the submitted evidence.

##### 1.2 Non-tenure-earning faculty

Each faculty member in a non-tenure earning position at the COPH may complete a Mid Review of his/her performance towards promotion.

The goal is to provide constructive feedback to both the candidate and his/her department chair about how the candidate can strengthen his or her progress toward a successful promotion review.

The review will include a carefully considered assessment of the candidate's performance in role; and a candid assessment of how to strengthen the candidate's prospects for promotion based on the submitted evidence.

#### 2.0 Relationship to Other Faculty Reviews

##### 2.1 Annual Reviews

The Mid Review supplements but does not replace the process of annual reviews required of all full-time primary faculty at the COPH.

## 2.2 Promotion and Tenure Reviews

Mid Review committees are separately and distinctly constituted from the COPH APT Committee. Recommendations made to the candidate by the Mid Review committee are intended to be advisory and are not to be considered indicative nor a guarantee of the ultimate decision made by the APT Committee regarding promotion and/or tenure.

The recommendations will not be included in applications for promotion and/or tenure that are submitted to the APT committee, and they will not be considered by the APT committee in recommendations for promotion or tenure.

## 3.0 Definition of Mid Review

### 3.1 Tenure-earning faculty

Mid Reviews must take place early enough in the candidate's progress toward tenure that feedback from the review can be used to make adjustments, if needed, in faculty activities.

#### 3.1.1 Normal Timing

The tenure probationary period will govern the timing of the Mid Review. For a 6-year probationary period, the review will occur by the end of the faculty member's third year on the tenure track at COPH or sooner as determined by his/her department chair.

#### 3.1.2 Exceptions

While tenure-earning faculty in the COPH are expected to complete a Mid 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.

### 3.2 Non-tenure-earning faculty

#### 3.2.1 Requesting a Review

Non-tenure-earning faculty may request a Mid Review through their department chairs, and department chairs may recommend a review to non-tenure-earning faculty members at their discretion.

#### 3.2.2 Timing

Mid Reviews for non-tenure-earning faculty, if requested, must occur approximately three years prior to considerations of promotion in rank.

#### 4.0 Mid Review Committee

Make-up of the Mid Review committee will be tailored to the candidate. The committee will consist of at least three individuals representing at least two COPH departments:

(1) Recruited by the current APT committee chair:

A current or recent member of the APT committee, who will serve as Mid Review committee chair.

(2) Recruited by the candidate's department chair:

A primary or secondary COPH faculty member.

(3) Recruited by the candidate:

A tenured associate professor or tenured professor with a primary appointment in the COPH.

If all three are in the same department, then the ADAA will recruit an additional (fourth) committee member who is from a different COPH department.

#### 5.0 Administration of Policy

The COPH associate dean for academic affairs (ADAA) coordinates the Mid Review, e.g., requests and notifies candidates, solicits committee members as indicated above, distributes materials to the committee members, schedules the meeting, and provides other administrative support.

#### 6.0 Candidate Portfolio

The department chair will assist the candidate with preparing a review portfolio.

##### 6.1 Candidate Documents

The portfolio must contain the following documents:

- (1) a cover letter from the candidate, including name, e-mail address, rank, department, date of appointment, names of Mid Review committee members, and any specific questions he/she may wish the 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 candidate 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;

Minimum elements are to include the following: title of research grant, funding agency, award/grant type (e.g., R01, R03, etc.), amount of award (direct or total costs) and percent faculty effort covered on grant.

- (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 candidate's strengths and weaknesses in teaching, research/scholarship, and service; not to exceed one page for each.

Note that letters of support from the department chair, students/mentees, colleagues, or outside reviewers must not be included in the portfolio.

## 6.2 The Self-Assessment Component

The purpose of the self-assessment is to provide the candidate the opportunity to clarify issues from his/her point of view and to highlight his/her strengths in the areas of teaching, research/scholarship, and public service. Faculty are strongly encouraged to use the *APT's Guidelines for the Application for Promotion & Tenure* to guide their self-assessment. These Guidelines are available at <http://publichealth.uams.edu/files/2012/06/APT-application-guidelines-fall-2013-v2.pdf>.

### 6.2.1 Research/Scholarship

The self-assessment may include the importance of the candidate's research/scholarship and its place in the field, a description of how their research/scholarship has progressed from its initial stages to the current status, and the future directions of their scholarly activities.

### 6.2.2 Teaching

In regard to teaching, the candidate may include information on new courses developed, new or innovative teaching materials, workshops/seminars in which the candidate has participated to improve his/her teaching, any instructional developmental grants received, and peer evaluations of teaching.

### 6.2.3 Service

In regard to service, the candidate may include service to the department, COPH, UAMS, professional or scientific groups, and community groups and organizations.

## 7.0 Written Reports

The purpose of the reports is to provide constructive feedback to the candidate that they can use for professional development toward tenure or promotion.

The reports must not be summative reviews and therefore must not use summative words like "excellent," "impressive," "very good," "good," "fair," "poor," and the like.

Instead, the reports should be formative reviews and use words like “continue to,” “keep up,” “build upon,” “provide more,” “consider,” “adjust,” “we encourage you,” “clean up,” “add detail,” “it’s important to,” “use every opportunity,” “actively pursue,” “less of...and more of,” and the like.

### 7.1 Department Chair Report

The candidate’s department chair will write a brief assessment of the candidate’s activities and emphases using the suggested formative language. The Mid Review committee may or may not consider this chair assessment as part of their review.

The department chair will use the Department Chair Report form.

### 7.2 Committee Report

On behalf of the committee, the chair of the Mid Review committee will write an appraisal - based on the candidate’s portfolio and, if considered, the department chair report, and using the suggested formative language - that conveys to the candidate the substance of the Mid Review. It should include recommendations for any adjustments or improvements in activities or emphases. It will note any specific areas of deficiency and any recommended actions to be taken by the candidate or department chair to address those deficiencies.

The report must be candid but cautious. It should not provide any guarantees that completion of certain tasks will necessarily result in tenure or promotion.

The committee will use the Committee Report form, which must be signed by all committee members and the candidate.

## 8.0 Timeline

### 8.1 Identifying Potential Candidates

On or before October 1 of each year:

The ADAA compiles a list of faculty members who, based on their date of appointment to the tenure track at COPH, are due for a Mid 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.

### 8.2 Selecting Candidates

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 Review in the coming year.

### 8.3 Contacting Candidates

On or before October 31:

The ADAA contacts the candidates, providing each candidate with a copy of the Mid Review policy and encouraging them to contact their department chair or the ADAA with any questions.

### 8.4 Appointing Mid Review Committees

On or before October 31:

The ADAA contacts the current chair of the APT committee, the relevant department chairs, and the candidates, to recruit members to the candidates' Mid Review committees.

### 8.5 Chair Review of Electronic Portfolios

Before January 31:

Candidates shall meet with their department chair to review their portfolio prior to submission.

### 8.6 Submitting Electronic Portfolios

On or before January 31:

Candidates must submit an electronic copy of their portfolio to the office of the ADAA, who distributes the portfolios to the appropriate Mid Review committee members and schedules the committee meetings.

### 8.7 Submitting the Department Chair Report Form

On or before January 31:

The department chair will submit an electronic copy of their assessment (on the Department Chair Report form) to the office of the ADAA, for distribution to the Mid Review committee chair.

### 8.8 Completing Mid Review Meetings

On or before March 31:

All Mid Review meetings must be completed.

### 8.9 Disseminating Written Reports

On or before April 30:

The chairs of the Mid Review committees complete and submit the Mid Review committee reports to the ADAA Office. The latter then disseminates written committee and department chair reports (with all required signatures) to the relevant department chair, the dean, and the candidate.

### 8.10 Discussing Reports

Within 10 business days of receipt of the Mid Review written reports:

The department chair and candidate will meet to discuss the reports. This meeting should address questions the candidate has regarding the committee's and chair's recommendations, promotion/tenure process, and evaluation criteria.

### 8.11 Constructing Plans of Action

Within 5 business days of the meeting between the department chair and candidate to discuss the Mid Review committee's report:

A plan of action will be constructed by the department chair for the candidate. This plan should detail the recommended actions of the candidate for the coming academic year(s) prior to tenure or promotion review by the APT committee. It could include assignment of an additional mentor or mentors. The ADAA must also receive a copy of this plan for his/her records.