

**Mid-Course Formative (MCF) 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 MCF 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 proposal towards tenure. The objective is to increase the likelihood that the faculty member 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 MCF 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 proposal for promotion.

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 MCF 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

MCF review committees are separately and distinctly constituted from the COPH APT Committee. Recommendations made to the faculty member by the MCF committee are intended to be advisory in nature 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-Course

### 3.1 Tenure-earning faculty

MCF reviews must take place early enough in the faculty member'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 MCF 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 MCF 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 MCF 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

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

#### 4.0 MCF Review Committee

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

(1) Selected by the current APT committee:

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

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

A primary or secondary COPH faculty member.

(3) Selected 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 select 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 MCF 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 MCF 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 faculty member'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 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, any instructional developmental grants received, and peer evaluations of teaching.

### 6.2.3 Service

In regard to service, the faculty member 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 MCF review committee will 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 MCF review committee will write an appraisal - based on the candidate’s portfolio and department chair report, and using the suggested formative language - that conveys to the candidate the substance of the MCF 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.

## 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 MCF 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 MCF 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 MCF review policy and encouraging them to contact their department chair or the ADAA with any questions.

### 8.4 Appointing MCF 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' MCF 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 MCF 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 appropriate MCF review committee members.

### 8.8 Completing MCF Review Meetings

On or before March 31:

All MCF review meetings must be completed.

### 8.9 Disseminating Written Reports

On or before April 30:

The chairs of the MCF review committees complete and disseminate written reports to the relevant department chair, the ADAA, the dean, and the candidate.

### 8.10 Discussing Reports

Within 10 business days of receipt of the MCF 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/tenure process, and evaluation criteria.

### 8.11 Constructing Plans of Action

Within 5 business days of the meeting between the department chair and faculty member to discuss the MCF review committee's report:

A plan of action will be constructed by the department chair for the faculty member. This plan should detail the recommended actions of the faculty member 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.