



SOM OP: 20.22, 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 shall be reviewed within each even-numbered fiscal year by the Office of Faculty Recruitment, Affairs and Development. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

General .

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. The Department Faculty Review Committee will be asked to evaluate the mid-cycle review with the same rigor as they examine regular tenure/promotion portfolios.

In the case of small departments where it is not possible to form a review committee of at least three departmental faculty, the Associate Dean for Faculty Recruitment, Affairs and Development will choose a committee of at least three faculty of appropriate rank from other departments.

5. The members of the departmental Mid-Cycle Review Committee will complete the evaluation and submit their vote on the faculty member's credentials. 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 faculty member.

Three outcomes of the vote are possible:

- a. The faculty member is "on track" for tenure/promotion
- b. The faculty member is "off track" but deficient in only one or two areas.
- c. The faculty member is "off track" and deficient in several areas.

In the case of a vote for "off track," the specific areas in which the faculty member was found deficient should be identified and recommendations made to strengthen the area(s).

6. The completed evaluation must be submitted electronically no later than April 30 of the evaluation year. The Office of Faculty Recruitment, Affairs and Development collects the evaluations and the Associate Dean for Faculty Recruitment, Affairs and Development provides the evaluation results 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.
7. The mid-cycle review will provide a reasonable assessment for the faculty member that will aid in designing individual development programs. The outcome of the mid-cycle review will generate different degrees of intervention:
  - a. A vote of "on track" would require only ongoing reinforcement of a faculty member's existing strengths.
  - b. A vote of "off track" with one or two deficiencies might require minimal remediation if the faculty member has potential of addressing these points in due time.
  - c. A vote of "off track and deficient in several areas" is more serious. In this circumstance, the Campus Department Chair and Associate Dean for Faculty Recruitment, Affairs and Development should consult with the faculty member to design a program to ameliorate the identified deficiencies.

The Associate Dean for Faculty Recruitment, Affairs and Development will arrange a meeting with the faculty member to discuss the results of the mid-cycle review and design a program for development where deficiencies are identified. If necessary, the Associate Dean for Faculty Recruitment, Affairs and Development will arrange a meeting with the department chair to discuss the faculty member's