
MID-PROBATIONARY REVIEW GUIDELINES*Revised 2023*

The Dell Medical School, through a process determined by the Appointment, Promotion, & Tenure Committee (APT), will conduct a full review of the designated area of excellence, and overall progress of each tenure track faculty member during the spring/summer of the third year of service. A year of service, in this context, runs from September 1 to August 31.

The purpose of the Mid-Probationary Review is to provide a thoughtful and evaluative assessment to each faculty member and to provide early feedback to the APT Committee and the Dean about the progress of each faculty member in their designated area of excellence, along with suggestions for improvements as appropriate. The review is based on Examples of Evidence of Achievement that will be referenced in promotion consideration including progress/productivity in scholarly activities, program development, teaching effectiveness, mentorship, University and community service, and recognitions. This review is not intended to provide an unequivocal signal of the likelihood of the award of tenure; instead, it is meant to assess the individual's progress toward reaching the standards needed for promotion to the next rank with tenure.

Approximate Procedural Timetable

Fall (year 2)	Office of Faculty Academic Affairs notifies Provost's Office and the APT Committee Chair of the faculty members undergoing Mid-Probationary Review
Fall (year 2)	APT Committee Chair notifies the faculty members of impending Mid-Probationary Review and makes preparations to conduct the review.
Spring (year 2) – Spring (year 3)	Faculty member assembles materials to submit to the Office of Faculty Academic Affairs.
April 15 (year 3)	Faculty member submits materials to the Office of Faculty Academic Affairs.
Summer (year 3)	APT Committee conducts the Mid-Probationary Review.
Summer (year 3)	APT Committee Chair and Department Chair meet with the faculty member to provide the Mid-Probationary Review Summary.

Materials usually consist of, but are not limited to:

- Updated CV in Dell Medical School CV Template
- annual evaluation reports;
- a statement in the faculty member's area of excellence;
- for Investigation and Inquiry as area of excellence: statement must include link to faculty member's [NIH mean RCR index](#).
- copies of publications and other evidence of scholarly productivity;
- a summary of teaching activities, if applicable;
- a summary of clinical activities, if applicable;
- a summary of research funding if applicable;
- a summary of academic and professional service;
- student and peer teaching, CME evaluations;
- summary of awards, if applicable;
- any other documentation that the faculty member wishes to include.

Mid-Probationary Review

APT Committee Chair identifies an ad-hoc committee consisting of at least 2 tenured faculty members from the APT Committee to review the faculty member's materials and discuss them with the faculty member's Department Chair. The APT Committee Chair will chair the ad-hoc committee. The Department Chair and APT Committee Chair will meet with the faculty member and review the written report from the above ad-hoc committee meeting.

Summary Meeting

The mid-probationary review process should be completed by the end of the third year of service. The faculty member will be provided written feedback. The feedback should address not only the faculty member's progress, but also the methods employed in completing the evaluation. The review process is intended to give the faculty member sufficient time to make a "mid-course correction" if necessary and gives the APT Committee solid information to work with during future evaluations. When appropriate, highly meritorious performance is identified and recommendations are made for early consideration of recommendation for promotion and tenure. Similarly, if the faculty member is not meeting expectations, the APT Committee may elect to recommend that the faculty member be given a terminal contract for the upcoming academic year, or move to a professional-track appointment.

Each faculty member under review may provide a written response to the Mid-Probationary Review by the end of the third year of service (August 31).

The candidate or provost may request a review of the case by the Committee of Counsel on Academic Freedom and Responsibility (CCAFR). Such a review is limited to one or both of the following: 1) to determine whether, in its judgment, the procedures followed in the candidate's case accorded with the college's policy; and 2) whether or not the decision was based upon a violation of the faculty member's academic freedom. CCAFR shall not review disputes about professional judgments on the merits of the faculty member's record.