

1 UNITED ACADEMICS PROPOSAL

2  
3 MIDTERM REVIEWS FOR TENURE-TRACK FACULTY

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5 **Section 1.** All academic units will conduct intensive midterm reviews for faculty members in the  
6 Tenure-Track classification. The primary intent is to review progress toward indefinite tenure so  
7 that timely guidance can be extended to the faculty member.  
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9 **Section 2.** Midterm reviews are supplemental to the Annual Review and to the subsequent  
10 formal promotion and tenure evaluation. The midterm review provides opportunity for the  
11 academic unit faculty, academic unit head, dean, and other supervisors to observe and comment  
12 upon an individual faculty member's performance relative to academic unit, college, and  
13 university promotion and tenure guidelines. The midterm review is also an opportunity to offer  
14 appropriate advice and counsel on improving performance to meet promotion and tenure  
15 requirements.  
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17 The midterm review provides a forum for the faculty member being reviewed to ask questions  
18 about the process and criteria for granting indefinite tenure and promotion.  
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20 **Section 3.** The following guidelines are to be used in conducting midterm tenure reviews:

- 21 a. Midterm reviews will usually be conducted during the final quarter of the third year of  
22 the initial appointment. For faculty members whose probationary service has been either  
23 shortened for prior service or lengthened for extenuating circumstances, the review  
24 should be done during the year which best equates with the mid-point in the faculty  
25 member's probationary service.  
26 b. The midterm review replaces the Annual Review in the year it takes place.  
27 c. All materials used in the review must be open to review by the faculty member, including  
28 any external letters of evaluation that might be solicited, unless a waiver of access has  
29 been signed.  
30 d. The outcome of the midterm review must be shared with the faculty member by June 15  
31 for comment and signature and included in the faculty member's personnel record.  
32 e. Academic units and colleges may develop additional guidelines. All such academic unit-  
33 specific guidelines must be consistent with university guidelines and must be submitted  
34 to the Provost for review and approval prior to implementation. As with any set of  
35 guidelines, academic units are responsible for informing their faculty of any additional  
36 guidelines they have created. Academic units and colleges must apply the process  
37 uniformly to all members of the faculty on annual tenure-track appointments.  
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39 **Section 4. Process.** The following process shall be used for midterm reviews.

- 40 a. The midterm review shall be discussed with each eligible faculty member by the  
41 academic unit head during the winter or spring of the academic year prior to a planned  
42 review.  
43 b. The faculty member shall prepare a dossier for review under specifications and timelines  
44 provided by the academic unit head. The format for the dossier shall be similar to the  
45 format used in the promotion and tenure process described in Article XX, Sections XX.

- 1 c. External letters of evaluation for a midterm dossier should only be sought in  
2 extraordinary cases, such as where there is insufficient expertise on campus to make an  
3 evaluative judgment of an important part of a candidate's performance. As with the  
4 promotion and tenure dossier, formal student or client input and peer review of teaching  
5 reports shall be included if the faculty member has been assigned teaching as a job duty  
6 in their position description.
- 7 d. When a faculty member is assigned to a location more than thirty miles from the  
8 Corvallis campus, the academic unit head may solicit letters of evaluation from faculty  
9 members outside of the academic unit who can make an evaluative judgment of an  
10 important part of a candidate's performance.
- 11 e. The dossier shall be reviewed by the academic unit head (and any other supervisors, if  
12 applicable) and the academic unit Promotion and Tenure Review Committee. Their  
13 written evaluations shall be added to the dossier and provided to the faculty member.  
14 Their letters shall include an evaluation of progress towards promotion and tenure, as  
15 well as recommended actions the faculty member and academic unit should take.
- 16 f. The academic unit head shall schedule a meeting with the faculty member to discuss the  
17 outcome of the review and initial recommendations. The chair of the unit Promotion and  
18 Tenure Review Committee and other supervisors (if applicable) shall also be invited to  
19 participate. All parties present should discuss the performance of the faculty member  
20 relative to unit, college, and university promotion and tenure guidelines. The academic  
21 unit head and the faculty member shall review promotion and tenure guidelines and  
22 procedures to ensure that the faculty member has been informed about the process and  
23 criteria for evaluating faculty members for granting of indefinite tenure.
- 24 g. Within ten days of this meeting, the faculty member may attach comments, explanations,  
25 or rebuttal materials to the review before signing to indicate that the document is  
26 complete.
- 27 h. The academic unit head shall forward the dossier and any attachments to the dean for  
28 review.
- 29 i. At the discretion of the dean, the review is either signed and returned, or the dean will  
30 schedule a meeting with the faculty member, the academic unit head, and/or other  
31 appropriate administrators.
- 32 j. In the event of a meeting at the college level, the dean will send written comments to the  
33 faculty member on the performance of the individual relative to promotion and tenure  
34 guidelines. The dean's letter, including any modifications in the recommendations for the  
35 faculty member, is sent through the academic unit head to the faculty member for  
36 signature and, if desired, a response.
- 37 k. The academic unit head, in consultation with other supervisors, reviews the final results  
38 of the midterm review with the faculty member and discusses issues or concerns raised  
39 during the review. A copy of the review and the recommendations, signed by the faculty  
40 member, the chair, and the dean, is placed in the faculty member's personnel record.