

Mid-Point Review Policy
Preamble

The University's decision to grant or refuse tenure is governed by the provisions of its Handbook for Faculty and will be made only at the time, and under the procedures, described there. Nevertheless, during their probationary period, untenured faculty members have a legitimate interest in learning how their department chair and their dean view their progress towards the goal of securing academic tenure. In addition to annual performance reviews, therefore, the College of Arts and Sciences provides for Mid-Point Reviews according to the policy outlined below. Mid-Point Reviews are advisory only and cannot preempt the tenure review process.

Policy

(i) Timing. All tenure-track junior faculty members will be provided with a Mid-Point Review of their progress towards tenure and promotion. The Mid-Point Review will normally occur during the third probationary year, but this timing may be altered due to specific circumstances (e.g., when an individual has previously negotiated a shortened tenure clock as a condition of employment). The Mid-Point Review will normally be conducted in the spring semester of the third year, and will constitute the annual review for that year. The dean is to be informed in advance and in writing of any reasons why the Mid-Point Review is to be conducted at any other than the above time.

(ii) Faculty member's materials. The Mid-Point Review should address the faculty member's accomplishments not only in the current year, but to date towards tenure and promotion. The faculty member should complete the annual review process and materials as usual, and submit it to his or her department chair together with copies of all previous annual evaluations conducted at Creighton. The faculty member should also submit a brief summary of his or her areas of strength and of any areas which, in the opinion of the faculty member, may need attention.

(iii) Chair's review. The chair should review the materials submitted by the faculty member and prepare a summary evaluation of the faculty member's progress towards tenure and promotion. Areas of strength should be clearly noted, as well as any areas which, in the opinion of the chair, may require attention. After this summary evaluation has been prepared, the faculty member should be provided with a copy and the faculty member and the chair should meet to discuss both the materials forwarded by the faculty member and the chair's evaluation.

(iv) Dean's review. The materials submitted by the faculty member and the chair's evaluation should be forwarded to the dean. After reviewing these materials, the dean will normally meet with the faculty member and the chair to discuss the faculty member's progress towards tenure and promotion. Alternatively, the dean may, in his or her sole discretion, choose to inform the faculty member in writing of perceived strengths and weaknesses in writing, with a copy to the chair. If a meeting is held, the dean should prepare a summary of the meeting, copies of which should be provided to the faculty member and the chair. A copy should also be retained in the

faculty member's personnel file along with all materials forwarded to the dean as part of the Mid-Point Review.

The Mid-Point Review is designed solely to assist the faculty member in her or his professional development and is advisory only. The Mid-Point Review shall have no effect on the faculty member's subsequent consideration for tenure or promotion. No documents from the Mid-Point Review may be included in the tenure or promotion dossier.

Policy approved by the Council of Chairs, AY 2000-2001.

Revised with advice from General Counsel, January 2002.