

## School of Education

### Policies and Procedures for Mid-tenure Review

August 28, 2016

The following information is meant to inform faculty of the process of mid-tenure review and to guide the evaluations to be conducted during the 2016-2017 year. Included are both school and university policies as well as the procedures that have been followed in the SOE in the past.

#### I. Policies

##### A. SOE

- **SOE By-Laws (2010)**. According to the SOE by-laws (April 2010) the SOE TAP committee must “conduct” a mid-tenure review of faculty” and “provide each council member considered for mid-tenure review with a detailed written evaluation of his or her dossier” (p 10).

##### B. University

- **Faculty Handbook (2013)**. The Pace University Faculty Handbook (2013) provides the following information regarding review of tenure track candidates during their probationary period in Section D.6 of the handbook: “Tenure may be granted during a probationary period which shall not exceed seven (7) calendar years. Provided that their appointments are continued during the probationary period, tenure track faculty must be reviewed periodically by the faculty member’s Department and Dean, including at a minimum at the conclusion of the first year and midway through this probationary period. A positive review at any time during any year of the probationary period does not preclude the possibility of future negative reviews or termination” (p 31)
- **Guidelines for the Preparation and Evaluation of Tenure and Promotion Dossiers (March 18, 2016)**. These guidelines were passed by the JFC in May of 2016 and include provisions for a three-year review of tenure track candidates. It is noted that “the responsibilities outlined below are for new tenure-track appointments, but many of the points made are applicable to all faculty” (p 7) **Therefore, these guidelines do not pertain to the faculty currently obtaining a mid-tenure review.** They are included here for future reference.

Candidate responsibilities for Year 3 include:

- The three-year review provides an opportunity for departments and schools to take stock of a tenure-track candidate’s progress and provide constructive feedback.

- Continue all the above activities while you begin to analyze and document progress on your work in terms of improvement and achievement.
- Your personal statement for the three-year review also provides an opportunity to reflect not only on your work, but also on the focus that is emerging in your work. This focus will provide the coherence to your work that should shape your efforts between now and the time for tenure and promotion.
- Analyze teaching evaluations and peer reviews to identify key themes and how they point to teaching achievements or areas for further attention.
- Analyze your grant and the dissemination record (the impact among your peers) of your scholarly or creative work.
- You will receive feedback on your three-year review from your department chair and your dean. Follow the advice you are given. “(p 8)

Chair and department responsibilities are prefaced by a statement indicating that as part of their general supervision chairs are to “develop a system of departmental peer review of teaching that ensures each candidate has at least two opportunities for peer review prior to their candidacy for tenure and/or promotion” (p 9.) Additional requirements for Year 3 review are as follows:

- During Year 3 of candidate appointment, carry out a thorough three-year review, including review of the candidate by department and/or school TAP committees.
- Ensure that candidates being reviewed receive a written assessment of their progress, with specific guidance about any issues or concerns that require attention.
- Ensure that the three-year review is on file.

## **II. SOE Past/Present Practice**

### **A. Scheduling of Reviews**

- The identification of candidates for mid-tenure review is made in collaboration with the dean’s office. Candidates are informed of their review, either:
  1. in their contract upon hire;
  2. by requesting a review from the committee; or
  3. if they come in with multiple years of experience that shortens their tenure clock and have **not** been involved in mid-tenure review.

### **B. Conducting Reviews**

- Candidates are informed that the review will provide information useful to their preparation for tenure but will not specifically indicate whether a candidate should seek tenure, either on-schedule or early.

- The evaluation includes a review of the candidate's performance in service, teaching, and scholarship. Feedback is provided both on the quality of the performance in each area as well as feedback on the way in which the information is presented and supported.
- Mid-tenure reviews are conducted by all members of the TAP committee, regardless of rank.
- Faculty are expected to submit a portfolio that complies with the recommendations provided in University's portfolio workshop. Supporting evidence for mid-tenure includes course evaluations, peer teaching evaluations and other documents the candidate wants considered. Soliciting outside letters of evaluation are not required or customary in the mid-tenure review process.
- Specific recommendations are provided to guide the faculty member in moving forward.
- The written report is submitted to the candidate and is typically followed by an in-person meeting with the faculty and 2-3 members of the TAP committee to assist in the processing of the information.
- A copy of the written evaluation is provided by the SOE TAP Chair to the Dean of the School of Education.