

Midterm Tenure Review (MTR) Procedures

Please use nothing less than 12-pitch font for all items. Also, please consult the instructions for Electronic Submission of the Midterm Tenure Review Dossier, published under separate cover. Beginning in spring 2018, the MTR dossier must be submitted in electronic format.

- I. By March 1 in the spring of the third year on tenure track (September 30 in the case of a fall MTR),* the candidate will submit to the department Tenure Committee a dossier that consists of the following:
 - A. Table of Contents.
 - B. Current curriculum vitae. *(It should include separate sections on the candidate's educational background and academic degrees, professional employment, courses taught, publications, scholarly presentations, professional memberships, and awards and honors.)*
 - C. Statement Relevant to Teaching Effectiveness.
 - D. Statement Relevant to Research/Scholarship.
 - E. Statement Relevant to Service.
 - F. Summary Statement.
(Note: Items C through F should total no more than ten typewritten pages.)
 - G. Appendix. *(It should include copies of books, published articles, reviews and syllabi, as well as a complete set of teaching evaluations.)*

- II. After reading the dossier, the department Tenure Committee will meet formally with the candidate.

- III. By April 1 (November 1 for a fall MTR), the department Tenure Committee will forward the dossier to the appropriate dean and also will supply the following:
 - A. Written recommendation concerning the candidate's continuance in a tenure-track position. The department recommendation [majority vote required] should address rigorously the following items:
 1. Evaluation of teaching effectiveness.
 2. Evaluation of research/scholarship record.
 3. Evaluation of service activities.
 4. Suggestions for improvement.

 - B. The Tenure Committee's letters from the first and second-year tenure reviews, plus any written responses from the faculty member.

*The midterm tenure review occurs in the spring semester of the *second* year on the tenure-track for candidates whose probationary period is four or five years long. Please consult the document entitled "University Tenure Procedures and Guidelines" (known as Appendix J of the Faculty Handbook and dated 26 March 2008). Candidates whose mid-term review is scheduled in the fall semester are subject to a different set of deadlines specified on the "Timetable" for a fall midterm tenure review. (Revised 05-23-13; 09-11-17; 12-20-17)