

College of Arts and Sciences Mid-tenure Review Process June 2025

A mid-tenure review process is required for tenure-track faculty to assist in preparation for formal tenure application, which occurs during the 6th year of tenure-track service at LTU. The mid-tenure review will occur during the Spring term of the candidate's 3rd year. The mid-tenure review may be delayed until the fall semester of the fourth year by mutual agreement between the faculty member, chair, and dean. The results of the mid-tenure review, whether favorable or unfavorable, are not binding on the immediate supervisor/department chair, tenure review committee, dean, or university when the candidate applies for tenure. Subsequent recommendations for or against the awarding of tenure will be based on comprehensive portfolio reviews conducted at the time of application.

Faculty Submissions for Mid-tenure Review – Required items for third-year reviews (all departments)

Accomplishments in the first 3 years

All of these include cogent narratives, along with lists as needed. It is intended to follow the guidelines of a standard tenure and promotion portfolio and should be submitted as one complete PDF document.

1. **Teaching.** (Limit of two pages): The candidate must describe their teaching duties, how the students received the courses, and what was done to improve the pedagogy based on student feedback. Candidates must demonstrate exceptional ability within the classroom or, when needed, demonstrate continuous improvement in teaching evaluations. Consideration is also given to innovative ways to improve students' learning experience and retention efforts of lower division courses when appropriate.

2. **Research, Scholarship, and Creative Writing.** Describe in detail the research and scholarship activities of the past three years (research ideas, concepts, grants, etc.). The candidate should provide information regarding the standard output expectation in each field of study. On a separate page, include a list of all publications, grant proposals (submitted, funded, and not funded), presentations, etc. Candidates will also provide details on research plans for the next 3 years.

3. **Service.** (Limit of two pages): Describe the service to the department, college, university, and profession, including any outreach. A separate page includes a list of committees served, manuscript and grant reviews, professional service, etc.

Plans for the next three years

Here, the faculty will describe what they plan to do for the following years until they apply for tenure. This will follow the same format as above and be limited to one page each:

4. **Teaching.** What are the individual's plans for teaching and pedagogy, and how do they hope to improve their teaching and bring innovative ideas to the classroom?

5. **Research and scholarship.** A narrative of plans and research/deliverables that are expected by the time the individual applies for tenure.

6. **Service.** A narrative of service activities planned.

7. A complete and updated CV - includes all publications, presentations, grants, etc., for the entire career.
8. Example peer-reviewed journal articles published after joining LTU (at least 50% of work done at LTU to count as a LTU publication).
9. Anything else not covered above that the candidate feels is important (one-page maximum).

Process: The candidate will submit their package by March 1st to their immediate supervisor (for most people, this will be the Chair of the department or Director of the program). The supervisor will recruit four tenured faculty to review the submitted materials: two from within the candidate's home department, one from outside the department, and one member of the Faculty Research Council.

The Committee will review all items submitted by the candidate and will rate all three areas of the candidates' submissions and prospects for tenure per the following:

- ☐ Below Mid-Tenure Expectation
- ☐ Meets Mid-Tenure Expectation
- ☐ Exceeds Mid-Tenure Expectation

The Committee should rate separately teaching, scholarship, and service according to the three levels (meets, exceeds, below) and create an overall rating on that scale: The Committee will prepare a thorough summary of their review along with a list of recommendations for the candidate. The summary and list of recommendations will be submitted to the Dean for review and comment. The Committee will subsequently meet with the candidate to present and discuss the final evaluation and recommendations.

The direct supervisor will conduct a separate review of the materials and assess the candidate's progress toward tenure, then submit a written summary to the Dean. All of these letters will be placed in the candidate's personnel file.

The Dean will meet with the candidate to discuss the submitted materials and any deficiencies. The candidate is also strongly encouraged to do the same with the direct supervisor.

Recommended Timeline for Process – 3rd Year of Tenure-track Faculty Service

By February 1...Mid-tenure Review Committee is formed and confirmed for the candidate.

By March 1..... Candidate submits items to the Committee and Supervisor.

By April 1..... Committee and supervisor submit their review summaries and recommendation to the Dean

By April 15..... Dean provides feedback to the Committee and Supervisor

By May 1..... Committee meets with the candidate to present and discuss its review and recommendations. The Supervisor also meets with the candidate to discuss his/her independent assessment. Both the Committee and the Supervisor submit copies of their final reviews and recommendations to the Dean.

By May 15..... The Dean will meet with the candidate and review all documents and recommendations and define a plan of action for the next three years.