Preparing for the Midcourse (third- or fourth-year) Review

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**WHAT is the midcourse review?**

- A review of your work that takes place in the spring of the third year or early in the fourth year of the tenure clock

- Like the annual review, assesses tenure-track faculty member’s progress in all three areas of performance required for tenure consideration—teaching, scholarship, service
WHAT is the midcourse review?

• Review is conducted by unit tenure committee based on a dossier of work to date in format close to that of the final tenure dossier

• Committee writes report which you receive and is sent to the College Dean

• Outcome: recommendation for reappointment (may be with additional review) or nonreappointment by the dean
Timing of midcourse review

- Faculty Handbook: “During the third or fourth year.....the unit will conduct a comprehensive review.....”
- 3rd year: Report should be completed shortly after spring term and sent to Dean in May
- 4th year: Report should be completed and sent to Dean by mid-October
New! for faculty with interdisciplinary appointments

- The committee responsible for conducting a pre-tenure review includes one representative from each unit in which candidate holds a secondary appointment.
- Representatives of secondary units have the same rights and responsibilities as other participants in review.
- Secondary unit faculty selects representative (of appropriate rank and area of expertise).
- Dean of tenure home unit consults with secondary unit dean before making decision on reappointment.
WHY is there a midcourse review?

• Takes a longer perspective than annual review of progress
• Thorough review at a point advanced enough to make evaluation meaningful, but early enough to change course to correct problems or change commitments
• Ensures that candidates have experience with dossier-building before crunch time
• In multi-unit colleges, provides the perspective of the dean beyond the department level
• In interdisciplinary appointments, incorporates perspective of all faculties and deans concerned
How do I prepare for the midcourse review?

- Talk to your mentor and your department head about department and college guidelines
- Ask about involvement of other units for joint appointments
- Become familiar with the University-wide dossier requirements embodied in the Model Tenure Dossier
  - [http://www.northeastern.edu/provost/faculty/documents/ModelTenureDossier.pdf](http://www.northeastern.edu/provost/faculty/documents/ModelTenureDossier.pdf)
- Use midcourse review preparation as rehearsal for tenure dossier preparation
Midcourse review dossiers: Electronic

- Saves duplicating costs
- Total length of tenure dossier **not to exceed 100 pages**
- Dossiers **must** follow order of Model Dossier checklist
- Consult with your department/college on preference for electronic/hardcopy preparation and submission of **midcourse** review materials
- But electronic is the best
Electronic dossiers and you: Developing your materials efficiently

Looking towards your electronic tenure dossier, you should:

• Maintain files to be included in the tenure dossier in electronic formats (with backup!)

• Ask for documents (e.g., annual performance reviews) from your department/college in PDF format as well as paper, or scan paper documents you may already have on file

• Install Adobe Acrobat and take a quick tour of its features
Model Midcourse Review Dossier: Template for materials supplied by the candidate

• **Curriculum vitae**

• **Candidate’s Statements and Supporting Evidence**
  1. Teaching (TRACE summary sheet, sample course materials)
  2. Research and Scholarship (one exemplary publication)
  3. Service

• **Performance Reviews**
  1. Annual reviews
  2. Merit reviews
The Model Midcourse Review Dossier: Appendices (your supporting documents)

- **Teaching: Supporting documents**
  - ✔ Raw teaching evaluations (TRACE reports with comments, department-specific evaluations)
  - ✔ Advising activity (undergraduate/graduate)
  - ✔ May include additional syllabi and teaching materials
The Model Midcourse Review Dossier: Appendices

- Scholarship, Research, Creative Activity: Supporting documents
  - Copies of all publications
  - Book reviews, citations, other evidence of impact
  - If work is collaborative, co-author letters about your specific contribution
  - Research awards and honors
  - Recommendations for publication, other evidence of work in progress
The Model Midcourse Review Dossier: Appendices

• **Service: Supporting documents**
  - Evidence of committee-based contributions to dept/college/University
  - Other contributions to dept/college/University
  - Contributions related to your discipline outside of Northeastern
WHAT should I expect to take away from the midcourse review?

• A long start on the documentation needed for tenure
• Reconstruct any missing pieces now rather than at crunch time
• Assess your record-keeping habits and make them serve you
WHAT should I expect to take away from the midcourse review?

• A chance to stand back from your career to date and tell its story in your statements about teaching, research, and service

• In response, deeply considered advice on how your story is advancing towards tenure. Heed it carefully.
Midcourse review as inflection point: What may be emphasized going forward?

• **Sustainability of research agenda**
  - External funding where appropriate
  - Timeline for realization of projects through publication
  - Pipeline of projects beyond dissertation research
  - Supervision of graduate students

• **Independence as investigator/scholar**
  - Lead authorship
  - Networks developing beyond dissertation director
Midcourse review as inflection point: What may be emphasized going forward?

- **Trajectory of educational contributions**
  - Slope and quality of teaching evaluations
  - Contribution to curricular innovation
  - Work with students outside the classroom

- **Trajectory of university and professional citizenship**
  - Entry into academically based, influential professional service
  - Slope of involvement in department, college, university
  - Emphasis on quality and impact
Midcourse Review

- To summarize:
- Midcourse review is a time to show the work you’ve done over your first 3 years
- You get a review by your department colleagues to let you know how you are doing on your path toward tenure
Questions?

Thank you.