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

Office of the Provost
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WHAT is the midcourse review?

- Takes place in the second term 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
- Assembles a dossier of work to date in format close to that of the final tenure dossier
- Outcome: recommendation for reappointment (may be with additional review) or nonreappointment, reviewed by the dean
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*
- Use midcourse review preparation as rehearsal for tenure dossier preparation
Required for *tenure* dossiers: Electronic submission to Provost’s Office

- Saves duplicating costs
- Expedites the dossier’s circulation to members of review committees (required at Provost’s level now, optional at college level)
- Enhances searching, indexing, and bookmarking capacity for reviewers
- 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
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 Tenure 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 Tenure 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 Tenure 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 Tenure 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

• 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