

C.2. Mentorship and Mid-Term Review (aka Comprehensive Review)

Each new faculty member at the rank of Instructor and Assistant Professor, regardless of track/series, will be assigned a mentor at the time of initial appointment. This person (or combination of persons) is responsible for providing input to the faculty member about academic and career development. Mentors should be senior faculty members who are not responsible for the evaluation of the progress of the faculty member (e.g., not the Department Chair or Center Director). The mentor is expected to consult with the Department Chair on a regular and ad hoc basis, together with the faculty member, about progress toward promotion.

While the Department has a responsibility to provide these mentoring opportunities, faculty members have a responsibility for proactively seeking mentoring assistance. Faculty members who believe they are not getting adequate mentoring are responsible for bringing their situation to the attention of the Department Chair. If they are not satisfied with the mentoring opportunities the Department Chair provides, they should bring this concern to the attention of the Associate Dean for Faculty.

Approximately 3-4 years following the hiring of a new assistant professor in the tenure track, research track, or clinical teaching track, the DAPTCO will conduct a mid-term review (MTR). Faculty members from local health and hospital organizations with clinical appointments also undergo MTR. The purpose of the mid-term review is to determine whether the candidate is making satisfactory progress towards promotion to associate professor and, if relevant, toward tenure. The review is intended to be encouraging and nurturing, although it is necessarily evaluative. The comprehensive evaluation is intended to point out to the candidate his or her strengths and weaknesses, so that the strengths can be built upon and the weaknesses remedied. While DAPTCO may refer back to this mid-term review letter at the time that a faculty member applies for promotion and/or tenure, it is not considered part of the formal dossier.

PROCEDURES:

a) Notification by the Office of Faculty Affairs

In October of each year, the Office of Faculty Affairs informs the Department Chairs of the upcoming mid-term review cycle. Year 3 faculty can choose to be reviewed in year 3 or defer review until year 4. Year 4 faculty not reviewed in year 3 must be reviewed in year 4.

b) By March 1, The MTR candidate provides the following documentation to the Office of Faculty Affairs:

1) Curriculum Vitae (CV):

The candidate provides an updated CV to the DAPTCO. The CV must include specifics about teaching, students, grants, publications, etc. conforming to the School's standard format (see Appendix B). The CV may also include work that is currently under review such as publications or a grant proposal.

2) Additional Documentation: the candidate provides the following documentation in the areas of teaching, research, and/or public health practice (as applicable to appointment) and leadership and service. These sections should not repeat information that has been provided in the CV.

a. Documentation of Teaching:

- Narrative summary of teaching/advising/mentoring activity (1 page).
- The submission of at least one peer-evaluation of teaching is strongly encouraged
- Summary table of all course evaluations. (Please see Appendix C).
- Full course evaluations for three years or, if the faculty member has taught courses for fewer than three years, full course evaluations for all courses taught

- Supporting documents (if applicable) of the candidate's teaching accomplishment or scholarship, such as development of new instructional material, receipt of a teaching award, a course syllabus, letters or evaluations from students the candidate has supervised (e.g., MPH capstone students).

b. Documentation of Research:

- Narrative summary of research goals and activities (1 page).
- Supporting documents (if applicable) of the candidate's research or scholarly work, such as a research grant proposal, receipt of a research award, or invitation to join a local, state or national research group or collaborative.

c. Documentation of Public Health / Clinical Practice:

- Narrative summary of public health practice/clinical practice activities (1 page).
- Supporting documents (if applicable) of the candidate's public health/clinical practice, such as a program evaluation, receipt of a public health or clinical award, or invitation to serve on a public health board or committee or to moderate a state meeting.

d. Documentation of Leadership & Service

- Narrative summary of leadership and service to one's discipline and profession (1 page).
- Supporting documents (if applicable) of the candidate's leadership and service to the university, profession and community, such as receipt of a school or community service award or invitation to serve on the board of a community organization.

3) Publications

Three most important publications relevant to teaching, research or public health/clinical practice (depending on appointment and focus), with a brief statement describing the significance and relevance of each publication.

It is strongly recommended that the candidate reviews their dossier with their mentor in advance of submission, to ensure that the information is complete and adequately describes the candidate's accomplishments and trajectory.

c) Mid-term review by DAPTCO

Each DAPTCO will develop specific procedures for the review. Following discussion, DAPTCO provides a written evaluation letter to the candidate, with copies to their confidential personnel file, mentor, and Department Chair.

SCHEDULE:

In order for every junior faculty member to have a comprehensive review during the probationary period, in sufficient time for them to improve their record prior to evaluation for promotion and/or tenure, the MTR, including the written evaluation letter by the DAPTCO, shall be completed by the end of June of the junior faculty member's third or fourth year.