

## **Midterm Tenure Review (MTR) Procedures**

*This iteration of the procedures incorporates the role of the University Tenure & Promotion Committee, whose participation is obligatory for all new tenure-track faculty with contracts beginning after the 2020-2021 academic year.*

### **General**

1. Like the tenure and promotion dossiers, the dossier for the Midterm Tenure Review (hereafter, MTR) must be submitted in electronic format.

While the MTR customarily takes place during the spring semester, these instructions also apply to situations where the MTR occurs in the fall instead.

2. The instructions set forth here are intended to apply to everyone involved in the MTR process, including not only faculty under review but also the department tenure committee, the academic deans, the University Tenure & Promotion Committee, and the provost & academic vice president. These instructions should be used in conjunction with the document entitled “Midterm Tenure Review Timetable,” the link to which is:  
[https://www.jcu.edu/sites/default/files/2023-01/midterm\\_ten\\_rev.timetable01\\_23.pdf](https://www.jcu.edu/sites/default/files/2023-01/midterm_ten_rev.timetable01_23.pdf)
3. While these instructions are divided into sections that specify the obligations of the various participants in the MTR process, all participants are urged to acquaint themselves with the entire process by reading the instructions from beginning to end.
4. Electronic submission makes use of the Canvas learning management system.
5. The vice president for academic affairs (VPAA)—currently, Dr. Jim Krukones—will be responsible for managing access to the electronic dossier as it moves through the process. Please note that participants **must** notify the VPAA at specific points during the process, as requested in these instructions. Moreover, the notification must occur in writing, via email ([jkrukones@jcu.edu](mailto:jkrukones@jcu.edu)). Only such notification guarantees that the process will continue moving forward in a timely manner.
6. From the beginning to the end of the MTR process, the electronic dossier will be accompanied by a paper copy that includes the basic components of the dossier. (Please see Point 10 below.)
7. These instructions have benefited from the experience of previous faculty candidates who have submitted an electronic dossier. For that reason, any participant who has concerns or suggestions is encouraged to convey them to the VPAA so that the process might be improved for all those involved in it. In the meantime, your patience, flexibility, and attention to the instructions set forth here are greatly appreciated.

## Faculty under Review

8. All faculty scheduled to undergo the MTR in a given semester will be enrolled in the course “Midterm Tenure Review” in Canvas and assigned a unique section number. In other words, each course will be dedicated to a single faculty member undergoing the Midterm Tenure Review. Every faculty person scheduled to undergo the MTR will receive an email invitation to join the course either early in the semester in which the MTR will take place or just prior to that semester. The faculty applicant should accept the email invitation to join the MTR course.
  
9. In Canvas, the electronic dossier for the Midterm Tenure Review is organized into several modules. The faculty applicant is responsible for populating *the first two modules*, the contents of which are described below:

### Module One: Part One of Applicant Dossier

- 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.  
Candidates should use nothing smaller than 12-pitch font for all items created expressly for the MTR dossier.)*

### Module Two: Part Two of Applicant Dossier (Appendix)

- G. *It should include copies of publications, reviews, and class syllabi, as well as a complete set of class evaluations.*

Together, the contents of these two modules make up the entire contribution of the faculty applicant to the MTR dossier. The internal organization of each of the two modules is left up to the faculty applicant. At the same time, it is suggested that the applicant consult the appendix “How to Create an Interactive Canvas Page” so as to create a dossier that is especially easy for readers to navigate.

10. In addition to the electronic dossier, the faculty member also must submit a paper version of the dossier that consists of everything *except the Appendix*. (In other words, the Appendix—the largest single component of the dossier—is the only part that will be submitted exclusively by electronic means.) The paper version should be inserted in a binder that is available from the Office of the Provost and Academic Vice President. The faculty member should submit the paper version to the chair of the department tenure committee. Moreover, the paper version should include, as the first page, the “Midterm Tenure Review Timetable,”

the form document on which the participants sign off on the dossier as it makes its way through the review process.

11. The faculty member must populate the first two modules of the MTR course on Canvas and submit the paper version of the MTR dossier to the chair of the department tenure committee by **February 1** (in the case of a fall MTR, the submission deadline is September 1). In addition, the faculty member must notify the VPAA by email ([jkrukones@jcu.edu](mailto:jkrukones@jcu.edu)) as soon as these tasks have been completed. Should the date fall on a weekend, the deadline becomes the next available weekday.

#### Department Tenure Committee

12. Upon being notified of the completion of the electronic dossier by the faculty member, the VPAA will remove the faculty member from the MTR course and, at the same time, enroll in it the members of the department tenure committee. (The committee chair is responsible for identifying by email the members of the committee to the VPAA, preferably well in advance of the submission deadline for the dossier.)
13. After reading the dossier, the department tenure committee will meet formally with the candidate. The committee may ask the candidate to add material to or otherwise change the content of the dossier. In such a case, the chair of the committee must inform the VPAA, at the same time specifying the time period during which the candidate will have access to the dossier. The VPAA will enroll the candidate in the MTR course at the beginning of that period and then remove the candidate from the course at the end of that period.
14. The committee is responsible for adding to the dossier the items described below in A and B.
  - 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 annual tenure reviews, plus any written responses from the faculty member.

These materials should be added to the paper copy of the dossier *and*—in the form of PDFs—to Module Three and Module Four of the MTR course. (Those modules will be appropriately labeled on the Canvas website.)

15. When the committee has completed its work on the electronic dossier, the committee chair will forward the paper copy to the appropriate dean (the dean of the college to which the

faculty member under review belongs) by **March 1** (October 1 for a fall semester MTR). The committee chair will also notify the VPAA that this task has been completed.

#### Committee of Academic Deans

16. Upon being notified by the chair of the department tenure committee that the committee has completed its review of the dossier, the VPAA will remove the committee members from the MTR course and, at the same time, enroll in it the Committee of Academic Deans (COAD) **and** the University Tenure & Promotion Committee.
17. COAD—in the person of the appropriate dean—is responsible for adding its own report and recommendation to the paper copy of the dossier **and**—in the form of a PDF—to the designated module (Module Five) of the MTR course.
18. When COAD has completed the work described in Step 17, the appropriate dean will forward the paper copy to the chair of the University Tenure & Promotion Committee. The appropriate dean will also notify the VPAA. This should occur no later than **April 1** (November 1 for a fall semester MTR).

#### University Tenure & Promotion Committee

19. The University Tenure & Promotion Committee will make its own recommendation concerning whether the faculty candidate should continue on the Faculty. The chair of the UTPC should add the recommendation to the paper copy of the dossier **and**—in the form of a PDF—to the designated module (Module Six) of the MTR course.
20. When the UTPC has completed the work described in Step 20, the UTPC chair will forward the paper copy to the Provost/Academic Vice President. The committee chair will also notify the VPAA. This should occur no later than **May 1** (December 1 for a fall semester MTR).

#### Provost/Academic Vice President

21. Upon being notified of the completion of the electronic dossier by the UTPC, the VPAA will enroll in the MTR course the Provost/Academic Vice President.
22. The Provost/Academic Vice President is responsible for making a decision regarding the MTR and communicates that decision in writing to the faculty member, the chair of the faculty member’s department, the chair of the faculty member’s department tenure-and-promotion committee, the appropriate dean, and the chair of the University Tenure & Promotion Committee. This communication occurs **before the end of the academic year**. If the Provost’s decision is contrary to the recommendation of the department tenure committee, the committee is advised of the reasons that contributed to that decision. The notification is added to the paper copy of the dossier **and**—in the form of a PDF—to the designated module (Module Seven) of the MTR course.

23. The appropriate dean and UTPC chair will communicate to the faculty candidate who is continuing in the tenure track, as well as to the department tenure-and-promotion committee, any areas of concern and suggestions for improvement. This missive should be added to the paper copy of the dossier and—in the form of a PDF—to the designated module (Module Eight) of the MTR course.
24. The Provost/Academic Vice President transfers the paper copy of the dossier to the VPAA, who will secure the signatures of the appropriate dean and the UTPC chair on the “Midterm Tenure Review Timetable”; these are the last signatures to be added to that form. The VPAA will convert the “Midterm Tenure Review Timetable” to a PDF and add it to the MTR course as Module Nine.
25. With the MTR process complete, the VPAA will remove COAD, the UTPC, and the Provost/Academic Vice President from the MTR course.

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