

# The Mid-Probationary Review Statement

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**LOYOLA**  
UNIVERSITY CHICAGO

*Preparing people to lead extraordinary lives*

# Overview

- The Mid-Probationary Review
- Review Materials
- What is the review statement?
- What is it not?
- Advice from Senior Faculty
- Resources

# The Mid-Probationary Review

- Across the university, it is required and expected to:
  1. Allow the individual to learn the opinion of their colleagues regarding their progress toward tenure
  2. Give the department/school an opportunity to use an evidenced-based approach in determining whether an assistant professor is reasonably likely to achieve tenure
- The review should be holistic and based on
  1. Overall quality and accomplishments in teaching, scholarship, & service
  2. Adequacy of progress toward tenure
  3. Likelihood of candidate's ultimate success in achieving tenure

# Reflection 1

- What have you accomplished that you want to convey in your mid-probationary review?
  - During time at Loyola
  - May include research/scholarship, teaching, and/or service

# The Mid-Probationary Review

- When does this happen?
  - Should be determined at time of hiring in your letter from the Provost
  - Typically in the Spring semester of your third year
  - Somewhat flexible (e.g., COVID-19-related extensions, maternity leave...), with approval from the Dean and Chief Academic Officer

# The Mid-Probationary Review

- How do we get through it in one semester?
  - **12 Weeks Before:** Receive specific deadlines (CAS)
  - **Week 3:** Department Chair/Dean should receive your materials
    - “At a minimum these materials should include a personal statement regarding his or her teaching philosophy, scholarly program, and participation in institutional and professional service. An up to date academic resume.”
  - **Week 5:** Tenured faculty in your school/department and the Chair/Dean should carefully review your materials
  - **Week 6:** This group meets, deliberates, and makes recommendations to the Dean and/or Provost
  - **Weeks 6-9:** Letters are written detailing the outcome of your review, which move from the Chair > Dean > Provost
    - The final letter is also shared with you to provide feedback.
  - **Week 9+:** Feedback and leave requests

# The Mid-Probationary Review

- And at the end of the review semester?
  - **If the outcome is to continue**, you'll receive feedback with suggestions to help you overcome weaknesses, in an effort to strengthen your ultimate case for tenure.
    - The letter becomes part of your file for tenure
    - You can apply for Mid-Probationary One-Semester Paid Research Leave!
  - **If the outcome is to discontinue**, the letter will share reasons for discontinuing the probationary period, state the final date of employment, and provide information about candidates' rights to appeal the decision.

# Reflection 2

- Are there any obstacles that you've faced during your time at Loyola?
  - How have you overcome these obstacles or how do you plan to overcome them?



# Review Materials

- “At a minimum these materials should include a personal statement regarding his or her teaching philosophy, scholarly program, and participation in institutional and professional service. An up to date academic resume.”
- Other materials are going to be more department/school specific
  - Talk to your chair about expectations
  - Get samples from departmental colleagues that have been through the review
  - Ask departmental colleagues and mentors to read your drafts

# What is the review statement?

- A 6-page personal statement covering teaching philosophy, scholarly program, and participation in institutional and professional service
- It should highlight accomplishments since joining the tenure-track at LUC
- It should include future directions
- It should be able to stand (mostly) alone from the remainder of your mid-probationary review materials
- It is an opportunity for you to control your narrative

# What is it not?

- A cover letter
- An updated version of your job application
- A biography of your entire academic career thus far
- A document focusing on your many challenges

# Advice from Senior Faculty

- Why is your work important? – Tell people what you want them to know
- Show developing independence in scholarship
  - Lab up and running? Products of work at LUC coming out?
- Be future-oriented – provide clear plan for scholarship
  - Will the plan last several years? Is it cutting edge? Is it fundable?
  - If progress is not so good, include plan to overcome
- Show positive student (grad and/or undergrad) mentoring
- Show enthusiasm about teaching
- Have you found a service niche? Are you doing too much?
- “Do we think you’ll get tenure in three years?”

# Internal Resources

- Office of the Provost: Review, Promotion, & Tenure
  - <https://www.luc.edu/academicaffairs/facultyaffairs/reviewpromotionandtenure/>
- University Guidelines for Mid-Probationary Review
  - <https://www.luc.edu/academicaffairs/facultyaffairs/reviewpromotionandtenure/>
  - <https://www.luc.edu/media/lucedu/academicaffairs/pdfs/University%20Guidelines%20for%20Mid-Probationary%20Review%20and%20Research%20Leave%20201....pdf>
- CAS Guidelines for the Mid-Probationary Review Process
  - [https://www.luc.edu/cas/faculty\\_resources.shtml](https://www.luc.edu/cas/faculty_resources.shtml)
- You should have departmental/school resources, too!

# External Resources

- “What I wish I’d known about tenure” by Phinney
  - <https://www.insidehighered.com/advice/2009/03/27/what-i-wish-id-known-about-tenure>
- “Mic-drop advice for getting promoted and tenured” by Lewis
  - <https://www.insidehighered.com/advice/2020/10/29/tips-advancing-academe-and-gaining-tenure-opinion>
- “10 things no one told me about applying for tenure” by Whitaker
  - <https://www.chronicle.com/article/10-things-no-one-told-me-about-applying-for-tenure/>
- “Promotion rejected?” by Spitzmueller, Madera, Henderson, Penn-Marshall, and Werner
  - <https://www.chronicle.com/article/promotion-rejected-your-record-may-not-be-the-problem/>

# Reflection 3/Brainstorming

- What standards of teaching, scholarly work, and service are most important to your position and your department/school?
- How have you risen to meet these standards?
- In what ways can you highlight your accomplishments and frame obstacles faced in a positive light?

**Thanks for your attention! Let's  
get to work!**

