

**LOYOLA UNIVERSITY CHICAGO**  
**COLLEGE OF ARTS AND SCIENCES**

**GUIDELINES FOR THE MID-PROBATIONARY REVIEW PROCESS**

**I. Introduction**

These guidelines provide useful information on the purposes, stages, and timeline of the mid-probationary review process in the College of Arts and Sciences (CAS), Loyola University Chicago (LUC). They were written to assist both the department chairpersons and tenure-track faculty candidates involved in the mid-probationary review process. The “University Guidelines for Mid-Probationary Review” and “Considerations Pertaining to the Evaluation, Promotion, and Tenure of Tenure-Track Faculty” contain additional, useful information about the mid-probationary review process. These materials can be found at:

[www.luc.edu/academicaffairs/policies/MidProbReviewGuidelines.pdf](http://www.luc.edu/academicaffairs/policies/MidProbReviewGuidelines.pdf) - 2003-09-22

**II. Purpose of Mid-Probationary Review**

The purpose of mid-probationary review is to assess tenure-track faculty members’ progress toward tenure and promotion. The review not only gives the CAS dean and department chairpersons an opportunity to evaluate--through a fair, comprehensive, and evidenced-based process--a tenure-track faculty member’s progress toward tenure, it also identifies areas of deficiency in a faculty person’s portfolio and generates a plan for remedying those deficiencies in order to facilitate success in the tenure-track process.

**III. Areas for Mid-Probationary Review**

The three major foci of the mid-probationary review process are: the overall quality of a candidate’s accomplishments and promise in scholarship, teaching, and service; the adequacy of a candidate’s progress toward tenure in these three areas; and the likelihood of a candidate’s ultimate success in the achievement of tenure in light of their current, overall performance at the point of mid-probationary review.

**IV. Timing of the Mid-Probationary Review**

Unless otherwise stipulated by the candidate, chairperson, dean, or provost, the mid-probationary review process will take place during the spring semester of the candidate’s third year of academic probationary service. During a particular academic year, the precise timing of the specific steps in the mid-probationary review process will vary slightly. The schedule is informed by these guidelines but determined by the department chairperson in consultation with members of the department. Hence, the timeframes suggested for the mid-probationary review process are presented as general guidelines and are neither mandatory nor binding.

## V. **Mid-Probationary Review Process**

### A. **Schedule**

The mid-probationary review process schedule should be given to the candidate at least 12 weeks in advance of the semester during which the review will be conducted (typically around October 15 for the mid-probationary review, which is scheduled during the spring semester). The schedule should also be distributed to members of the department committee that is entrusted with the review of mid-probationary candidates.

### B. **Starting the Process**

At the time the schedule is distributed, or earlier, the department chair should meet with the candidate to discuss the review process. This discussion should specify the materials and information that the department's rank and tenure (or other) committee needs in order to make an informed judgment about the candidate's progress toward tenure and promotion. The chairperson and the candidate may identify an individual or individuals who can assist the candidate in preparing the portfolio for the review process.

### C. **Materials**

The candidate is responsible for gathering information and materials that might be helpful and relevant to making an informed judgment regarding the candidate's progress toward tenure.

#### 1. **Required Materials**

The mid-probationary candidate should submit all relevant materials to the department chairperson, who will then forward them to the department's review committee. At a minimum, these materials should include a current academic Curriculum Vitae and a personal statement regarding the candidate's teaching philosophy, program research or creative/artistic endeavor, and participation in institutional and professional service.

#### 2. **Recommended Materials**

The candidate for mid-probationary review is encouraged to submit a variety of other relevant materials, including evidence of the quality of teaching, such as faculty/course evaluations, classes taught and numbers of students enrolled, classroom visits, videotaped classes, assessments of classroom learning, faculty or chairperson's evaluations of candidate teaching, course syllabi, class assignments, and course examinations; evidence of the quality of scholarship, such as publications, manuscripts and works-in-progress, and a summary of grant activity; and evidence of the quality of service and institutional citizenship. The candidate may also submit any other evidence deemed relevant to the quality of teaching, scholarship, and service.

### **3. External Reviews**

External reviews are typically not solicited for the mid-probationary review process. They may, however, be requested in special cases in which this type of information is critical to the decision-making process.

## **D. Sequence of Events**

### **1. Weeks 1 and 2 Spring Semester**

By the end of Week 2 of the spring semester, the chairperson will have received a portfolio that contains evidence of the candidate's progress toward tenure and promotion. The candidate should have submitted:

- A personal statement that describes teaching philosophy, scholarly program, and participation in institutional and professional service.
- An updated Curriculum Vitae.
- Relevant supportive information, including syllabi, class assignments, examinations, manuscripts, works-in-progress, evidence of grant activity, and any other evidence that is relevant to the candidate's progress toward tenure and promotion.

### **2. Weeks 3 and 4 Spring Semester**

By the end of Week 4 of the spring semester, the department's rank and tenure (or other) committee will have carefully reviewed all materials and information submitted by the candidate. Following its evaluation, the department's review committee submits its report and recommendations to the department chairperson. The department chairperson then prepares for the CAS Dean's review a detailed summary of the mid-probationary candidate's progress toward tenure and promotion and a set of specific recommendations for improving the candidate's progress toward tenure and promotion.

### **3. Weeks 5 and 6 Spring Semester**

By the end of Week 6 of the spring semester, the CAS Dean will have reviewed the material and prepared for the Provost's consideration a summary of the candidate's accomplishments and promise in teaching, scholarship and service and a recommendation for the continuation of the mid-probationary period.

### **4. Weeks 10 and 11 Spring Semester**

By the end of Week 11 of the spring semester, the chairperson will have met with the candidate to discuss the outcome of the review. For the successful candidate, the discussion should focus on plans for the semester leave period. For the unsuccessful

candidate, the discussion should focus on the person's rights and obligations for the remaining term of employment as a tenure-track faculty member at LUC.

## **VI. Communicating Outcomes**

### **A. Dean's Letter**

By the end of Week 8 of the semester, the CAS Dean will have mailed the candidate a letter that communicates the outcome of the mid-probationary review process and summarizes the significant evidence that supported the outcome.

If the recommended outcome is to continue the probationary period, the letter will contain specific suggestions for improving teaching, scholarship, or service, and strengthening the candidate's case for tenure and promotion. The letter should inform the candidate about the mid-probationary leave, which is taken during a semester of the following academic year.

If the outcome is to discontinue the probationary period, the letter should state the reasons for the outcome and include a date of final employment as a tenure-track faculty member at LUC and notice of the person's rights under the appeals procedures of the CAS and university. The Dean's letter will be included in the faculty member's personnel file and copied to the Provost and Department Chairperson.

### **B. Provost Letter**

The Provost will send a letter to the successful candidate that acknowledges receipt of the Dean's favorable recommendation regarding the candidate's mid-probationary status, and on that basis, the Provost will award the mid-probationary leave grant to the candidate. In the case of the unsuccessful candidate, the Provost will send a letter to the candidate that acknowledges receipt of the Dean's unfavorable recommendation regarding the candidate's mid-probationary status, and on that basis, will set the limits of the person's employment as a tenure-track member at LUC and inform the person of the appeal process should that person elect to challenge the outcome.

### **C. Candidate Letter**

The successful mid-probationary candidate must submit to the Provost a one-page summary of plans for the academic leave that will be taken the following academic year. The letter should be copied to the Dean and Department Chairperson.

### **D. Candidate Report**

At the completion of the academic leave, the successful mid-probationary candidate must submit to the Provost a brief report that describes his or her leave-related

accomplishments. The successful candidate may attach publications and other products to the report. These materials should be copied to the Dean and Department Chairperson.

**September 17, 2007**