

Third-Year Faculty Review Policy

The University of Texas Dell Medical School

The Dell Medical School, through a process determined by the Appointment, Promotion, & Tenure Committee (APT), will implement a full review of the designated area of excellence, and overall progress of each tenure track Faculty in the spring semester of his or her third year of service to the school. A year of service, in this context, runs from September 1 to August 31.

The purpose of the Third-Year Review is to provide thoughtful, evaluative comments to each faculty member and to provide early feedback to the APT Committee and the Dean about the progress of each faculty member in their designated area of excellence, along with suggestions for improvements as appropriate. The review is based on the criteria that will be used in promotion consideration including progress/productivity in scholarly activities, development of programs, teaching effectiveness, student advising, community and university service, and recognitions. This review is not intended to provide an unequivocal signal of the likelihood of earning tenure; instead, it is meant to assess the individual's progress toward reaching the standards needed for promotion to the next rank with tenure.

Approximate Procedural Timetable

May/June (year 2)	Dean's Office notifies Provost's Office and the APT Committee Chair of the Faculty undergoing Third-Year Review.
May/June (year 2)	APT Committee Chair notifies Faculty of impending Third-Year Review and makes preparations to conduct review.
May/June (year 2)	Faculty member assembles materials* to submit to APT
September (year 3) (updated in June of year 3)	Medical Education Office distributes faculty evaluation reports to Dean's Office for those undergoing Third-Year Review. Dean's Office sends copies to Faculty Member preparing for review.
May/June (year 3)	Faculty Member uploads review information to UT BOX.
May/June (year 3)	APT Committee reviews material for evaluation.
May/June (year 3)	The Faculty member, APT Chair, Department Chair, and the Dean meet to discuss evaluation and progress.

*Materials usually consist of, but are not limited to:

- a CV;
- annual evaluation reports;
- a statement in the faculty member's area of excellence;
- copies of publications and other evidence of scholarly productivity;
- a summary of teaching activities, if applicable;
- a summary of clinical activities, if applicable;
- a summary of community engagement activities, if applicable;

- a summary of research funding if applicable;
- student and peer teaching, CME evaluations;
- information on academic and professional service
- Summary of Awards, if applicable;
- any other documentation that the faculty member wishes to include.

APT Review Meeting

After reviewing all documents submitted by the faculty member, the APT will meet for discussion. The Dean will attend as an observer. In the APT review meeting, the Department Chair summarizes the faculty member's accomplishments and progress. During discussion by all APT Committee members, the Committee chair takes detailed notes. These notes, along with the written materials provided by the Department Chair, are used for later discussion with the faculty member as described below.

Results

The Dean, APT Chair, and Department Chair will meet with the faculty member to discuss the APT's evaluation and to provide feedback on overall performance. The Chair of the APT leads this meeting and the group engages in a thorough discussion of the faculty member's area of excellence and additional area of review with particular focus on areas of strengths and weaknesses and strategies for the faculty member to overcome or rectify weaknesses. The Faculty Affairs Administrator takes detailed notes, and these notes are placed in the faculty member's file. The meeting is conducted using an informal discussion format to allow for maximum exchange and comments and questions by the faculty member being reviewed. The content of the meeting is part of the faculty member's official file.

The mid-probationary review process should be completed by the end of June of the third year. The faculty member will be provided written feedback. The feedback should address not only the faculty member's progress, but also the methods employed in completing the evaluation. The review process is intended to give the faculty member sufficient time to make a "mid-course correction" if necessary and gives the APT Committee solid information to work with during future evaluations. When appropriate, highly meritorious performance is identified and recommendations are made for early consideration of recommendation for promotion and tenure. Similarly, if the faculty member is not meeting expectations, the APT Committee may elect to recommend that the faculty member be given a terminal contract for the upcoming academic year, or move to a non-tenure track position.

Each faculty member under review may provide a written response to the Mid Probationary-Year Review by the end of July of the third year.

The candidate or provost may request a review of the case by the Committee of Counsel on Academic Freedom and Responsibility (CCAFR). Such a review is limited to one or both of the following: 1) to determine whether, in its judgment, the procedures followed in the candidate's case accorded with the college's policy; and 2) whether or not the decision was based upon a violation of the faculty member's academic freedom. CCAFR shall not review disputes about professional judgments on the merits of the faculty member's record.