

School of Public Health and Health Professions Mid-Tenure Review for Assistant Professors

All Assistant Professors in the School of Public Health and Health Professions will have a mid-term (3rd year) pre-tenure review. The goals of this review are to:

- provide feedback to the Assistant Professor and to the Chair regarding whether or not an Assistant Professor's performance is on course and, where it is not on course, recommendations for remediation.
- provide feedback to an Assistant Professor to assist him/her with the honing of research, teaching and service statements prior to their 6th year.

Process and Procedures

1. A pre-tenure Assistant Professor will present for review, a preliminary dossier 4 to 6 months prior to the end of his/her 3rd year. For example, the Assistant Professor should initiate the development of his/her dossier at the end of the 29th month from his/her initial appointment for review prior to the beginning of his/her fourth year on a tenure track line. The dossier should include:
 - an updated CV,
 - research, service and teaching statements,
 - a teaching portfolio: in addition to the teaching statement, this would include at a minimum summative, objective teaching evaluations.
2. Upon completion, the department Chair reviews and makes recommendations to the Assistant Professor for changes to the dossier. The updated dossier is then sent for review to:
 - one or more faculty at the associate professor or full professor rank from within the department or outside the department but internal to UB,
 - the SPHHP Dean's office for review and comment by the Associate Dean for faculty affairs. Sections of the dossier related to research, service and teaching will also be reviewed by the appropriate Associate Deans.
3. After feedback from the various reviewers, the Chair provides specific feedback and recommendations to the Assistant Professor related to progress toward tenure. Faculty who submit dossiers for review four months prior to the start of his/her fourth tenure track year should expect feedback from their Chair at the beginning of that fourth year. A record of this exchange is maintained at the department level in the faculty member's personnel file.

A mid-stream review should not substitute for annual review of faculty by Chairs, nor is it meant to substitute for existing review and renewal policies or procedures internal to the department.

Approved by SPHHP Executive & Planning Committee (04/02/2009)