

Pace University
College of Health Professions
Lienhard School of Nursing
Guidelines for Mid-Tenure Review of Tenure-Track Faculty

During the academic year, there will be LSN tenure track faculty who will be at the mid-point for tenure at Pace University. To comply with University Faculty Handbook requirements to hold mid-tenure reviews, the following process is proposed.

Rationale: The formal mid-tenure review is an important part of mentoring new faculty. This focused evaluation gives the faculty member an opportunity to gain insight into her/his progress and what will be needed to meet tenure requirements. The 2103 *Pace University Faculty Handbook* (p. 31, D. 6) states as follows:

Tenure may be granted during a probationary period which shall not exceed seven (7) calendar years. Provided that their appointments are continued during the probationary period, tenure-track faculty must be reviewed periodically by the faculty member's Department and Dean, including at a minimum at the conclusion of the first year and **midway** through this probationary period.

Faculty Responsibility

With guidance from the Department Chair and Associate Dean for Nursing, faculty preparing for mid-tenure review will submit their dossiers in accordance with the Mid Tenure Dossier Guidelines and CHP Mid Tenure Timeline which are issued by the Provost each academic year. To be eligible for tenure, faculty must also meet the expectations of associate professor rank. Dossiers will be comprised of cumulative data since the faculty member's appointment to a tenure track position at Pace University, and will describe activities related to teaching, scholarship, and service, and if appropriate, practice, with evidence for each area. The faculty member will use Interfolio as the platform for submission. For the purpose of this review, access to Interfolio will be given by the faculty member to the peer review committee, Department Chair, and Dean.

Peer Review

A peer review committee will be established to consider Markers of Excellence criteria that have been developed by LSN faculty for teaching, scholarship, and service. The process will mirror the annual review process. Separate teams of three tenured faculty members each will review their assigned candidate. The peer team will consist of one member of the CHP/LSN Tenure and Promotion (TAP) Committee, one tenured faculty member not on the TAP committee, and an external faculty member from another school or college at Pace. The two internal reviewers will suggest to the Dean possible faculty from outside the School to participate. The Dean will extend the invitation to the outside participant. The committee will be responsible for recommending either that: (1) satisfactory progress is being made toward tenure and promotion or (2) unsatisfactory progress is being made toward tenure and promotion. The peer review committee will provide constructive comments to convey in their

report the rationale for their recommendation. Further, they will identify an overall course of action to address any areas not meeting expectations for tenure and/or promotion.

Chair Review

Using the same criteria as the peer committees, the designated chair or program director, by department, will provide a review of cumulative performance of the candidates during the time of their appointment. The chair opinion will be independent of the peer teams. The chair or program director will be responsible for recommending either that: (1) satisfactory progress is being made toward tenure and promotion or (2) unsatisfactory progress is being made toward tenure and promotion. In the event that progress is unsatisfactory, the Chair or Director will work with the Dean to develop a program of remediation that addresses teaching, service, and scholarship, as appropriate.

Dean Review

The Dean will review peer and chair recommendations and meet with each candidate. In the event that progress is unsatisfactory, the Chair will work with the Dean to develop a program of remediation that addresses teaching, service, and scholarship, as appropriate. The Dean may request a meeting with the peer review committee and/or Department Chair for the purpose of clarification of their recommendations. In the event that progress is such that remediation is likely not to be effective, the Dean will discuss next steps with the Provost.

Additional notes: All new tenure track faculty appointee letters contain the timing for mid-tenure review. Further, during the year prior to MTR the Dean's office staff will advise the faculty member about timing for the review.

Adopted 4/24/14, amended 8/21/19 and 10/4/22