

Midpoint Review Procedures –

According to [Tarleton SAP 12.99.99.T0.01, Performance Development and Evaluation of Faculty](#), Section 3.2, tenure track faculty will have a tenure-related evaluation at the mid-point of the probationary term. Academic Affairs will notify each department at the beginning of the annual review period of faculty members requiring a tenure track probationary evaluation.

1. During summer terms prior to third year of probationary service, Academic Affairs notifies the faculty of midpoint evaluation pending during upcoming academic year.
2. During fall term, CEE conducts training sessions for midpoint cohort faculty.
3. During fall term of third year, the faculty member prepares a Teaching Evaluation Packet for distribution to peer evaluator and department head to include:
 - a. Class schedule with course names and descriptions
 - b. Course syllabi
4. During fall term of third year, in-class evaluation of instruction conducted by peer evaluator and department head. If faculty is teaching online only, review conducted using CEE online course rubric. Course evaluated is mutually agreed upon by faculty member and evaluators. Copies of evaluations provided to faculty member for inclusion in Midpoint Dossier.
5. By April 1, faculty member submits Midpoint Dossier to the department head to include:
 - a. Promotion and Tenure Data Package generated through Digital Measures
 - b. Supplemental materials (copies of publications and presentations, etc.)
 - c. Copy of syllabi for all classes taught the prior three years
 - d. Peer and department head evaluation of instruction documentation
6. By April 15, department head reviews Midpoint Dossier, generates a letter of review addressing teaching, scholarship/creative activities, service, and professionalism, and completes the midpoint summary report. Faculty are evaluated using college or school guidelines, as appropriate.
7. By April 15, department head forwards Midpoint Dossier review letter, and midpoint summary report to dean, who convenes the college review committee for subsequent review and comment.
8. By April 30, college review committee forwards dossier, midpoint summary report and review comments to appropriate academic dean. Faculty assigned to an academic school have documents forwarded to associate dean for review and comments. For all other faculty, dossier and comments forwarded to academic dean.
9. By May 15, academic deans complete a dossier review and generate a review letter addressing teaching, scholarship/creative activities, service, and professionalism.
10. By June 15, Administrative Review Committee meets for informal review of midpoint faculty. Upon completion of review by ARC the dean will initiate one of two things:
 - a. Signature of the Midpoint Summary Sheet which will then be discussed with the faculty member by the department head, or;
 - b. A professional development plan will be initiated by the department head, through the dean and discussed with the faculty in conjuncture with the midpoint summary sheet.
11. By July 15, department head meets with faculty member to review midpoint progress. Midpoint review entered into Workday by department head.
12. By August 1, documentation of midpoint summary sheet and professional development plan will be submitted to Academic Affairs.

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