**Department/Unit Head Midterm Review Guidance and Report Template**

Midterm reviews of tenure-track faculty members occur in their third year of employment at UO (or sooner, depending on credit years when hired). The format mimics the full promotion and tenure evaluation process, but without the external reviewers. The goal of this comprehensive review is to determine if the faculty member will be renewed for a second three-year contract as they progress toward future promotion and/or tenure. This midterm feedback mechanism enables you to address minor problems and set clear expectations and goals for their success as they continue forward.

The details and structure of TTF evaluations are the responsibility of the academic unit in which the appointment is made. Department- or unit-level criteria documents pertinent to the review of TTF are available in the [unit policy library.](https://provost.uoregon.edu/department-unit-policies)

Be clear, forthright, and honest: Lax guidance at this stage, even if the midterm review is successful, can lead to adverse outcomes for future promotion and tenure review. Where substantive concerns are evident, it may be best for both the candidate and for your department to not renew the contract. It is important to err on the side of careful review, detailed recordkeeping, and clear instructions for the candidate to understand and follow.

Evaluate the candidate’s performance in all three categories; research/creative activity, teaching, and service. Within the context of these three categories, as applicable, discuss the candidate’s contributions to diversity, equity, and inclusion.

Your dean will set the due date for this annual report. **A suggested maximum for your report is three pages or 900 words.** If you have questions, confer with your associate/ divisional dean or contact the vice provost for academic affairs, vpaa@uoregon.edu.

Notify the faculty member in fall term that they will go through this review (see optional notification letter template on the OtP guides/forms/templates page). Some faculty members feel compelled to write very long statements – this practice is not recommended because they will have to be concise in their eventual promotion and tenure statement. You or another senior colleague may provide the candidate with feedback on their statement and CV drafts.

The faculty member should send you:

* CV with highlighted accomplishments since arriving at UO
* A statement (3-6 pages) covering the categories pertinent to their appointment (scholarship/creative activity, teaching, service) and the candidate’s contributions to diversity, equity, and inclusion.
* Copies of their syllabi (optional)

In addition, you will gather:

* Student Experience Survey data for their courses taught (if applicable)
* Review letter from other unit head (if it’s a joint appointment)
* Have for reference: Your unit’s promotion and tenure policy document.

The following provides an optional sample template for the annual review report.

**Pre-tenure Midterm Review Report for Department/Unit Heads**

Period Covered in this Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty member name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit head name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scholarship or Creative Activity**

* exceeds expectations
* meets expectations
* does not meet expectations (explanation required)

Comments/concerns regarding research:

**Teaching**

 Professional teaching

* exceeds expectations
* meets expectations
* does not meet expectations (explanation required)

Comments on professional teaching:

 Inclusive teaching

* exceeds expectations
* meets expectations
* does not meet expectations (explanation required)

Comments on inclusive teaching:

 Engaged teaching

* exceeds expectations
* meets expectations
* does not meet expectations (explanation required)

Comments on engaged teaching:

Research-informed teaching

* exceeds expectations
* meets expectations
* does not meet expectations (explanation required)

Comments on research-informed teaching:

Comments on **advising, mentoring, curriculum development, course development, and other teaching considerations**:

Teaching summary:

* exceeds expectations overall
* meets expectations overall
* does not meet expectations (comment required)

Any additional comments/concerns regarding teaching:

**Service**

* exceeds expectations
* meets expectations
* does not meet expectations (comment required)

Comments/concerns regarding service:

**Remaining conclusion and recommendations**

Where relevant, provide specific goals with targeted dates for completion.

Submitted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit head signature Date

I have read this report and have been given a chance to respond:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty member signature Date