



I. 3.7.4 Tenure Track Mid-Probationary Review

Chapter 3 - Faculty	Original Effective Date: February 2000
Section: 3.7 Policies and Procedures Regarding Tenure	Date Last Reviewed: November 2013
Responsible Entity: Vice President for Academic, Faculty, and Student Affairs	Date Last Revised: October 2025

II. Purpose

To establish review procedure of mid-probationary period faculty on tenure track at UT Health San Antonio.

III. Scope

This policy applies only to those faculty appointed on the tenure track at UT Health San Antonio.

IV. Policy

A. General Policy

In addition to each faculty member's annual review, all faculty members on the tenure track shall receive a formal review before the end of the fifth year of their nine-year tenure track probationary period. The review shall be conducted by a committee, the composition of which shall be decided by each school and/or department. Committee recommendations shall not represent a guarantee of promotion and/or tenure outcome.

The mid-probationary review shall be developmental and advisory in nature and shall focus on the candidate's progress toward meeting UT Health San Antonio (UTHSA) written criteria for achieving promotion and tenure. The strengths and weaknesses of the candidate's performance will be reviewed. Suggestions will be made for improvement of any identified deficits so that the candidate may better meet UTHSA criteria. In addition, the review must objectively assess the candidate's immediate work environment, including division of time, labor, and resources in terms of the opportunity they provide the candidate to accomplish the academic goals necessary for achieving tenure, as well as for meeting departmental objectives.

Appropriateness of track appointment shall be evaluated, and considerations given for requesting extension of the tenure track probationary period. (Institutional Handbook

3.7.4 Tenure Track Mid-Probationary Review

of Operating Policies (IHOP), Policy [3.7.2 Extension of Tenure Track Probationary Period](#)), when applicable, or changing to a non-tenure track appointment, since tenure track year five (5) is the final year in which such track change is allowed. (IHOP, Policy [3.4.1 General Appointment Policies](#)).

B. Process

In alignment with the Board of Regent's Rules and this policy, each faculty member will be reviewed annually through a written evaluation program that will enhance faculty development guided by [IHOP Section 3.6](#) performance standards for promotion and/or tenure. The tenure track mid-probationary review shall be conducted with or instead of the annual faculty member's evaluation during year five (5).

A successful mid-probationary review process will depend on a well-executed process at the school and departmental levels as well as an institutional commitment to assist and support faculty development. Follow-up review for faculty who would benefit from such support is also critical to the success of the process. The responsibility for overseeing the process of mid-probationary review will be shared by the Vice President for Academic, Faculty and Student Affairs, the schools, and the departments.

C. Report

The review committee shall prepare a written report of its recommendations and shall review the report with the candidate before it becomes part of that candidate's personnel file.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approval Date
02/2000	Policy Origination		
11/2013	Policy Review		
10/2025	Policy Revision/Discretionary Edits		