



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: November 2013

I. Purpose

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

II. Scope

This policy applies only to those faculty at UT Health San Antonio who have successfully been awarded tenure by The University of Texas System Board of Regents.

III. 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 in 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 consideration given for requesting extension of the tenure track probationary period (Handbook of Operating

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Policies (HOP), 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. (HOP, 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 [HOP 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.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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Effective Date	Action Taken	Approved By	Date Approved
02/2000	Policy Origination		
11/2013	Policy Review		