

Lubin School of Business

Mid-tenure Review Guidelines

Introduction

All full-time faculty in the Lubin School of Business are evaluated annually in three areas: teaching, research and service. A non-tenured faculty member who is not performing sufficiently in each of these areas may be terminated in accordance with the provisions outlined in the University's *Faculty Handbook* (2013 Edition). Faculty members who proceed to the mid-tenure review will be governed by the mid-tenure review process outlined below.

Objectives

The mid-tenure review process at the Lubin School of Business is designed to serve two purposes:

1. provide an evaluation of the faculty member's progress toward meeting the requirements for tenure at the Lubin School and Pace University,
2. act as a developmental tool by reinforcing observed strengths in the faculty member's performance, identifying weaknesses in performance, and recommending any corrective actions that the faculty member should pursue in order to increase the likelihood of a favorable tenure decision.

Process

Upon hire, the faculty member is advised in the appointment letter of the year in which the mid-tenure evaluation will take place. The evaluation consists of the preparation and review of a dossier and a peer evaluation of teaching.

Tenure-track faculty should meet at least on a yearly basis with their department chair, or an experienced faculty mentor identified by the chair, who can guide them through the processes leading to tenure and promotion.

By the deadline, the faculty member should submit to the department chair a dossier that comprehensively documents performance in teaching, research and publication, and service. The faculty member is advised to refer to the Lubin School's *Guidelines for Tenure and Promotion* for tenure criteria in each of the areas to be evaluated.

In addition, the department chair will arrange for a peer evaluation of the faculty member's teaching during the mid-tenure year **before the mid-tenure review begins** (the mid-tenure review occurs at the beginning of the candidate's third year on the tenure-track cycle). The written report of the peer evaluation will be in the faculty member's case on Interfolio.

The faculty member's department chair and other department chairs will evaluate the dossier. Each department chair will evaluate the dossier and submit a written report to the Interfolio email address to be uploaded for the faculty member's department chair to review. The faculty member's department chair will prepare a written consensus report outlining the candidate's strengths and weaknesses in teaching, research and service and discussing any additional steps the candidate should take to enhance his/her prospects for achieving tenure. The department chair will meet with the faculty member in person/online in order to discuss the report and answer any questions the candidate may have.

Copies of the department chair's report should be sent to the dean, providing the opportunity for the dean to review and comment if needed. Following that, the department chair's report should be shared with the faculty member.

In the event that the mid-tenure evaluation identifies problems that, in the opinion of the department chair and/or dean, will make the attainment of tenure highly unlikely, the chair is responsible for advising the faculty member so that a termination timetable can be arranged consistent with the University's *Faculty Handbook*.