

**College of Arts and Sciences**  
**Midpoint Evaluation of Tenure Track Faculty**

In conformance with University policy, each tenure track faculty member will be provided with a midpoint evaluation to provide systematic evaluation of progress toward tenure. The review will take place during the spring of the third year after initial appointment to the tenure track.

The procedure is as follows:

1. Chairs forward to the Dean's office a list of faculty undergoing midpoint review typically by the beginning of November.
2. Each faculty member prepares a dossier according to the format in *CAS Guidelines for Promotion and Tenure Dossiers*. The dossier is provided to the Department by mid-January.
3. The Department reviews the dossier by the same process it uses for tenure reviews. The review must include the advice of the tenured faculty. The Chair may meet with the tenured faculty to discuss the review. The candidate's dossier is reviewed in teaching, scholarly and creative activity, and service. The Chair provides a written evaluation and recommendation. The evaluation, recommendation, and dossier are forwarded to the Dean's office typically by mid February. A copy of the evaluation and recommendation is provided to the candidate.
4. The dossier is reviewed by the CAS Promotion and Tenure Subcommittee; the Committee's evaluation, recommendation, and the dossier are forwarded to the Dean by late March. A copy of the evaluation and recommendation is provided to the candidate and the Department Chair.
5. The Dean provides a written evaluation and recommendation, and forwards these with the dossier to the Provost by early April. A copy of the evaluation and recommendation is also provided to the faculty member and the Department Chair.

The Provost provides a written evaluation typically by mid May 15.

*Note: Specific dates are provided each year within the CAS Planning Calendar and the Academic Affairs Administrative Calendar.*