

## Midterm

### Faculty under Review

8. All faculty scheduled to undergo the MTR in a given semester will be enrolled in the course “Midterm Tenure Review” in Canvas and assigned a unique section number. In other words, each course will be dedicated to a single faculty member undergoing the Midterm Tenure Review. Every faculty person scheduled to undergo the MTR will receive an email invitation to join the course either early in the semester in which the MTR will take place or just prior to that semester. The faculty applicant should accept the email invitation to join the MTR course.
9. In Canvas, the electronic dossier for the Midterm Tenure Review is organized into several modules. The faculty applicant is responsible for populating *the first two modules*, the contents of which are described below:

#### Module One: Part One of Applicant Dossier

- A. Table of Contents.
- B. Current curriculum vitae.





23. The appropriate dean and UTPC chair will communicate to the faculty candidate who is continuing in the tenure track, as well as to the department tenure-and-promotion committee, any areas of concern and suggestions for improvement. This missive should be added to the paper copy of the dossier and—in the form of a PDF—to the designated module (Module Eight) of the MTR course.
24. The Provost/Academic Vice President transfers the paper copy of the dossier to the VPAA, who will secure the signatures of the appropriate dean and the UTPC chair on the “Midterm Tenure Review Timetable”; these are the last signatures to be added to that form. The VPAA will convert the “Midterm Tenure Review Timetable” to a PDF and add it to the MTR course as Module Nine.
25. With the MTR process complete, the VPAA will remove COAD, the UTPC, and the Provost/Academic Vice President from the MTR course.

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