

Mid-tenure Review Procedure Athens State University

1. By the end of September, the College Dean shall conduct an election within the respective Colleges to select three faculty members to serve on a College mid-tenure Review Committee. If there are eligible librarian applicants, the Library Director shall conduct an election within the Library to select a librarian to serve on the mid-tenure review committee. The librarian must hold a rank equal to or higher than the library applicant(s). The elected library representative will only participate in the review of librarian applicants through the approved tenure process. Each member must be tenured in order to serve on the Committee.
2. By the end of January the applicant shall prepare and make available a folder of evidence which must include the following. a. A current curriculum vitae. b. Copies of the annual evaluations. c. Two letters of support from Athens State University colleagues.
3. By the end of February the Department Chair (or Library Director, in the case of library applicant(s)) will evaluate the applicant's progress toward tenure, taking into consideration evidence of teaching, scholarship, and professional service as stated in the Athens State University promotion policy. The Department Chair or Library Director, as applicable, will conclude one of the following options and produce a written summary of findings.
 - a. The applicant's progress toward tenure is satisfactory.
 - b. The applicant's progress toward tenure is satisfactory, but the evaluator has specific reservations and/or recommendations. The applicant will receive concrete, written suggestions for improvements necessary to ensure smooth progress toward tenure. Clear mechanisms shall be specified to assess, at least annually, the effectiveness of the applicant's response to these suggestions.
 - c. The applicant's progress toward tenure is unsatisfactory. The applicant will receive concrete, written suggestions for improvements necessary to ensure continued progress toward tenure. Clear mechanisms shall be specified to assess, at least annually, the effectiveness of the applicant's response to these suggestions.
4. The summary of findings produced by the Department Chair or Library Director, as applicable, will be forwarded to the College mid-tenure review committee. By the end of March, the committee will evaluate the applicant's progress using the same standards used by the Department Chair or Library Director, as applicable, listed in step 3. The mid-tenure review committee will produce a written summary of findings for each applicant. This summary of findings will be forwarded to the applicant's Department Chair. 5. By the end of April the Department Chair or Library Director, as applicable, shall be responsible for communicating the combined summaries of findings, in writing, to the applicant and retaining a copy on file.