

**MID-PROBATIONARY REVIEW AND  
JUNIOR FACULTY DEVELOPMENT LEAVES**

**GUIDELINES FOR CHAIRS AND FACULTY**

**Purpose of the Mid-Probationary Review**

The Faculty Handbook (3.3.1) states:

“A probationary faculty member shall receive an especially thorough evaluation by the tenured faculty of his or her department after completing approximately half of the probationary period, at a time to be determined by the department chair in consultation with the dean. The written evaluation shall include an assessment of the faculty member’s performance and development in each of the three categories of review.

“The Mid-Probationary Review is intended to be developmental and should ordinarily culminate in an advisory letter expressing the views of the tenured faculty as to what the candidate might do in the remainder of the probationary period to enhance his or her candidacy for tenure. However, in those instances where it is evident that a candidate’s prospects for meeting tenure expectations are remote, the Mid-Probationary Review may culminate in a recommendation of non-retention addressed to the dean. A favorable Mid-Probationary Review does not bind the University to grant tenure.”

**Content**

The Mid-Probationary Review letter should be as specific as possible concerning the three categories: scholarship/creative work, teaching, and service. It should cite evidence for both strengths and areas for improvement in each category. If the review is positive, the letter should be clear about departmental expectations that should be met in the remaining probationary period.

**Process**

Mid-Probationary Reviews are ordinarily conducted sometime in the period from spring of the third year to fall of the fourth year (for faculty with a seven-year probationary period). This allows the faculty member time to work on any recommended improvements and an opportunity to take a Junior Faculty Development Leave in the fourth or at the latest the fifth year of the regular seven-year probationary period.

Mid-Probationary Reviews become part of the colleague’s petition for tenure dossier. All tenured faculty in the department who are not on leave sign the review, even if the review has been conducted by a subset of the tenured faculty. This assures that all tenured faculty take some responsibility for the evaluation.

The Chair and the Dean must discuss and agree upon the draft of the letter containing the results of the Mid-Probationary Review before giving it to the faculty member under review. The Dean will then send the Provost a copy of the final letter.

The Chair retains a copy of the Mid-Probationary Review letter in departmental files so that it can be included in the file that accompanies the candidate's petition for tenure and promotion. Given the importance of the departmental Mid-Probationary Review letter, both the Chair and the Dean must ensure that the review process is as thorough and well-documented as possible.

## **Junior Faculty Development Leaves**

### **Purpose of the Junior Faculty Development Leave**

The Faculty Handbook (3.7.2) states:

“Junior Faculty Development Leaves are intended to support the professional development of tenure-track faculty in preparation for their application for tenure and promotion.

“Following a Mid-Probationary Review resulting in a recommendation for continuation through the probationary period, a tenure-track faculty member is eligible for a leave of one quarter at full salary to advance his or her scholarship or teaching as appropriate to each case. This leave is to be completed no later than the penultimate year before the faculty member petitions for tenure and promotion.”

### **Content**

The Junior Faculty Development Leave application should include a brief proposal and a copy of the applicant's Mid Probationary Review. The proposal must address the issues identified in the Mid-Probationary Review. The proposal portion of the application should not exceed three single-spaced pages.

The proposal should include each of the following: goals, methods/ objectives, timetable, relevance of proposed work to the professional development of the applicant, relevance of proposed work to the issues raised in the Mid-Probationary Review, and budget (if any).

### **Process**

Chairs in the College of Arts and Sciences have protocols concerning the Junior Faculty Development Leave. Chairs in the professional schools should check with their deans to see if there are any school-level guidelines.

Proposals should be submitted to the Chair as soon as possible after a successful Mid-Probationary Review. The Chair will discuss the proposal with the faculty member, approving the proposal after ensuring that it is focused, feasible, aimed at strengthening

the applicant's tenure dossier, and responsive to the issues raised in the Mid-Probationary Review. After approving the proposal the Chair will forward it to the Dean and to the Associate Vice Provost for Faculty Development. The Dean will evaluate the proposal and resolve any concerns with the Chair and the faculty member before sending a recommendation to the Associate Vice Provost. The Associate Vice Provost for Faculty Development, on the basis of the quality of the proposal and the evaluations of the Chair and Dean, will recommend that the Provost approve the proposal for the leave. See the Application Guidelines at [www.scu.edu/provost/policies](http://www.scu.edu/provost/policies) .

The granting of a Junior Faculty Development Leave does not bind the University to grant tenure.