

College of Agricultural Sciences Mid-term Review Guidelines and Timeline

The College of Agricultural Sciences (CAS) follows the general University guidelines on the mid-term review for tenure track and non-tenure track faculty. The College's objectives are: 1) to have a systematic process in place for all departments; 2) to have the outcome of the mid-term review communicated to the faculty member three years prior to their tenure date; and 3) to have the CAS P&T committee formally evaluate all mid-term dossiers at the same time. The guidelines and timeline stated below reflect these objectives.

Mid-term Review Year	<p>Usually be conducted during the final quarter of the third year of the initial appointment. For faculty whose probationary service has been either shortened for prior service or lengthened for extenuating circumstances, the review should be done during the year which best equates with the mid-point in the faculty member's probationary service.</p> <p>Tenure-track faculty members prepare dossier following the University's Mid-term Review guidelines (https://facultyaffairs.oregonstate.edu/policy-mid-term-reviews-tenure-track-faculty). It is important that the dossier be carefully prepared following the University's guidelines for preparing P&T dossiers.</p> <p>For non-tenure track faculty, such as Professor of Practice and Assistant Professor, Senior Research, mid-term review shall be conducted following the procedures outlined for tenure-track faculty.</p> <p>The dossier is to be reviewed and evaluated at the departmental level. Written evaluations are provided to the faculty member. Letter assesses progress toward promotion and tenure and recommends actions necessary by the faculty member to address any deficiency.</p>
March	Dossiers are due in the Dean's office. Associate Dean for Faculty Affairs (ADFA) does initial review of the dossier checking for completeness prior to forwarding dossier to the CAS Promotion and Tenure Committee.
April	CAS Promotion and Tenure Committee reviews the dossier and provides a written evaluation to the Dean with their signatures.
May	ADFA reviews CAS Promotion and Tenure Committee's evaluation of dossier. If the evaluation indicates good progress towards promotion and tenure, ADFA will write a letter and send to the candidate and copy the department head along with the CAS Promotion and Tenure Committee's evaluation letter.
May/June	If deficiencies are indicated in the dossier at either the departmental or the college promotion and tenure level, a meeting with the faculty member will be convened. This meeting shall include the faculty member, department head, Dean and/or ADFA, and other appropriate administrators. After the meeting, ADFA will write a summary letter of the meeting and give to all involved.
July	Above mentioned letters will be placed in faculty member's personnel file as a record.

The complete policy and guidelines can be found at <https://facultyaffairs.oregonstate.edu/policy-mid-term-reviews-tenure-track-faculty>