

## **UMKC Conservatory Mid-Tenure Review Guidelines**

The Promotion and Tenure Committee (PTC) will complete Mid-Tenure Reviews of regular probationary faculty in accordance with established UMKC guidelines governing mid-tenure review of tenure-track faculty members following completion of the candidate's third year of appointment.

The review assesses progress toward expectations specified in the Conservatory Guidelines for Promotion and Tenure, provides constructive feedback to the candidate, and informs the Dean of the candidate's progress. The appointed Mentoring Committee (see Conservatory Bylaws Article IV.D. 7) will work with the candidate to assemble appropriate documentation. The portfolio will be submitted to the Conservatory Promotion and Tenure Coordinator on the Tuesday after Labor Day during the fall of the fourth year, and will use the same procedures and electronic format as the current campus promotion and tenure portfolio template. The PTC will conduct the review, and a written report will be generated during the first week of October. The PTC will provide this report to the candidate, her/his Mentor, and Division Chair with assessments of teaching, research/creative activity and service, noting both strengths and any areas of concern. The candidate may request a face-to-face meeting within one week of the issuance of the original report, and it will be arranged within approximately one week from the date of this request. The meeting will take place with the candidate, her/his Mentor, her/his Division Chair and the Chair of the Conservatory Promotion and Tenure Committee during which aspects of the report will be discussed and clarified if needed. If no meeting is requested within one week, the written evaluation of the PTC will be forwarded to the Conservatory Dean. If a meeting is held, the candidate may submit rebuttal or explanatory statements to the Conservatory Dean following the meeting, or within three weeks from the issuance of the original report. The Conservatory Dean will report to the Provost that the third year review has been completed. Contents regarding the proceedings and findings of the evaluation will remain in the candidate's file in the Conservatory, and these results will be included in the mandatory Conservatory Promotion and Tenure review.