

## C.1. Mentorship

Each new faculty member at the rank of Assistant Professor, regardless of track/series, must be assigned a mentor (or mentors) at the time of initial appointment. Instructors with terminal degrees who desire to become Assistant Professors in either the tenure, research, or clinical teaching track, but have not yet demonstrated readiness for consideration as an Assistant Professor will also be assigned a mentor. This person (or combination of persons) is responsible for providing input to the faculty member about academic and career development. Mentors should be senior faculty members who are not responsible for the evaluation of the progress of the faculty member (e.g., not the Department Chair or Center Director). The mentor is expected to consult with the Department Chair on a regular and ad hoc basis, together with the faculty member, about progress toward promotion.

While the Department has a responsibility to provide these mentoring opportunities, faculty members have a responsibility for proactively seeking mentoring assistance. Faculty members who believe they are not getting adequate mentoring are responsible for bringing their situation to the attention of the Department Chair. If they are not satisfied with the mentoring opportunities the Department Chair provides, they should bring this concern to the attention of the Associate Dean for Faculty.

## C.2. Mid-Term Review (aka Comprehensive Review)

Mid-Term Review follows University and Campus policy as outlined in [APS 1022](#) and [CAP 1049](#).

Approximately 3-4 years following the appointment of a new assistant professor in the tenure track, research track, or clinical teaching track, the DAPTCO and (as applicable) APT Committee will conduct a mid-term review (MTR). Faculty members from local health and hospital organizations with clinical appointments may also undergo MTR, as determined by the Chair.

The purpose of the mid-term review is to determine whether the candidate is making satisfactory progress towards promotion to associate professor and, if relevant, toward tenure, in each area evaluated. The review is intended to be constructive as well as evaluative, by pointing out to the candidate's strengths and weaknesses so that the strengths can be built upon and the weaknesses remedied. While DAPTCO and/or APT may refer back to this mid-term review letter at the time that a faculty member applies for promotion and/or tenure, it is not considered part of the formal dossier.

- MTR of assistant professors in the tenure track requires dossier review by the DAPTCO and the APT Committee.
- MTR of assistant professors in the research track, clinical teaching track and, if applicable, for clinical faculty from local health and hospital organizations, requires dossier review by the DAPTCO only.

### PROCEDURES:

#### a) Notification by the Office of Faculty Affairs

In October of each year, the Office of Faculty Affairs informs the Department Chairs of the upcoming mid-term review cycle. In consultation with their Chair, year 3 faculty can choose to be reviewed in year 3 or defer review until year 4. Year 4 faculty not reviewed in year 3 must be reviewed in year 4.

#### b) By March 1, The MTR candidate provides the following documentation to the Office of Faculty Affairs:

##### **1. Curriculum Vitae (CV):**

The candidate provides an updated CV. The CV must include specifics about teaching, students, grants, publications, etc. conforming to the School's standard format (see Appendix B). The CV may also include work that is currently under review such as publications or grant proposals.

## **2. Additional Documentation:**

The candidate provides the following documentation in the areas of teaching, research, and/or public health practice (as applicable to appointment) and leadership and service. These sections should not repeat information that has been provided in the CV.

### **a. Documentation of Teaching:**

- Narrative summary of teaching/advising/mentoring activity (1 page).
- The submission of at least one peer-evaluation of teaching is strongly encouraged
- Summary table of all course evaluations. (Please see Appendix C).
- Full course evaluations for three years or, if the faculty member has taught courses for fewer than three years, full course evaluations for all courses taught
- Supporting documents (if applicable) of the candidate's teaching accomplishment or scholarship, such as development of new instructional material, receipt of a teaching award, a course syllabus, letters or evaluations from students the candidate has supervised (e.g., MPH capstone students).

### **b. Documentation of Research:**

- Narrative summary of research goals and activities (1 page).
- Supporting documents (if applicable) of the candidate's research or scholarly work, such as a research grant proposal, receipt of a research award, or invitation to join a local, state or national research group or collaborative.

### **c. Documentation of Public Health / Clinical Practice:**

- Narrative summary of public health practice/clinical practice activities (1 page).
- Supporting documents (if applicable) of the candidate's public health/clinical practice, such as a program evaluation, receipt of a public health or clinical award, or invitation to serve on a public health board or committee or to moderate a state meeting.

### **d. Documentation of Leadership & Service**

- Narrative summary of leadership and service to one's discipline and profession (1 page).
- Supporting documents (if applicable) of the candidate's leadership and service to the university, profession and community, such as receipt of a school or community service award or invitation to serve on the board of a community organization.

## **3. Publications**

Three most important publications relevant to teaching, research or public health/clinical practice (depending on appointment and focus), with an annotated cover page describing the candidate's substantial contribution to each article and the contribution to science of each publication.

If a faculty member in the tenure track undergoes MTR, the relevant DAPTCO may require external letters of evaluation as part of the MTR dossier. External Letters for MTR are solicited by the Departments.

It is strongly recommended that the candidate reviews their dossier with their mentor in advance of submission, to ensure that the information is complete and adequately describes the candidate's accomplishments and trajectory.

### **c) Mid-term review by DAPTCO and APT Committee**

Each DAPTCO and the APT Committee will develop specific procedures for their review. Following dossier review and discussion, the DAPTCO and (as applicable) APT Committee provide a written evaluation letter.

For each evaluative area (i.e., teaching, research, public health practice (as applicable) and leadership and service) the letter must include a vote and must indicate whether the candidate is on track for promotion (with or without tenure); not yet on track for promotion (with or without tenure) but could meet standards for promotion with appropriate corrections; or not on track for promotion (with or without tenure). The committees' role is to evaluate the candidate, not to advocate for them. It is essential that these evaluations carefully and thoroughly assess the candidate's strengths and weaknesses.

Upon review of the DAPTCO and (if applicable) APT letters by the Associate Dean for Faculty, the Department Chair communicates the outcome of the committees' review(s) to the candidate and provides the candidate with a copy of the letter(s). The letter(s) will also be added to the faculty member's personnel file.

For tenure track faculty members with limited appointments, comprehensive review will result in one of the following two outcomes ([APS 1022](#)):

- a. The faculty member is reappointed to a tenure-track position (or the appointment continues if the term already extends beyond the MTR year).
- b. The faculty member is informed that the tenure-track appointment will not be continued and that they will be given a terminal appointment of one year if employed by the University of Colorado for more than 3 years, or a terminal appointment of 6 months if employed by the University of Colorado for 1-3 years, ([CAP 1029](#)):

For those faculty designated "at will" by University policy or appointment, comprehensive review will result in one of the following two outcomes:

- a. The at-will appointment continues.
- b. The faculty member is informed that the at-will appointment will not be continued. An at-will faculty member is not subject to a notice period ([CAP 1029](#)). However, the Colorado School of Public Health will provide advance notice of 30 days.

#### SCHEDULE:

In order for every junior faculty member to have a comprehensive review during the probationary period, in sufficient time for them to improve their record prior to evaluation for promotion and/or tenure, MTR shall be completed by the end of June.

- DAPTCO review, vote, and letter of evaluation for assistant professors in all tracks shall be completed in April of the junior faculty member's third or fourth year.
- Following the DAPTCO procedures, APT review, vote, and letter of evaluation of assistant professors in the tenure track shall be completed at the end of June of the junior faculty member's third or fourth year.