MID-PROBATIONARY REVIEW GUIDELINES
School of Medicine, University of Missouri

The School of Medicine, University of Missouri, establishes the following procedures for mid-probationary reviews. These procedures are consistent with guidelines established by the University.

I. Procedure

A. The faculty member shall submit the documentation outlined in Section II to the Department Chair prior to the end of their mid-probationary period year of service*.

B. The Department Promotion & Tenure Committee members shall review the materials and write a recommendation letter to the chair which will include the faculty member’s strengths and weaknesses.

C. The Chair will make an independent assessment of the faculty member’s progress and write a letter to the School of Medicine Dean. These letters will be a part of the faculty member’s dossier for tenure.

D. After completion of the mid-probationary review, the Chair will meet with the faculty member to discuss the results of the review. For documentation purposes, the Chair and the faculty member will acknowledge in writing that this meeting has occurred.

E. The completed mid-probationary review packet will be forwarded to the Dean’s Office

II. Documentation

During the mid-probationary period year of service, the faculty candidate will submit the following materials to the department chair:

A. An updated Curriculum Vitae including evidence of Research/Scholarship. Examples would include: refereed publications, other research publications/presentations, invited presentations, internal and external funding and other supporting documentation (as defined in the department P&T guidelines).

B. Documentation of teaching activities and accomplishments (if not included in CV)

Teaching is defined broadly and includes (but is not limited to) classroom instruction, supervision of students in research and clinical training experiences and resident teaching (as defined in departmental P&T guidelines).

C. Documentation of Service activities and accomplishments (if not included in CV)

Relevant service is defined in departmental P&T guidelines.

*Reviews will be completed by the end of the 3rd year on the tenure clock for Assistant Professors. Reviews for non-tenured Associate Professors will be completed by the end of their 2nd year on the tenure clock. Reviews for non-tenured Professors will be completed by the end of their 1st year on the tenure clock.