
Section III.6 — Pre-Tenure (Mid-Term) Review

Effective for reviews initiated in Fall 2025 and later. Aligns with TAMU-CC Procedure 12.01.01.C1 (rev. April 6, 2026).

A. Purpose and Scope

This section governs the pre-tenure (mid-term) developmental review for probationary faculty in the College of Science. The pre-tenure review provides a holistic evaluation of progress toward tenure consistent with the candidate's assigned workload, offers constructive guidance, and informs mentoring and resource planning. The pre-tenure review is conducted in lieu of the annual performance review during the review year.

B. Authority and Alignment with University Policy

This section implements and is subordinate to Texas A&M University–Corpus Christi Procedure 12.01.01.C1 (“Academic Tenure and Promotion of Tenure-Track Faculty”), revised June 2, 2025. Where this section is silent, the university procedure governs. All processes and timelines herein must be executed in the university's electronic faculty review system.

C. Eligibility and Timing

1. **Standard timing.** The pre-tenure review normally occurs at the midpoint of the probationary period (typically the fourth year for those appointed without credit toward tenure).
 2. **Adjusted timing with credit.** Faculty granted credit toward tenure at the time of appointment may undergo pre-tenure review earlier, consistent with the appointment letter. The dean's office will confirm the timing upon hire.
 3. **Early tenure consideration (for context).** Early tenure may be considered only one year earlier than the standard schedule defined in the hire letter and requires written approval routed from the department chair/supervisor to the dean and approved by the Provost before the end of the spring semester preceding dossier submission.
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D. Roles and Responsibilities

1. **Tenured Faculty / Promotion and Tenure Review Unit.**

All tenured faculty members of the department (or the designated Promotion and Tenure Review Unit, as established by College policy) will conduct a developmental peer review and upload their report to the electronic faculty review system.

2. **Department Chair / Supervisor.**

Reviews the case independently, drafts and uploads an evaluative report, and meets with the candidate to discuss feedback.

3. **Dean / Director.**

Reviews the complete case, drafts and uploads the dean's evaluative report, meets with the candidate to discuss feedback, and forwards the complete case to the Office of the Provost via the electronic faculty review system. The Office of the Provost maintains the official file.

4. **Candidate.**

Prepares and uploads the pre-tenure dossier and any required evidence consistent with assigned workload and departmental/college standards.

E. Dossier Content and Evidence

The candidate must upload a dossier to the electronic faculty review system structured to parallel tenure-track expectations, scaled for mid-term review and without external letters.

At a minimum, the dossier must include:

- Curriculum vitae.
- Personal statement(s) on teaching, research/scholarship/creative activity (RSCA), and service.
- Evidence of teaching effectiveness (e.g., syllabi, selected assignments, peer reviews, student course evaluation summaries).
- Evidence of RSCA (e.g., publications, works under review, grants, presentations, creative works).
- Evidence of service and professional engagement.

The dean's office or department will ensure that prior annual/pre-tenure evaluations and student course evaluation summaries on record are included in the case materials.

F. Evaluation Standard (Workload-Consistent)

All evaluations must be consistent with the candidate's assigned workload over the review period, considering the distribution of effort in teaching, RSCA, and service as approved each year.

G. Timeline and Routing

All steps are conducted in the university's electronic faculty review system.

1. **Notification of eligibility.**

By the end of the preceding spring semester, the dean's office notifies eligible faculty of the upcoming fall pre-tenure review and opens the electronic case.

2. **Candidate submission (due Sept 1).**

No later than September 1, the candidate uploads the dossier to the electronic faculty review system and submits the case to the department / Promotion and Tenure Review Unit.

3. **Tenured Faculty / Unit developmental review (target Sept 15).**

The tenured faculty / Unit conducts the peer review and uploads a developmental report identifying strengths and opportunities for improvement. Target completion: September 15.

4. **Chair review and meeting (target Oct 1).**

The chair drafts and uploads an evaluative report and meets with the candidate to discuss feedback. Target completion: October 1.

5. **Dean review and meeting (target Nov 1).**

The dean reviews the complete case, drafts and uploads an evaluative report, and meets with the candidate to discuss feedback. Target completion: November 1.

6. **Forwarding to the Office of the Provost (official file).**

After the dean's meeting, the dean (or designee) forwards the complete case to the Office of the Provost via the electronic faculty review system. The Office of the Provost maintains the official file.

H. Feedback, Mentoring, and Development Plan

The pre-tenure review is developmental. The tenured faculty/Unit, chair, and dean will provide clear guidance on progress toward tenure and identify concrete steps for improvement where needed. Departments should align mentoring and, where appropriate, workload adjustments to support recommended development.

I. Relationship to Annual Performance Review

The pre-tenure review is conducted in lieu of the annual performance review during the review year. Any subsequent performance feedback for that academic year will reference the pre-tenure review outcomes.

J. Records and Retention

All reports and case materials are prepared, routed, and retained in the electronic faculty review system. The Office of the Provost maintains the official file after the dean forwards the complete case. College and departmental copies retained outside the system are for administrative convenience and are not the official record.

K. Cross-References

- TAMU-CC Procedure 12.01.01.C1, Academic Tenure and Promotion of Tenure-Track Faculty (rev. June 2, 2025)
 - Responsibilities of Faculty Members (current university policy)
 - Performance Reviews of Full-Time Faculty Members (current university policy)
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