

A photograph of Northwestern University buildings, featuring a prominent Gothic-style tower with a crenellated top and a modern glass skyscraper to the right. A large purple diagonal shape is overlaid on the left side of the image.

M Northwestern Medicine[®]
Feinberg School of Medicine

Interim Review for Tenure-Eligible Faculty

Informational Session
2/21/2023

Agenda

1. Introduction: Tenure Roadmap
2. Purpose of interim review
3. Review timeline
4. How to prepare
5. What to expect after the review

Tenure Roadmap

Appointed
Assistant
Professor

START HERE

Where are you now? Are you on track to achieve tenure? What do you need?

6 YEAR INTERIM REVIEW

3 YEAR INTERIM REVIEW

Do you have what you need to achieve tenure at Northwestern University?

TENURE REVIEW

Tenured
Associate
Professor

ARRIVE HERE

What is the impact of your accomplishments in your field? What is the likelihood of having a sustained impact in your chosen field of investigation? Key elements reviewed for record of academic and scholarly achievement:

- 1) High impact publications
- 2) Evidence of national recognition
- 3) Strong history of extramural funding
- 4) Contributions to the educational and/or clinical missions of the school

Purpose of Interim Review

- Interim review is intended to facilitate your success in achieving tenure
- Offers actionable feedback from the Feinberg APT Committee and Deans on your progress towards tenure at two timepoints in your tenure probationary period

Tenure Probationary Period Timeline



1. Start of tenure clock
 - *Tenure clock always starts on September 1*
 - *Standard tenure clock is 9 years and generally begins the year of initial appointment as Assistant Professor*
2. Interim review at 3 years
3. Interim review at 6 years
4. Tenure review for award of tenure at 8 years
5. Award of tenure

2023 Interim Review Timeline



- May 1:** Interim review materials due to Faculty Affairs Office
- May-June:** Review of materials by FAO and APT Committee
- July 1:** Candidates and Chairs receive report with feedback on progress
- July-August:** Chairs and candidates meet to formulate action plan to address feedback
- September 1:** Begin implementation of action plan with start of new academic year

Preparing Materials for Interim Review

1. Interim Review Supplement

- Prepare using Feinberg Faculty Portal
- Includes bio (from public faculty profile) and your mentoring committee

2. Feinberg Standard CV

- This is the CV format reviewed as part of promotion/tenure application
- Two options for preparation:
 - Use Feinberg Faculty Portal **OR**
 - Prepare manually using Word template on FAO website
<https://www.feinberg.northwestern.edu/fao/for-faculty/online-presence/cv.html>

3. Record of Teaching

- This document is also reviewed as part of the promotion/tenure application
- Prepare using Feinberg Faculty Portal or manually
<https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/packet/teaching-record.html>

Feinberg Faculty Portal (FFP)

- Central data repository on faculty career activity
- Check the FFP to confirm your tenure clock and appointment details
(*Profile > Current Appointment*)
- Update your activities in the FFP on an ongoing basis and use it to:
 - Maintain your public faculty profile
 - Complete your annual performance review
 - Generate promotion and tenure documents
 - Generate interim review documents

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Profile

Jump to Section ▾

- ▶ Personal Information
- ▶ Personal Pronouns
- ▶ Contact Information (for communication from FSM)
- ▶ Contact Information (for public display)
- ▶ Education
- ▼ **Current Appointment**

Current Academic Rank	Assistant Professor
Position Title	Career Track: Investigator Pathway: Scientist Tenure Status: Tenure eligible Tenure Decision Date: 31-AUG-29 Current Appointment Term: 9/1/2020-8/31/2023

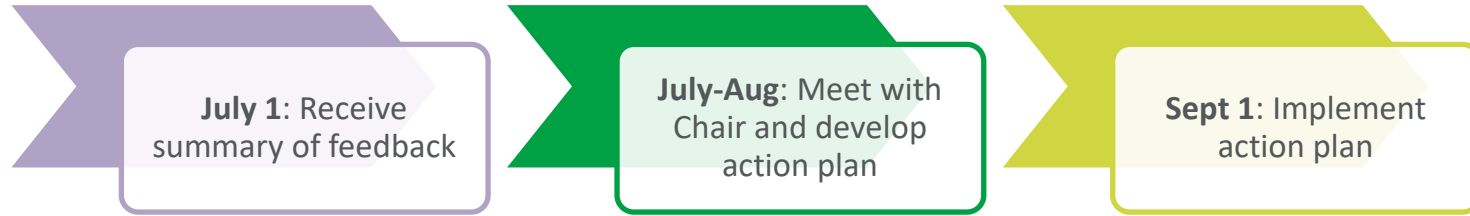
Focus of Review

Case Details	
Candidate Name:	
Department:	
Division:	
Track:	
Pathway:	
Tenure clock start date:	
Tenure clock length:	
Tenure decision date:	
Current Rank:	
Review Year:	
Reviewer:	

Two APT committee members independently review each candidate and evaluate the following areas, considering strengths and weaknesses:

1. Scholarly / academic accomplishments
2. Teaching
3. Service
4. External recognition
5. Assessment of progress to date, including suggestions for addressing identified weaknesses

What to Expect After the Review



- Expect to receive a report with feedback by July 1
- Meet with your department chair to develop an action plan with specific steps to address the feedback in July or August
- Begin implementation of your action plan by September 1, the start of the new academic year

Get the most out of meeting with your chair

What has happened to date?

How have I performed so far?

What have I done that has worked well and contributed to my success?

What has not worked well?

What have I focused on, and has this been appropriate for my success?

Do I need to make adjustments?

What do I need to do to minimize the negatives?

What do I need to do to maximize the positives?

To get back on track, what changes do I need to make in my approach?

What resources do I need to stay on track and achieve tenure?

Action Plan

Put your plan to work

Establish milestones

Continue to evaluate your action plan with your milestones

Using the Feinberg Faculty Portal

Supplementary Slides

Updating Profile and Activities in the Portal

Faculty Affairs Office > For Faculty > Your Online Presence > Feinberg Faculty Portal

The screenshot shows a web browser window with the URL feinberg.northwestern.edu/fao/for-faculty/online-presence/faculty-portal.html. The page header includes the Northwestern Medicine logo and the text "Northwestern Medicine | Northwestern University" and "NEWS CENTER | FACULTY PROFILES". The main heading is "Faculty Affairs Office" with a search bar to its right. A navigation bar contains several menu items: "About Us", "For Faculty", "Career Development", "For Department Leaders", "For Administrators", and "For Affiliates". The "For Faculty" menu is open, showing a list of options: "For Faculty Overview", "Your Online Presence" (which is expanded to show "Online Presence Overview", "Feinberg Faculty Portal", "Faculty Profiles", "Publications", "CV & Reports of Achievement", and "Lab & Academic Websites"), "Publications", "CV & Reports of Achievement", and "Lab & Academic Websites". The "Feinberg Faculty Portal" option is highlighted. Below the navigation bar, the page content includes the heading "Faculty Portal: Guidance for Faculty" and a "LOGIN" button. A text box below the button provides contact information for help: "Need help logging in? Email fsmhelp@northwestern.edu". Another text box below that asks for suggestions: "Do you have an idea to improve the Feinberg Faculty Portal? Submit to the [suggestion box](#)."

Updating Profile and Activities in the Portal

Sections to update for the Interim Review Supplement:

- Current Appointment (auto-populated)
- Biographical Narrative
- Mentor(s) or Mentoring Committee

Feinberg Faculty Portal Julie Piacentine

Home

Career Activity Module

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Administration ^

Reports

Administration

Communication

Setup

Case Review Module

Cases

Templates

Administration

Profile

Jump to Section

Show All | Hide All

Personal Information ? Help

Personal Pronouns ? Help

Contact Information (for communication from FSM) ? Help

Contact Information (for public display) ? Help

Education ? Help

Current Appointment ? Help

Biographical Narratives ? Help

Interests ? Help

Skills ? Help

Mentor(s) or Mentoring Committee ? Help

Identifiers ? Help

Quicklinks

Generating Documents from the Portal

1. Navigate to **Vitas & Biosketches** in left navigation to see pre-configured templates
2. Search for the name of the document
 - Feinberg Standard CV
 - Record of Teaching
 - Interim Review Supplement
3. Press the view icon to open a page containing a preview of the document.


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Vitas & Biosketches

Quicklinks ▾

▼ Vita Admin

Search: Feinberg Standard CV

Name ▲	Description	Unit ▲	View	Actions
Feinberg Standard CV	This is the Feinberg School of Medicine's standard CV template used to evaluate candidates for promotion and tenure. Note: In this template, the section called "Grant Proposals Submitted" shows only the proposals where the "Display on CV" filter has been set to "Yes." You should display only the proposals that are pending a decision (not every proposal you have submitted in your career).	Northwestern University (Feinberg)		

Generating Documents from the Portal

1. Template defaults to show last year of data; adjust the date range as needed
2. Press “Refresh Vita” to re-load data with new date range
3. Press Export/Share to export to Word or PDF
4. For more detailed guidance:
<https://www.feinberg.northwestern.edu/fao/docs/systems/faculty-portal/career-activity-module/generate-cv.pdf>

Vita Options

Type* Institutional Personal

Feinberg Standard CV (Northwestern University (Feinberg))

Date range* All Custom

Begin* April 2020 End* April 2021

Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita

Export/Share Print

Feinberg Faculty Portal Resources

- Feinberg Faculty Portal: Guidance for Faculty
<https://www.feinberg.northwestern.edu/fao/for-faculty/online-presence/faculty-portal.html>
- CV & Reports of Achievement
<https://www.feinberg.northwestern.edu/fao/for-faculty/online-presence/cv.html>
- Your Online Presence
<https://www.feinberg.northwestern.edu/fao/for-faculty/online-presence/index.html>