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

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

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
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

Faculty Portal: Guidance for Faculty

The Faculty Portal, powered by Interfolio, is designed to help faculty throughout their careers at Feinberg, providing a central platform for managing your professional accomplishments. The portal includes performance review, promotion, and mentoring. Public faculty profiles are also available through the Feinberg Faculty Portal.
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
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.
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
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