

The background of the slide features a photograph of Northwestern University buildings. On the left is the historic Old Chapel building, a Gothic Revival structure with a prominent central tower. To the right is a modern glass skyscraper, the Northwestern University Medical Center, which has a large gold 'M' logo on its upper facade. A large, semi-transparent purple triangle is overlaid on the left side of the image, containing the text.

**M Northwestern Medicine**<sup>®</sup>  
Feinberg School of Medicine

# Interim Review for Tenure-Eligible Faculty

Informational Slides for 2024

# 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

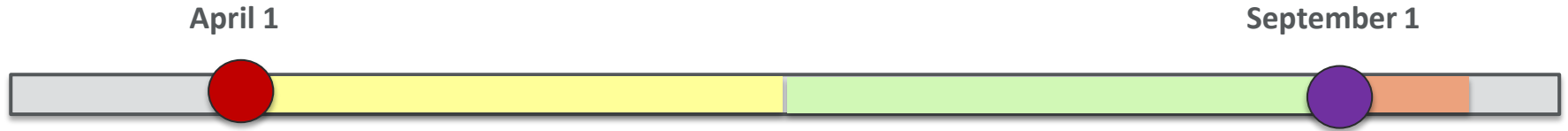
- Interim review is intended to facilitate your success in achieving tenure
- Offers actionable feedback from the Feinberg APT Committee and Deans on your progress towards tenure at two timepoints in your tenure probationary period

## 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

# 2024 Interim Review Timeline



- April 1:** Interim review materials due to Faculty Affairs Office
- May-June:** Review of materials by FAO and APT Committee
- July-August:** Preparation of feedback reports/action plans by Vice Dean & APT Chairs
- September 1:** Candidates and Chairs receive report with feedback and action plan
- September:** Candidates, Chairs/Division Chiefs, and mentoring committee chairs meet to discuss report and begin implementation of action plan

# 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. TE Interim Review Progress Report
  - Prepare manually using Word template on FAO website
3. 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>
4. 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 and action plan by September 1
- Meet with your department chair or division chief, and your mentoring committee chair, in September to discuss the report and begin implementation of the action plan

# 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](http://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](mailto: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

The screenshot shows the Feinberg Faculty Portal interface. The top navigation bar includes the Northwestern Medicine logo, the text 'Feinberg Faculty Portal', and the user name 'Julie Piacentine'. A 'Quicklinks' dropdown menu is visible in the top right. The left sidebar contains a navigation menu with categories: Home, Career Activity Module, Announcements & Help, Profile (highlighted), Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration (expanded), Reports, Administration, Communication, and Setup. The main content area is titled 'Profile' and features a 'Jump to Section' dropdown. Below this, a list of profile sections is displayed, each with a right-pointing arrow and a 'Help' link. Three sections are highlighted with red boxes: 'Current Appointment', 'Biographical Narratives', and 'Mentor(s) or Mentoring Committee'. Other sections include Personal Information, Personal Pronouns, Contact Information (for communication from FSM), Contact Information (for public display), Education, Interests, Skills, and Identifiers.

# 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>