

## School of Education, Social Work, and Psychological Sciences Mid-Probationary Period (MPP) Review Policy and Procedures

### Policy

In accordance with [UMKC policy](#), the School of Education, Social Work, and Psychological Sciences (SESWPS) shall initiate a comprehensive review of all tenure-track faculty hired at the rank of Assistant Professor with zero years or one year of credit toward tenure. This review is separate from the annual evaluation and usually occurs during the spring of the third year of the tenure-track faculty member's probationary period. However, when the probationary period is shortened (e.g., credit toward tenure is awarded at hire) or extended (e.g., due to a petition from the faculty member for reasons outlined in [CRR 310.025](#)), the timing of the Mid-Probationary Period (MPP) Review may be altered.

In addition, SESWPS requires an MPP Review of all other untenured tenure-track faculty (e.g., Assistant Professors with more than one year toward tenure, untenured Associate Professors, etc.) unless this requirement is waived as part of hiring negotiations.

The table below provides the prescribed timelines in the UMKC policy for Assistant Professors hired with zero and one year toward tenure:

<b>Title</b>	<b>Credit Toward Tenure</b>	<b>Maximum Probationary Period</b>	<b>MPP Review Faculty Dossier Due Date</b>	<b>MPP Review Dean Letter Due Date</b>	<b>Tenure Application Due Date</b>	<b>Tenure Notification</b>
Assistant Professor	0 years	6 years	February 15 of AY 3	April 15 of AY 3	May 1 of AY 5	July 31 of year prior to AY 7
Assistant Professor	1 year	5 years	February 15 of AY 2	April 15 of AY 2	May 1 of AY 4	July 31 of year prior to AY 6

Other untenured tenure-track faculty members should have their MPP Review dates specified in their hiring letter along with their mandatory promotion and/or tenure (P&T) review dates.

### Procedures

#### Notification

Faculty members whose MPP Review is due in a given academic year should receive formal notification from the SESWPS P&T coordinator by October 1 of that academic year. The notice should specify the timeline and levels of review that will be carried out by the School, along with the instructions below for the dossier that will be due February 15 of the upcoming spring semester.

#### Levels of Review and Review Process

The SESWPS MPP Review will consist of the Department P&T Committee, the Department Chair, the SESWPS P&T Committee, and the Dean.

Each level of review shall address the following question in the form of a letter to the Dean with a copy sent to the faculty member as well:

Does the faculty member appear to be making appropriate progress toward tenure relative to the Department P&T criteria and P&T standards provided in [CRR 320.035](#)?

If answered “yes,” the MPP Review letter should include suggestions for what the faculty member should continue to focus on and accomplish in the time remaining in the probationary period to be in the strongest position for meeting or exceeding the Department P&T criteria and CRR standards at the time of the mandatory P&T review.

If answered “no,” the MPP Review letter must: (1) clearly identify the areas in which the faculty member is not making satisfactory progress, and (2) provide a clear assessment as to the accomplishments that would be needed in the remaining years of the probationary period in order for the faculty member to meet or exceed the Department P&T criteria and CRR standards at the time of the mandatory P&T review.

Upon receipt of the MPP Review letter at each level, the faculty member will notify the SESWPS P&T Coordinator within 48 hours if they plan to correct any factual errors, offer any clarification, or rebut the letter’s conclusions and/or recommendations. The faculty member must provide any written response to the letter to the SESWPS P&T Coordinator within 14 calendar days of receiving it. The Coordinator will forward the faculty member’s response to the next level of review.

Upon receipt of the MPP Review letter from the SESWPS P&T Committee, and any written response from the faculty member, the Dean will conduct an independent assessment of the faculty member’s progress toward tenure and provide an overall assessment in the form of a letter to the faculty member with copies to the Department Chair and the Vice Provost for Faculty Affairs. The Dean’s letter should provide a high-level summary of the letters from the previous levels of review (i.e., Department P&T Committee, Department Chair, and SESWPS P&T Committee), any additional suggestions or clarifications needed, and a recommendation on reappointment, in accordance with [CRR 310.020](#), Section E.1.

If the Dean concludes that the faculty member should be reappointed as a probationary tenure-track faculty member, a copy of the MPP Review documents will be provided to the faculty member and added to the faculty member’s myVITA record. Likewise, the MPP Review will be included as a standard part of the faculty member’s P&T portfolio when they undergo mandatory review. The faculty member will continue into the rest of the probationary period with an expectation to adhere to the guidance the MPP Review provided.

If the Dean concludes that the faculty member should not be reappointed as a probationary tenure-track faculty member, the faculty member will have an opportunity to provide a written response to the Dean. The Dean will consider the response, and in consultation with the Provost, make a final decision regarding reappointment. In the event the faculty member is ultimately reappointed as a probationary tenure-track faculty member, the faculty member will undergo another MPP Review the following year in accordance with this policy. If the decision is to not reappoint the faculty member to a probationary tenure-track position, notice will be provided to the Vice Provost for Faculty Affairs, and a terminal one-year contract will be issued per guidance

provided in [CRR 310.020](#), Section F.2. The faculty member may file a written appeal of the Dean's decision with the Chancellor. Written appeals to the Chancellor must be submitted within 14 calendar days of receiving the terminal one-year contract.

### **Review Timeline**

1. Submission of the portfolio by February 15.
2. Review by the department P&T committee by March 1.
3. Review by the department chair by March 15.
4. Review by the school P&T committee by April 1.
5. Review by the dean by April 15.

### **Preparation of the MPP Review Portfolio**

SESWPS will complete all MPP Reviews using the Review Promotion and Tenure (RPT) module in myVITA. Within the myVITA system, the faculty member will create a "MPP Review CV" using a pre-defined template. The time period to be considered for the material to be included will be time served as a tenure-track faculty member at UMKC and any additional prior years agreed upon at the time of hire, which could include years linked to credit toward tenure and/or additional years specified in the letter of hire.

To appropriately populate the MPP Review CV, the faculty member must add the following to their myVITA record:

- **An up-to-date Professional Curriculum Vitae.**
- **Research Documentation consisting of:**
  - A Research Statement describing the areas, objectives and details of research accomplishments and plans for the remainder of the probationary period;
  - Details of scholarly activities, such as peer-reviewed articles, published, in-press, under review and submitted, conference presentations, books, book chapters, performances, exhibitions, and other scholarly works as appropriate to the Department and SESWPS expectations. Activity related to funding should also be included as relevant to the Department and SESWPS expectations. This should include information on funding proposals to internal and external sources submitted and funded, with role clearly specified; UG/MS/MA/EdSpec/EdD/PhD/other categories of students currently supported/supervised; any other activity as required by the specific discipline or SESWPS ([CRR 320.035](#), Section B.2.b).
- **Teaching Documentation consisting of:**
  - A Teaching Statement describing the faculty member's teaching philosophy, courses taught, and a summary of course evaluations;
  - Details of teaching-related activities, including individual course syllabi, course evaluations, teaching-related achievements and awards, documentation of teaching-related professional development activities, any peer observation reports, etc. ([CRR 320.035](#), Section B.2.c).

- **Service Documentation consisting of:**
  - A Service Statement describing service goals;
  - Details of service activities at the discipline, department, school, university, and professional levels as appropriate ([CRR 320.035](#), Section B.2.d).