

Supersedes 05/05/2017	Date Issued 10/13/2017	Page 1 of 1	Procedure No. ISyE P 04.2
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## DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

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<b>Procedure Number:</b>	<b>ISyE P 04.2</b>
<b>Subject:</b>	<b>Departmental Policy on Mid-Period Review of Assistant Professors</b>
<b>Date Issued:</b>	<b>10/13/2018</b>
<b>Supersedes:</b>	<b>05/05/2017</b>
<b>Written by:</b>	<b>Various ISyE Faculty and Staff</b>
<b>Approved by:</b>	<b>ISyE Executive Committee</b>
<b>Review/Approved Date:</b>	<b>10/13/2017</b>

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### **1. Purpose:**

The purpose of the following document is to prescribe a process for mid-period review of certain assistant professors in the ISyE Department, in order to improve the departmental guidance of the professor as she or he proceeds toward the tenure evaluation.

### **2. Scope:**

This procedure applies to all assistant professors for whom the ISyE Department expects to be a sponsor in a possible tenure process. It prescribes the general form of a review to be conducted after three years, typically midway in the probationary period.

### **3. Related Procedures and Other Documentation:**

<b><u>Procedure No.</u></b>	<b><u>Description of Procedure</u></b>
N/A	

### **Other Documents**

Guidelines for Recommendations for Promotion or Appointment to Tenure, Faculty Division of the Physical Sciences, current version ([https://www.secfac.wisc.edu/documents/Tenure-guidelines\\_PSci.pdf](https://www.secfac.wisc.edu/documents/Tenure-guidelines_PSci.pdf)), and College of Engineering Third-Year Review of Assistant Professors.

### **4. Mid-Term Review:**

Each assistant professor for whom the ISyE Department is expected to be a sponsor in a possible tenure process will receive a mid-term review, which will be conducted at the end of the third year upon arrival of the assistant professor. Typically, assistant professors are given a six-year probationary period therefore the mid-term review should occur approximately halfway through the assistant professor's probationary period.

Responsibility for conducting this review lies with the assistant professor's oversight committee. The mid-term review adds to the normal annual review procedures the collection of three or four confidential external letters of evaluation from experts in the assistant professor's primary research area(s). The scope and content of these letters should be similar to what the divisional executive committee expects in evaluation letters for a tenure case. The oversight committee will review these letters as part of its assessment of the extent to which the assistant professor's work is of high quality, is regarded by external experts as being of high quality, and is having noticeable impact on the research area(s) in question. The oversight committee will include these assessments, its supporting reasoning, and the external letters in the annual evaluation for that year, together with any recommendations it may have as to specific guidance it believes the executive committee should give to the assistant professor.

**End of Procedure**