**Mid-Cycle Review: Pilot Program 2025**

The Office of Faculty Affairs and Faculty Development is pleased to announce that we are launching an **optional** mid-cycle review process for all tenure-eligible faculty.

A mid-cycle review, also known as a “pre-tenure” review, will happen in the middle of a tenure-eligible faculty member’s probationary periods. For tenure-eligible assistant professors, this will occur in their third year in rank. For tenure-eligible associate professors, this will occur in their second year in rank. The mid-cycle review will take place alongside the annual review.

In 2022, a taskforce designed to improve the School of Medicine’s promotion and tenure (P&T) process determined that implementing a mid-cycle review process would be highly effective for preparing faculty for P&T. In February of 2025, the Provost’s Office updated their policy PROV-017 “[Employment of Tenure-line Faculty](https://uvapolicy.virginia.edu/policy/prov-017)” policy to state that tenure-eligible faculty are now entitled to a “pre-tenure” review and set guidelines for materials submitted for review.

The SOM Office of Faculty Affairs has developed a DRAFT process that may be used by departments this year. The process was shared with all chairs at the joint chair’s meeting in mid-March and, after chairs were informed and given opportunity for feedback, the DRAFT process was communicated to departmental P&T contacts and leadership. This DRAFT process meets the expectations set out in [PROV-017](https://uvapolicy.virginia.edu/policy/prov-017).

When undertaken, the proposed process for the mid-cycle review will be conducted at the department level during the regular annual review process. A department committee will review the faculty member’s materials and provide feedback to the department chair. The chair and the faculty member will meet to discuss the committee’s recommendations for a successful P&T action in the coming years.

The decision to hold a mid-cycle review should be made collaboratively between the pre-tenure faculty member and their supervisor and/or chair. Neither Provost policy nor SOM policy require the review. Mid-cycle reviews provide an opportunity for faculty members to receive feedback about their strengths and areas for improvement in order to be successful in the promotion and tenure process. Faculty members will also become familiar with the required CV format, personal statement, and portfolio requirements and will receive guidance on how to polish their dossier materials.

**This year’s mid-cycle review is a pilot program, and the process is subject to change.** We encourage all departments and eligible faculty to participate in the mid-cycle review, and we welcome feedback on the process so that we may continue to make adjustments.

While this process is being piloted this year for faculty on the tenure eligible tracks, we also welcome feedback regarding the usefulness for such a process focused on academic general faculty members (non-tenure track).

For any questions or suggestions related to the mid-cycle review, please contact Faculty Affairs at [somofficeoffacultyaffairs@uvahealth.org](mailto:somofficeoffacultyaffairs@uvahealth.org).