**Pitt Public Health**

**Tenure Stream Faculty Mid-Course Evaluation Checklist**

**Purpose of Mid-Course Evaluation:** The Mid-Course Evaluation for tenure-stream faculty is designed to provide a comprehensive assessment of the faculty member’s progress toward tenure. It serves as a developmental milestone, offering constructive feedback on achievements in teaching, research and/or practice, and service. This evaluation helps identify areas of strength and opportunities for growth, ensuring alignment with institutional expectations and supporting the faculty member’s continued professional advancement.

**Structure of the Mid-Course Evaluation:** Tenure stream faculty will meet with the Associate Dean for Faculty Affairs, their Department Chair, and one or more their Departmental Vice Chairs (Vice Chair for Research, Vice Chair for Education, or Vice Chair for Practice) in the third year of their appointment. The due date for the review is included on each tenure stream faculty member’s tenure timeline. The mid-course review process is mandatory. In advance of this meeting, the faculty member should prepare a dossier with the components listed below.

*Submit* ***one electronic copy via email and one paper original*** *of all items to the Associate Dean for Faculty Affairs one week prior to the scheduled evaluation meeting.*

1. Annual Faculty Evaluation Summaries for the past three years.

1. DRAFT of self-evaluation narrative statement (4-5 pages)

* ***NOTE THIS IS OPTIONAL BUT RECOMMENDED FOR 2025 EVALUATIONS AND MANDATORY THEREAFTER***
* Public Health Education faculty must include a teaching philosophy in the statement.

1. Curriculum Vitae:

* CV must follow the [Pitt Public Health CV Template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.publichealth.pitt.edu%2Fsites%2Fdefault%2Ffiles%2Fassets%2Fabout%2Fgovernance%2FFAPTC%2FCurriculum_Vitae_Revisions_2024_Formattted.docx&wdOrigin=BROWSELINK)
* See [Pitt Public Health CV Template FAQ](https://www.publichealth.pitt.edu/about/governance/faculty-appointment-promotion-and-tenure-committee/faq-cv-template) for guidance

1. Teaching Portfolio:

* Course Teaching Information
  + Candidate’s role (guest lecturer, course coordinator, etc.)
  + # of lectures given if guest lecturer
  + Copy of course syllabus
  + OMET student teaching evaluations for candidate’s lectures/courses *from the* *date of appointment*
* Student/Trainee Advising and Mentoring
  + Student name
  + List of student publication(s)
  + Year degree earned

* Teaching Portfolio requirements for individuals seeking to identify with Public Health Practice (PHP) or Public Health Education (PHE) may be found in [SPH Guidelines for Promotion and Tenure](https://www.publichealth.pitt.edu/sites/default/files/Appendix_D_(October_2018)_1.pdf)

1. Publications:

* Five publications that are published, accepted or in press
  + Public Health Practice *only*: see PHP section of [SPH Guidelines for Promotion and Tenure](https://www.publichealth.pitt.edu/sites/default/files/Appendix_D_(October_2018)_1.pdf) for other acceptable materials, e.g., technical reports and presentations to professional meetings.
  + Public Health Education *only*: see PHE section of [SPH Guidelines for Promotion and Tenure](https://www.publichealth.pitt.edu/sites/default/files/Appendix_D_(October_2018)_1.pdf) for other acceptable materials, e.g., textbook chapters, publications related to public health education, publication of important teaching materials.

1. Career Development Progress Report