

HIGHLIGHTS OF CHANGES IN P&T GUIDELINES 2009-2010

Thank you to those of you who have given us helpful hints on where clarification or change was needed in the guidelines. In response to your input, we have made several clarifications throughout the guidelines, but call your attention specifically to those items listed below. We encourage anyone who will be preparing a Promotion and Tenure dossier, to take a few moments to read through each section to familiarize yourself with the documents.

Definition of the term “Last Personnel Action”: The last personnel action is defined as the date when the candidate began holding the current faculty title at UIC.

Requested Data: We have modified the statement concerning the period of time for requested data. Unless otherwise specified, please note that the time frame is now stated as follows. *“List in chronological order xxxxx since last personnel action. However, for those faculty who are on a Q contract, who are in the non-tenure track having switched from the tenure track, or who were moved into the tenure track from a non-tenure track, please list data since last personnel action or the past five years, whichever is longer.”*

Post-Doctoral Positions: Under Academic and Employment Information, there is now a space to include post-doctoral positions as part of the employment record.

New Information: If new information is received (and this now includes any external letters that were solicited in a timely fashion but received after the requested date and the dossier has moved on to the next level of review), the unit executive officer must forward the information to the appropriate level of review following the procedures outlined in Part I, Section 2, J, New Information. The unit executive officer should include a note on or with the new information indicating at what level of review the new information became available. The new information should be incorporated into the candidate's papers for submission to any further levels of review. For new information that becomes available AFTER the dossier has left the college, please contact Ms. Michele Mancione at 3-7636 or via email at michelem@uic.edu.

Sample Letters to be Used When Communicating with the Candidate: In Part I you will find sample letters to be used to notify faculty of the recommendation for nonreappointment, the vote of the Campus Promotion and Tenure Committee and negative recommendation of the Provost and Vice Chancellor for Academic Affairs.

06/09