

# **UIC** FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 100 – Appointment Types and Appointment Processing  
NUMBER: 101**

**SUBJECT: Review and Approval of Offers with Indefinite Tenure**

**APPROVED BY: Provost                      EFFECTIVE DATE: August 16, 2008**

**AUTHORITY: Office of the Vice Provost for Faculty Affairs**

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**OVERVIEW:** Outlines appropriate departmental, college, and campus review and approval of faculty appointment offers with indefinite tenure, whether internal (outside the standard campus Promotion and Tenure Review process) or external.

**POLICY:** Faculty appointment offers with indefinite tenure require review and approval at the department level (if appropriate) including the head's endorsement, by the college Promotion and Tenure committee including the dean's endorsement, by the Campus Promotion and Tenure chair/co-chair (or similar representative), the Graduate College Dean, and the Provost. This review and approval includes non-tenured faculty currently at UIC and faculty (without tenure) from other institutions who are being offered faculty appointments with indefinite tenure. Additionally, any promotion in rank, for example, from associate professor to full professor (tenured) will require the above review process. For faculty currently at UIC, this out-of-cycle promotion and tenure process should be used under exceptional circumstances e.g. as part of a counter offer.

**APPLICABILITY:** Applicable to all internal and external faculty offers of appointments that include indefinite tenure or promotion in rank for tenured faculty outside of the normal promotion and review cycle.

## **PROCEDURES:**

1. The candidate's portfolio, with recommendations of the department executive officer(s) and relevant departmental and college committees (as warranted by departmental and college bylaws) are transmitted to the Dean.
2. The portfolio should include the candidate's updated curriculum vitae and at least three external letters of recommendation.
3. If the Dean approves and a letter of offer is appropriate, the Dean or Head writes the draft letter of offer with the caveat that the offer of indefinite tenure or promotion in rank is tentative pending Board of Trustees approval.
4. A copy of the portfolio, the draft letter of offer, and a completed Chancellor's Briefing Document (CBD) accompanied by a letter of transmittal including a description of departmental and college review, a notation of any votes, and both the Department Head and Dean signatures, should be forwarded to Faculty Affairs HR. Besides providing needed information, such as comparable salary data, the CBD will facilitate the preparation of the documents for Board of Trustees approval.
5. Faculty Affairs HR will be responsible for transmitting additional copies of the portfolio **only** (CV and external letters) to the Dean of the Graduate College and the chair/co-chair of the Campus Promotion and Tenure Committee for review and recommendation.

Recommendation letters by both the Dean of the Graduate College and the chair/co-chair of the Campus Promotion and Tenure Committee should be addressed to the Provost, with a copy to Faculty Affairs HR.

6. The Provost will consult with the Dean of the Graduate College and the chair/co-chair of the Campus Promotion and Tenure Committee to get feedback on their reviews. Once the approval to proceed has been given by the Provost, the offer letter may be sent to the candidate.
7. The portfolio, the draft letter of offer and the comparable salary data (if applicable) are compiled into a standard format, which is sent to the Chancellor for final review before presentation to the Board of Trustees.

**REFERENCES:**

- University of Illinois [Statutes](#), Article IX, Section 3d
- [Reference Guide for Appointments Requiring BOT/Chancellor/Provost Approval](#)