

# **UIC** FACULTY AFFAIRS POLICIES AND PROCEDURES

**SECTION: FPP 300 – Probationary Period      NUMBER: 301**

**SUBJECT: Mid-Probationary Review**

**APPROVED BY: Provost      EFFECTIVE DATE:**

**AUTHORITY: Provost/Vice Chancellor for Academic Affairs**

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**OBJECTIVE:** To provide an assessment of the faculty member at a date late enough to permit reasonable review of his or her progress toward tenure since the initial appointment, and early enough to give useful guidance to him or her in preparing for any subsequent review. All tenure-track faculty should be informed of this policy at the time of their initial appointment.

**POLICY:** To ensure equity and consistency, each academic unit (normally the department) will establish written procedures suitable to its own concerns regarding the mid-probationary review. The use of outside evaluators at this stage is at the department's discretion. The academic unit will be responsible for the dissemination of procedures to unit faculty early in their employment. Evaluation should cover the three areas specified in the Statutes: teaching, scholarship and creative activity, and service.

**APPLICABILITY:** Campus policy requires that a formal, internal review of faculty on a probationary contract take place no later than the mid-point of a faculty member's probationary period on the tenure track at UIC, unless a decision not to retain is reached at the level of the recommending unit before the time a formal review would be scheduled. For most probationary faculty this review will occur in their third year at UIC. Thus, if a faculty member's initial contract carried a tenure code higher than "1," the review will fall at a later point in the probationary period, though still before the sixth year review. Faculty members may request such a review at any time and should request it if the department fails to undertake a mid-probationary review in a timely fashion.

**PROCEDURE:** The head will carry out the mid-probationary review (in consultation with the departmental advisory or executive committee). A favorable review may result in recommendation for continued employment, with additional reviews as deemed desirable in subsequent years.

The head will then make a recommendation to the Dean who will decide whether or not to renew the contract. The probationary faculty must be informed of this recommendation. A copy of the written evaluation signed by the Dean of the respective college and the faculty member's signature and written response, if any, (or a brief summary of these), must be forwarded to the Office of the Provost and Vice Chancellor

for Academic Affairs. If a decision is to recommend a terminal contract based on the mid-probationary review, a request for a terminal contract from the department head via the college must be submitted to the Provost. It is expected that both the office of the Vice Provost for Faculty Affairs and if appropriate, the Office of Faculty Affairs HR have been consulted. The Provost will then submit the recommendation for a terminal contract to the Board of Trustees.

A thorough written review of the candidate's progress, and the outcome of that review, will be placed in departmental files and a copy given to the faculty member under review. That individual is then given an opportunity to comment orally or in writing, and any written comments will be made part of the departmental personnel file. The faculty member must endorse that he/she has received and read a copy of the evaluation. In addition, a copy of the faculty member's response, if any, to the full review should be kept on file in the department office.

**REFERENCES:**

University of Illinois [Statutes](#), Article IX, Section 3(e)  
Promotion and Tenure Policy and Guidelines, FPP 401