

Promotion Seminar Mid-Career Faculty East Campus

March 29, 2011

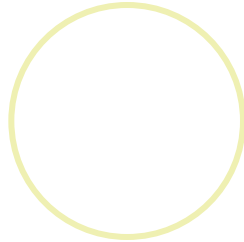
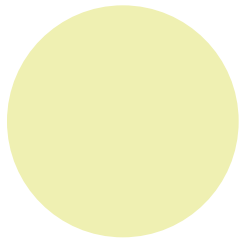
Mo-Yin Tam, Vice Provost for Faculty Affairs

Panelists

David Hilbert, Professor, Philosophy
Patricia Harkin, Professor, Communication and English

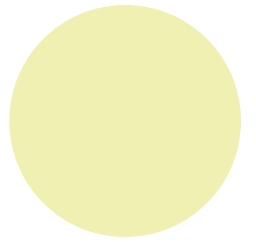
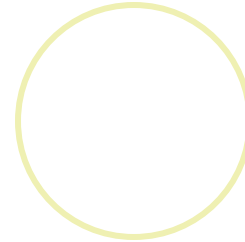
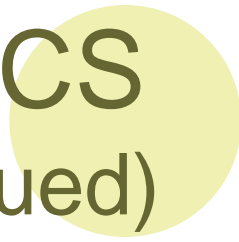


1. Promotion Process
2. When to Start?
3. Campus P&T Committee
4. Preparing the dossier
5. Research Expectations
 - a. The Sciences
 - b. The Social Sciences
 - c. Architecture & the Arts
 - d. The Humanities and
 - e. Interdisciplinary Work



TOPICS

(continued)



- 6. Teaching
- 7. Service
- 8. Q&A

1. Promotion Process

- Applicant → Paper Preparer
- Department
 - Department Committee
 - Head of the Department
- Note: joint appointments
- College
 - Committees (P&T and Executive)
 - Dean of the College

1. Promotion Process (continued)

- Campus P & T Committee
- Provost + Dean of the Graduate College
- Appeal (if made)
- Chancellor
- Board of Trustees
- <http://www.uic.edu/depts/oa/pt.html>



2. When to Start?

- Right after tenure/promotion?
- Two to three years after being promoted and/or receiving tenure, update promotion and tenure documents.
- Meet with department head/chair in mid-spring to summarize progress.
- Importance of a research presence
 - Get exposure to peers; presentations provide the opportunity to be seen; they also should lead to publications.

2. When to Start? (continued)

- Highlight accomplishments since last promotion
 - New courses
 - New grants and grant expenditures
 - New papers
 - M.S. and Ph.D. students graduated and their placement
 - Impact of the research
 - Continuity of funding

3. Campus P&T Committee

- **Members**

- 27 elected and appointed, representatives of all UIC colleges; diversity of departments
- All full professors or equivalent senior rank

- **Charge**

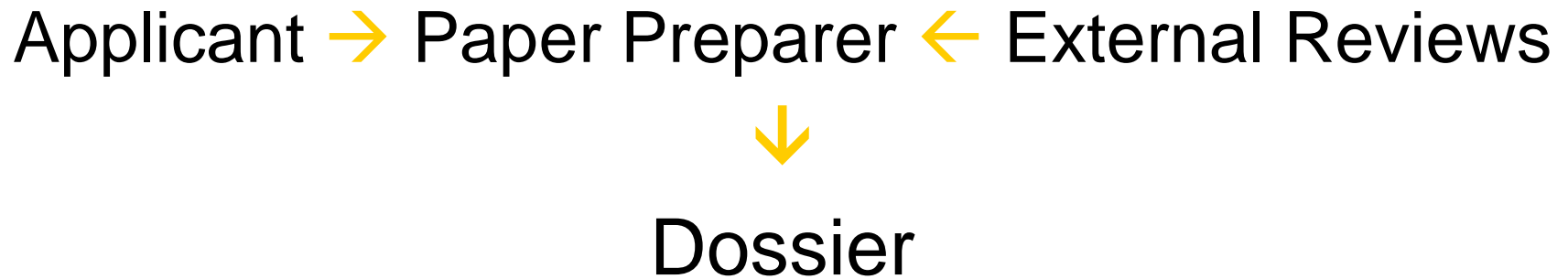
- To answer the question “Why does this case merit promotion at UIC?”
- To advise VCAA

3. Campus P&T Committee

(continued)

- Clear descriptions/information to help the committee understand the work of the candidate in the context of his/her discipline
- Remember: The campus committee includes senior faculty from across campus. Most won't know your field!

4. Preparing the P&T Dossier



4. Preparing the P&T Dossier (continued)

● Dossier

- Candidate provides materials for dossier: in April, with the support of the department head, departmental P&T committee reviews package.
 - The head should be your advocate.
- Paper preparer (senior faculty colleague) is responsible for the accuracy of the contents.
- Candidate reviews and acknowledges the factual elements of the dossier.

4. Preparing the P&T Dossier

(continued)

- External reviewers (letters)
 - 5-8
 - Candidates may submit of a list of *inappropriate* referees.
 - Materials sent to reviewers
 - C.V.
 - Sample of recent publication and works in press
 - Research statement
 - Collaborators can articulate *the contribution of the candidate* in joint work.

5. Research Expectations

- Expectations are department and discipline dependent.
- Teaching, scholarship and creative activities and services.

5. Research Expectations (continued)

- Achievement in scholarly research
- Quality of publication
 - Peer reviewed
 - Citation factors
 - Impact factors
- Regional, national, and international reputation

5. Research Expectations (continued)

- Social Science
 - Papers in refereed journals
- Architecture and the Arts
 - Creative work
- Humanities
 - Books!
- Interdisciplinary



6. Teaching

- Documenting Teaching
 - List of courses -- regular & overload
 - Independent studies
 - Internships
 - Graduate students
- Teaching ratings
- Peer evaluations



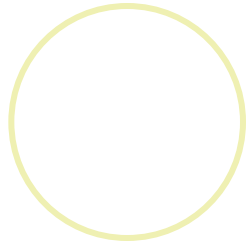
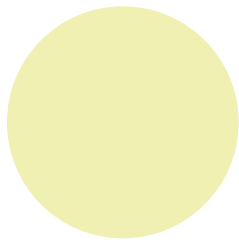
6. Teaching (continued)

- Other Forms of Documentation
 - Contributions to the curriculum, innovation
 - Teaching recognition
 - Essay on teaching

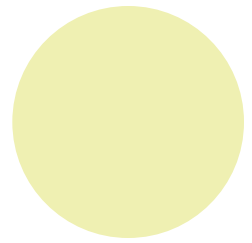
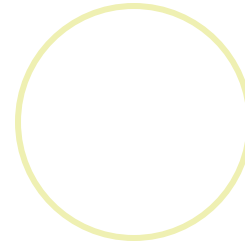


7. Service

- Departmental committees & offices
- Wider service at UIC
 - Interdepartmental, college, other
- Service to profession
 - Professional associations
 - Conference organizing
 - Editorial boards and grant review panels



8. Q&A



● Questions?