

## Section VI. Policies Governing Faculty Appointments

More detailed information on many items covered under this section can be found on the [Provost Policies and Procedures](#) website.

### A. Academic Freedom and Faculty Responsibility

The responsibilities of full-time members of the academic staff to the university are fulfilled by the performance—appropriate to rank and terms of appointment—of teaching, scholarly research, continuing education and public service, and committee work and special assignments. Universities exist to serve the common good and not primarily to further the interests of either individuals or institutions. The basic functions of the University of Illinois are teaching, research, and public service. By accepting a faculty appointment at this university, an individual assumes a responsibility to pursue scholarly activities which necessitate free inquiry, free expression, intellectual honesty, respect for the dignity and rights of others, and openness to change. The rights and responsibilities exercised within the academic community must be compatible with these characteristics.

Academic freedom is essential to the functioning of a university. It applies to its teaching, research, and public service and involves both the faculty and students. Faculty members are responsible for providing students with the same kind of freedom that they claim for themselves, namely, the freedom to consider conflicting views and to make their own evaluations of data, evidence, and doctrines. Furthermore, faculty members have a responsibility to maintain an atmosphere conducive to intellectual inquiry and rationale.

Faculty members are expected to teach their assigned courses in a manner consistent with the scheduled time, course content, and course credit as approved by the faculty. Within these constraints, they are entitled to freedom in the classroom in developing and discussing—according to their areas of competence—the subjects that they are assigned. Faculty members who are unable to meet their classes have the obligation to offer alternate instruction to meet the course requirements. If they are unable or unwilling to do so, their department or college must assume this responsibility. Since university policy calls for the comparison of a student's performance with those of other students in the university for the several purposes that grades serve, faculty members have the responsibility to provide the university with an evaluation of the work of each student in their classes.

Faculty members are citizens as well as members of a learned profession and an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline. As citizens, faculty members have the rights common to all citizens to organize and join political or other associations, convene and conduct public meetings, peacefully demonstrate, picket, and publicize their opinions on political or social issues. In exercising these rights, they should not use the services of the university, and any indication of university affiliation should be accompanied by a statement that it is for identification purposes only.

Each faculty member has the right to criticize and seek alteration of regulations and policies by appropriate means. Among means deemed inappropriate are committing or inciting acts of physical violence against or coercion of individuals; acts that interfere with academic freedom, freedom of speech, or freedom of movement; and acts of destruction of property.

Alleged abuse of the proper role of the faculty with regard to academic freedom and faculty responsibility should be identified and adjudicated by appropriate faculty bodies already in existence in the university community in accordance with established principles and procedures of due process. In accordance with University [Statutes](#), these evaluations are initially made by departmental

administrators with the counsel of faculty bodies; subsequent evaluation is made by academic deans, campus- and university-level administrators, and the board of trustees with adequate counsel of faculty bodies. At the campus level, the Faculty Advisory Committee and the Senate Committee on Academic Freedom and Tenure are charged with a responsibility in both the judicial and review processes.

## **B. Annual Evaluation of Faculty**

The performance of all faculty at UIC with at least fifty percent (50%) appointments shall be evaluated annually through a formal procedure that is open and equitable. The purpose of the annual evaluation is to recognize and record the accomplishments of each member and to make judgments regarding the significance of these accomplishments, which judgments shall form part of the basis for assigning salary increases, recommending promotion and the award of tenure.

### Policies and Procedures for Evaluation of Faculty at UIC

- The faculty in each unit shall clearly document in writing the unit's mission and its expectations as to faculty contributions to that mission. This document shall be approved by the faculty and thereafter, supplied to all new faculty, and filed with the college, or with the provost's office in the case of units reporting directly to that office.
- All faculty members, regardless of rank or tenure status, shall annually report in writing to their unit executive officer (UEO) describing their performance during the preceding year in the areas of teaching, research and service. The faculty member shall include a self-assessment of how well unit expectations are being met.
- Each faculty member shall receive in writing from the UEO an evaluation of the faculty member's performance for the preceding year including a judgment of how well unit expectations are being met.
- For each faculty member, a permanent file shall be maintained to contain the annual reports, the written evaluations, summaries of any discussion, and the reports from any broader reviews. The contents of this file shall be accessible to the faculty member.
- In those departments organized under a chair, the UEO together with the executive committee or with another committee elected by the faculty shall conduct the evaluation of the unit faculty. If the UEO renders a judgment separate from the faculty committee both judgments shall be transmitted to the faculty member.
- In those departments or equivalent units organized under a head, director or dean, the UEO shall make the evaluation of the unit faculty with advice from the unit advisory committee or from another committee elected by the faculty for the purpose of giving advice to the UEO regarding the evaluation of the unit faculty.

### Implementation and Periodic Review by Units

The Provost shall implement these policies and procedures, following the approval of the Senate, through appropriate communications with Deans, Directors, and Department Chairs and Heads. Every academic unit's policies and procedures for annual evaluations of faculty shall be reviewed every five to seven years to assure that: 1) it has conveyed a clear sense of its expectations for faculty performance; 2) it has conducted its annual evaluations in conformity with policy governing the manner and content of such evaluations; and 3) it has applied its standards equitably. *April 29, 1999, Approved by the UIC Senate*

## **C. English Proficiency**

### Review of an Instructor's Ability to Communicate in English

All academic departments are required to take steps to ensure that all of their instructors are able to communicate clearly in English in the classroom. Before hiring, academic unit heads, chairs, or directors must complete a form for nonnative English-speaking instructors indicating that the persons are orally proficient in English. Determining this can be accomplished in a number of ways: formal interviews, assessment of candidates by colleagues within the academic unit, and public presentations.

Academic units are strongly encouraged to collect information about the instructor's oral proficiency in English and to discuss with those instructors any problems regarding this issue that they encounter when providing instruction. Consultative assistance can be obtained from the [Tutorium](#) in Intensive English and the Test of English as a Foreign Language [TOEFL](#) Preparation Course.

#### English Oral Proficiency of International Teaching Assistants

In an effort to ensure the highest possible quality of teaching and to comply with the associated 1987 state law, the university has established procedures for assessing, improving, and monitoring the spoken English proficiency of international teaching assistants. Department heads or chairs are required to certify that graduate students serving as teaching assistants are proficient in English. Standardized methods of assessment include the Test of Spoken English (TSE) or the institutional version, the SPEAK Test. The Teaching and Learning Center ([TLC](#)) administers the SPEAK spoken English language proficiency examination for teaching assistants. The TLC offers support for teaching assistants for whom English is not their native language. This includes formal classes and assistance in preparing for the SPEAK test.

#### **D. Faculty Awards**

In addition to a number of departmental and college awards for excellence in teaching, research and service, the campus and University have several award programs.

##### UIC Distinguished Professor

The UIC Distinguished Professorship is created to recruit and recognize persons who have made a significant impact upon their field through scholarship, creativity, and leadership. Professors selected for this award will receive a non-salaried, non-service appointment as UIC Distinguished Professor. The appointment will become effective at the beginning of the next academic year following the Board of Trustees approval. The appointment is for the duration of their full-time tenure at UIC. In addition, a one-time monetary award will be given to faculty appointed as UIC Distinguished Professors. Award recipients will be recognized at the Faculty Awards Dinner each fall.

##### Award for Excellence in Teaching

Candidates for this award must be tenured or tenure-track faculty with a full-time appointment at the University of Illinois at Chicago. They must have taught at UIC for a minimum of ten (10) years and will be identified through College nominations only.

A maximum of five awards will be given in any one year. The awards consist of a salary increase of \$5,000 independent of any annual increase accorded to the faculty. Awards are effective with the next contractual year. All college nominees who are not selected as award

recipients will receive a one-time cash award of \$500 paid from campus resources. Award recipients will be recognized at the Faculty Awards Dinner each fall.

#### University Scholars Program

Faculty excellence is the cornerstone of any university of high quality. There is no more important task at the University of Illinois than attracting and retaining the very best teachers and scholars. The University Scholars Program, established by the Office of the Vice President for Academic Affairs, is designed to identify outstanding members of the faculty and to provide each with a modest amount of funds annually for a defined period of years. The importance of these awards lies in the flexibility with which the funds may be spent. Recipients may use the funds at their discretion to enhance their scholarly work, except for salary rate increases, which are not permitted. The awards are not made for a specific project or proposal; rather, they are a symbol of the recipient's excellence and the University's commitment to foster outstanding people and their work. Therefore, the awards are made through nominations and not by self-nomination.

Awards of \$10,000 per year will be made on a three-year basis to members of the faculty whose work is clearly superior. University Scholars may be individuals already on the University of Illinois faculty, or the awards may be used to attract faculty from other institutions to the University. Nominees for these awards will be carefully screened to assure that those selected are among the very best in their fields. Award recipients will be recognized at the Faculty Awards Dinner each fall.

#### Teaching Recognition Program (TRP)

The Teaching Recognition Program (TRP), administered by the Council for Excellence in Teaching and Learning, recognizes the documented excellence of University of Illinois at Chicago faculty in their teaching activities. The program offers a \$1,500 permanent increment to base salary (or a percentage thereof for part-time appointments) to faculty who document outstanding performance in their teaching activities over a three year period. Award recipients will be recognized at the Faculty Awards Dinner each fall.

All tenured and tenure-track faculty, clinical faculty, and others with a demonstrated long-term commitment to teaching at UIC (such as lecturers and instructors) are eligible to apply. All applicants must hold a teaching appointment that is greater than 49 percent (>49%). A demonstrated long-term commitment is defined as continuous involvement in teaching at UIC during the Fall and Spring semesters of the previous three years. Tenured and tenure-track faculty who have not taught in the Fall and Spring semester in the past three years due to a sabbatical leave or other reasons are eligible to apply.

#### Silver Circle Awards for Teaching Excellence

The Silver Circle Awards have been given each year since 1966 to honor UIC faculty members chosen by the Senior class for their excellence in teaching undergraduate courses. Each year, eleven faculty members (ten from the east side of campus and one from the west side) are presented with this prestigious award. Recipients of the award in the previous two years are not eligible. At the May commencement ceremonies the winners receive an engraved Silver Circle plaque mounted on granite. In addition, each award winner receives a check in the amount of \$500. Award recipients will be recognized at the Faculty Awards Dinner each fall.

### Woman of the Year Award

The "Woman of the Year" Award is sponsored by The Chancellor's Committee on the Status of Women (CCSW). Established in 1992, this annual award honors a UIC woman who has consistently worked on women's issues beyond the call of duty and who is an exemplary role model. Winners are honored with a reception and a cash award of \$1,000.

The award criteria include providing service to women at UIC while on the job, responding to issues affecting women, and offering service to women through voluntarism and public support of women's programs. All UIC women employed by the University (including faculty, academic professionals or civil service with at least a 50% appointment) are eligible for the award.

### Mentor of the Year Award

Since 2000, the Chancellor's Committee on the Status of Women (CCSW) has been recognizing and honoring outstanding women and men who encompass the definition of a mentor. They are individuals who have been nominated because they have touched, shaped, and provided positive changes to others with regards to their careers or professional/personal development. The winner(s) of the UIC Mentor of the Year Award is presented with a plaque by the chancellor during a reception honoring them. The CCSW believes that one way to retain its employees is to seek out and recognize exceptional individuals on campus for their unparalleled mentoring examples to others, be they faculty, administrators or staff.

### University of Illinois Distinguished Service Award

Established in 1972, this honor is bestowed upon alumni, faculty, staff or friends of the University of Illinois by the University of Illinois Alumni Association (UIAA) on behalf of the University. The honor is given to those individuals who have consistently demonstrated extraordinary commitment, dedication and service to the advancement of the University of Illinois. One award per campus will be selected by the Campus Alumni Advisory Board and will be presented by the UIAA at an Alumni Association event.

### UIC Flame Award for Teaching Excellence

The Flame Award for Teaching Excellence is given to exceptional UIC educators who have made a lasting impression on their students' lives and inspired their students by "lighting the flame" of desire for intellectual growth and lifelong learning. This award is unique among faculty awards at UIC in which nominations are submitted by alumni and sponsored by the UIC Alumni Advisory Board. The recipients receive an award and a monetary stipend of \$1,000. Candidates may be current or retired faculty members of UIC, teaching at either the graduate or undergraduate level, and must be nominated by University of Illinois alumni. Individuals may be nominated multiple times, but can only receive the award once.

## **E. Faculty Mentoring Program**

The Faculty Mentoring Program is sponsored by the Office of the Provost/Vice Chancellor for Academic Affairs. The program began in the fall of 1997 with the idea of mentoring women junior faculty and expanded over the last few years to include all new tenure-track faculty and mid-career faculty as well. The Office of Faculty Affairs matches junior faculty and mid-year faculty with senior faculty based on the requests submitted and the participant's completion of a short questionnaire about their research and interests. In addition, a series of Brown Bag Discussion Groups—one for

Mid-Career and one for junior faculty have been implemented. Senior faculty will lead lunchtime discussions that will give junior and mid-career colleagues a chance to talk informally about some of their experiences and to network with others who are learning to navigate the tenure track and the promotion process. The goal of both the UIC Mentoring Program and the Brown Bag series is to help faculty learn how to get things done within the university and how to chart a productive research path. Mentoring will help UIC retain more of the faculty it hires and improve morale and performance generally. Whether you are looking for a mentor or an opportunity to mentor, please consider taking part in the UIC Mentoring Program. To participate in the program as a mentee or mentor, faculty should complete an electronic participation form available at the hyperlink above.

#### **F. Minority Impact Statement**

In 1991, UIC introduced a policy requiring that all proposals for new programs and policies (both academic and general) be accompanied by a minority impact statement (MIS). UIC's increasing commitment to a multicultural environment and increased educational opportunities for minorities has promoted continuance of an MIS that (1) identifies any disproportionate or unique impact of proposed policies or programs on UIC's minority students, staff, or faculty; (2) provides a rationale for the existence of programs or policies having an impact on minorities; and (3) cites evidence of consultation with minority groups in cases where a policy or program had identifiable impact. The term "minority" refers to females; persons with disabilities; individuals who are gay, lesbian or bisexual (if known); Latinos; African Americans and Native Americans. Detailed information regarding this policy can be reviewed by accessing the hyperlink above.

#### **G. Partner Accommodation Program**

The Provost's Office recognizes that successful recruitment or retention of a faculty member is often dependent on the availability of a suitable job for the faculty member's spouse/partner. Given this recognition, the Provost's Office will provide financial assistance to units hiring a faculty member's spouse/partner. The program's primary intention is to assist partners in obtaining a faculty position at UIC. However, if an academic professional or clinical appointment is more appropriate, such requests will be considered as well. In all cases it is important to stress that there is no guarantee of employment for a spouse/partner. Only qualified candidates who meet the standards of the hiring unit and are endorsed by that department will be considered for assistance.

For three years the partner's salary will be split equally between the Provost's Office, the department making the primary hire, and the department hiring the partner. At the end of three years, the department that hired the partner will assume 100% responsibility for the partner's salary. This arrangement will insure that the hiring department carefully considers the long-term suitability of the partner. The college making the primary hire may choose to extend support beyond three years and is free to make such arrangements, but the Provost funding will cease after three years. A partner accommodation request will be evaluated on the basis of quality of the hires as well as the program performance measures that are applied to all funding requests. Detailed information regarding this policy can be reviewed by accessing the hyperlink above.

#### **H. Policy on Academic Integrity**

University personnel assure quality and integrity in their research and publications primarily by self-regulation, by adherence to individual ethical codes and professional standards, and by reference to the traditions and collegiality that characterize research institutions. This section summarizes university policy on academic integrity in research, publication, and procedures for impartial fact-finding and fair adjudication of allegations of academic misconduct. Although it focuses on deterring and penalizing unacceptable conduct, its purpose is to promote compliance with the highest scholarly

standards.

A variety of informal practices exist within the University for addressing questions and controversies that may arise concerning the conduct of scholarly activities. Most problems are and should be handled by reasoned discussion or informal mediation at the level of university organization closest to the persons involved. It is nevertheless incumbent upon a research university both to articulate its policies on academic integrity and to provide effective procedures for institutional treatment of incidents of academic misconduct that cannot be handled satisfactorily by informal or mediational procedures.

Many professional associations have ethical codes and guidelines for the conduct of research; university personnel are expected to comply with such standards. Violations of professional standards are a matter for peer review and censure; in some instances, they may become grounds for university disciplinary action as well.

University staff members in leadership or supervisory positions have a special obligation to foster academic integrity in their relationships and in their work. By virtue of their positions, they are mentors. Their examples of fastidious compliance with ethical standards; their exercise of supervisory responsibility for the work of senior and junior associates; and their good judgment in resisting assignments in which the number of reporting investigators or volume of work is more than can be supervised carefully, will be observed and followed.

This policy and these procedures apply to all members of the academic and administrative staff of the university. The [UIC Student Handbook](#) governs matters of academic misconduct by students. The Vice Chancellor for Research ([VCR](#)) has primary responsibility for fostering academic integrity and for disseminating information about good research practices. The VCR appoints a Research Standards Officer (RSO) who is primarily responsible for the correct observance of the procedures set forth in this document. The RSO is either a tenured faculty member or an administrative officer who is well qualified to deal with procedural requirements and is sensitive to the varied demands to which those who conduct research must respond.

The Research Standards Officer, the Unit Executive Officers, the Deans, and all other persons involved in administering these procedures make diligent efforts to protect the academic reputations and positions of persons who, in good faith, report suspected academic misconduct and of persons against whom allegations are made that are later determined to be unfounded. All of the procedures and the identity of those involved are kept confidential to the extent permitted by law. However, confidentiality need not be maintained if the complaint is maliciously motivated and found to be false. Protection of confidentiality does not preclude disclosures that are necessary in the process of handling allegations of misconduct, in the public interest, or components of sanctions and/or corrective action in the resolution of academic misconduct allegations.

It is a prime concern of all persons who implement these procedures to protect the policies of academic freedom and tenure that are fundamental to the academic enterprise. Academic freedom affords no license for the academic misconduct described below.

## **I. Policy on Academic Misconduct**

All members of the university community are expected to observe high standards of academic integrity and ethical behavior in research and publication. Any practice or conduct by a member of the university community that seriously deviates from those commonly accepted ethical standards for proposing, conducting, and publishing research constitutes academic misconduct in violation of university policy. Academic misconduct includes but is not limited to the following:

- Fabrication or falsification of data, including intentionally misleading, selective or deliberately false reporting of credentials or other academically related information;
- Unacknowledged appropriation of the work of others, including plagiarism, the abuse of confidentiality with respect to unpublished materials, or misappropriation of physical materials;
- Evasion of, or intentional failure after notice by the university or federal, state, or other appropriate agency, to comply with research regulations or requirements, including but not limited to those applying to human subjects, laboratory animals, new drugs, radioactive materials, genetically altered organisms, and to safety; and
- Other conduct that seriously deviates from accepted ethical standards in scholarship.

Differences of interpretation, judgment, or honest error do not constitute academic misconduct. The general procedure for handling allegations of academic misconduct is separated into an inquiry and an investigation. The inquiry determines whether there is sufficient credible evidence to justify an investigation. The investigation finds definitive facts and draws a conclusion as to whether a respondent has committed academic misconduct. Any member of the university community who becomes aware of academic misconduct in research or publication (the initiator) is obligated to report the incident or practice, and provide all relevant information or evidence, to the executive officer of the unit in which the person alleged to have committed the misconduct (the respondent) holds principal appointment, or to the RSO, each of whom will notify the other promptly.

#### **J. Promotion and Tenure Policy and Guidelines**

Decisions to promote faculty members and to award tenure are the most important made by the University, for they determine the quality of the faculty for decades to come. Departments and colleges are urged to be very selective in their recommendations, particularly for appointments to indefinite tenure. The following information provides some highlights of the promotion and tenure process. For detailed information on the requirements and process access the link above.

The three prime missions of the university are teaching, research, and public service. In any promotion process, consideration should be given to performance of the individual in all three of these areas. The most important criterion is research, scholarship, creative performance, or the equivalent. Recommendations for promotion are reviewed at the departmental, college (or similar campus unit), and campus levels. Promotion to the rank of associate professor is based on tangible evidence that the individual is an accomplished researcher, teacher, scholar, clinician, or creative artist, and has promise to develop further. Promotion to the rank of professor is based upon promise fulfilled, accompanied by evidence of the attainment of national or international stature in a field.

All candidates for promotion and tenure are to be informed promptly and in writing of the outcome of their case, that is the endorsement or non-endorsement at each level of review. The levels of review are minimally, the unit Executive Officer, the Dean, the Campus Promotions and Tenure Committee, the Dean of the Graduate College and the Provost and Vice Chancellor for Academic Affairs.

Negative decisions made by the Campus Promotion and Tenure Committee, can be appealed to the Chancellor. The candidate should provide a written appeal, including supporting documentation, to the Chancellor by the deadline date posted in the annual promotion and tenure guidelines. Final approval of promotion and tenure rests with the Board of Trustees and candidates are generally notified of board action immediately following the July board of trustees meeting. Listed below are several actions that may impact a faculty member's promotion and tenure process either temporarily or permanently:

1. Counting/Not Counting Initial Partial Year and Previous Service

An assistant professor providing more than fifty percent (50%) of full-time service to the University enters a probationary period of up to seven academic years of service. An initial appointment that begins after the eighth week of the academic year ordinarily does not count toward the probationary period of a faculty member on definite tenure nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance. Such requests must be made in writing to the Department Head or Chairperson, endorsed by the Dean, and approved by the Provost/Vice Chancellor for Academic Affairs. The appointee's choice, if approved, cannot be reversed thereafter.

A maximum of three years of academic service at other academic or equivalent institutions may be credited toward the fulfillment of the probationary period. An assistant professor may request consideration for promotion and/or indefinite tenure at any time prior to, but no later than the sixth year of the probationary period. If an individual in the sixth year of the probationary period is not recommended for tenure and promotion to the rank of associate professor, a terminal contract will be issued. (Note: Although rare, it is possible in the seventh year for the candidate to be reevaluated for promotion and tenure if a substantial development has occurred in his/her case that resolves issues raised in the sixth year review. Reconsideration is not a right and must be requested of and granted by the Provost/Vice Chancellor for Academic Affairs).

It is important for faculty members to understand the implications of counting or not counting years in which they provide less than a full year's service toward completion of the probationary period, since that will affect the timing of promotion and tenure decisions. This is also true in the case of initial appointments when the question of prior service credit arises. In both instances, the department is responsible for encouraging faculty members to fully understand these implications

## 2. Mid-Probationary Review

Campus policy requires that a formal, internal review of faculty on probationary contracts take place no later than the mid-point (generally the third year) of a faculty member's probationary period on the tenure track, unless a decision not to retain is reached. Each department or equivalent academic unit should be certain that all faculty members are aware of the general campus and college statements of criteria for advancement in rank. If the unit has adopted additional or different criteria, these should also be communicated to the faculty. Each academic unit will devise procedures suitable to its own concerns for a thorough review with written conclusions and copies for departmental files, the affected faculty member, and the Office of the Vice Provost for Faculty Affairs. The individual should be given an opportunity to comment orally or in writing, and any written comments will be made part of the departmental personnel file. A copy of the mid-probationary review will need to be included later in the tenure review Promotion and Tenure packet. Since UIC no longer permits candidates to be recommended for promotion on a track other than that in which they have been employed for the previous three years, the third year review may be the last appropriate opportunity to consider changing a candidate's track.

## 3. Tenure Rollback/Hold

An interruption of the probationary period (rollback in the tenure year code) may be granted for one year upon request when an event or compelling circumstances cause substantial impairment of a candidate's ability to pursue his/her teaching, scholarly activities, and/or

service. No more than two such rollbacks will be granted. A rollback may be granted in the case of disability, extended and/or severe personal illness, or for compelling obligations to a member of the family or household that requires significant time away from University duties. Except in extraordinary circumstances, a rollback will be granted in the event of the birth or adoption of a child. Finally, a rollback may be granted under circumstances beyond the control of a faculty member, such as grave administrative error.

The candidate's record before the event must be consistent with the preservation of institutional quality. The criterion on this aspect is that the candidate is making appropriate, demonstrable progress toward attaining indefinite tenure. Requests for rollbacks should be initiated in writing by the faculty member, endorsed by the appropriate unit head and dean, and submitted for approval by the Provost and Chancellor. Once approved at these levels, a formal written agreement is prepared between the faculty member and the Board of Trustees.

A faculty member can request and be approved for a leave of absence without pay for a period of one year or less. Such a leave may be renewed in special circumstances ordinarily for not more than one year. As recommended and agreed upon in advance, the time spent on a leave of absence without pay under circumstances which allow for the pursuit of academic activities ordinarily counts toward the probationary period of a faculty member on definite tenure, while time spent on a leave of absence without pay under circumstances which do not allow for the pursuit of academic activities does not ordinarily count toward the probationary period of a faculty member on definite tenure. The latter is referred to as a tenure "hold" if the faculty member requests this time not count toward the tenure probationary period. Additionally, time spent on a leave without pay when not "pursuing academic activities, will not count toward establishing service eligibility for a sabbatical leave with pay.

#### 4. Track Switching

During an annual review or the mid-probationary review, a tenure-track faculty member or the faculty member and his/her department head may decide that a change in tenure track is desirable. A "track switch" may occur if it is determined that the tenure-track probationary faculty member's commitment to the University has changed substantially or their career direction changed. Should a switch be desirable, it should occur no later than upon completion of year four of the probationary period.

An important element of the mid-probationary review should include an evaluation of the appropriate track for the probationary faculty member. While track switching at the time of promotion is discouraged, it is not prohibited. However, substantial justification will be required in this instance. Promotions within the non-tenure track are permissible, however, a candidate for promotion must have spent the previous three years in the track in which a promotion recommendation is being made. Requests for track switching should originate with the faculty member, endorsed by the department head and dean and approved by the Provost and Vice President for Academic Affairs.

#### 5. Non-Retention in Year Six (6) of the Probationary Period/Final "Q" Contract

If it is determined that a faculty member in year six (6) of the probationary period should not be recommended for indefinite tenure and promotion, the University of Illinois *Statutes* require that a notice of non-reappointment be given at least one year in advance of the date of termination. That notice must be accompanied by an offer of a terminal contract for the following academic year. Notices must be issued by the Board of Trustees by August 16<sup>th</sup> of the year preceding the termination date, so units must notify faculty members no later than

May 15<sup>th</sup> that notice of non-reappointment is being recommended and that a terminal contract will be offered.

For associate professors and professors employed on a “Q” contract where indefinite tenure is not being recommended, the employing unit should notify the staff member in writing that he/she will not be recommended for tenure and that the current/final year of their “Q” contract will end and they will not be reappointed. The University of Illinois *Statutes*, for associate professors and professors on “Q” contracts, do not require that the faculty member receive a one-year notice of non-reappointment if they are not being recommended for indefinite tenure

#### **K. Under-Represented Faculty Recruitment Program (UFRP)**

The Under-Represented Faculty Recruitment Program (UFRP) at UIC began operation in 1989 as the Minority Faculty Recruitment Program (MFRP) to increase the hiring of African-American, Latino and Native American candidates to tenured or tenure-track positions. UFRP is designed to encourage and assists colleges and departments at UIC in the recruitment of under-represented faculty. The aim is to develop a more diverse faculty, which matches the diversity of the UIC student population.

Faculty are defined as under-represented and eligible for UFRP if their race and gender is such that meets either of two criteria: 1) African-American, Latino, or Native American, or 2) Asians/Pacific Islanders, women or men being recruited into disciplines in which their racial or gender group is underrepresented. For criterion 2, under-representation is based on a formula that compares current and available percentages of faculty members with the same racial or gender status in the discipline and the desired target percentage (defined at UIC as one half of the percentage of the student population with the same race or gender).

Faculty hired under UFRP are eligible for both salary support and research awards. Salary support is provided by the campus and becomes part of the college’s state base budget until the faculty member leaves the campus or if their appointment drops below 50%. In either case, funds will be returned to the UFRP pool to support the recruitment of future faculty members. Research awards are available up to a maximum of \$10,000 per year for each of the first two years of employment. Faculty who meet the criteria of the University of Illinois “minority faculty” (i.e., African-American, Native American, Latino) will be eligible for an additional year of research support of \$10,000 from the University Administration. Research funds are available for use at the discretion of the faculty member to support his/her research program, including the purchase of equipment, travel, research assistants, or summer salary. All faculty receiving research support under this program are required to submit a one-page report to the Vice Provost for Faculty Affairs. This report should be submitted annually for the duration of the research program and should include: 1) a description of the research, 2) how the research funds are being utilized, and 3) any outcome of the research, e.g., ensuing publications, etc.