

FACULTY AFFAIRS

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<http://www.uic.edu/depts/oaafaculty>

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ABOUT THE OFFICE Meet the New Associate Vice Provost

It is with great pleasure and honor that the Office of Faculty Affairs announces the appointment of Dr. Robert Paul Malchow as Associate Vice Provost for Faculty Affairs, effective January 22, 2007.

Dr. Malchow is an Associate Professor of Biological Sciences and currently serves as Program Director in the Division of Integrative Organismal Biology at the National Science Foundation. Dr. Malchow will be spending 20 % time until August 2007, when he will join us for a 50% appointment.

Dr. Malchow will be responsible for developing and implementing University-wide programs of teaching and learning with a focus on faculty development. This new position will include overseeing a number of teaching-related programs that operate out of the Office of Faculty Affairs, among them the Teaching and Learning Center, the College Teaching Preparatory Program, the International TA Program, and the Students for the Improvement of Teaching (SIT) program. He will also work closely with the Council for Excellence in Teaching and Learning (CETL) and help to strengthen current faculty development programs such as

mentoring, orientation for new faculty and administrators, and Opportunities for Civic Engagement.

Dr. Malchow has been at UIC since 1986 and is a highly regarded teacher and researcher. He has served as the Department of Biological Science's Director of Undergraduate Studies and Chair of the Educational Policy Committee, as well as chaired the Educational Policy Committee in the Honors College from 2003 to 2005. He is a three-time finalist for the Silver Circle Teaching Award and received a student award for Best Instructor in the Biological Sciences in 2004 and 2005. In 2005 he was named UIC Honors Fellow of the Year as well as Outstanding Faculty Supporter of Undergraduate Research, an award given by the Chicago Area Undergraduate Research Symposium.



Within his department, Dr. Malchow has tried to find ways to reshape and add to the educational experience that undergraduates receive, emphasizing, for example, individually designed Independent Study and Research courses. He has been a mentor in the Biology Colloquium, a student-organized one-credit course that includes lectures by invited faculty and researchers and tours of biology-related laboratories, hospitals, and

industrial facilities. As a Faculty Fellow in the Honors College, he developed a new 200-level seminar, "The Nobel Prize in Physiology or Medicine," and has worked on initiating a Capstone experience for all Honors College undergraduates. For five years, Dr. Malchow also served as a mentor in the Research Experience for Undergraduates program at the Marine Biological Laboratory in Woods Hole, Massachusetts, and at UIC's Laboratory of Integrative Neuroscience.

Dr. Malchow received his Ph.D. in Neurobiology and Behavior from SUNY Stony Brook in 1983. His research focuses on the cellular and molecular mechanisms used within the retina to process visual information. In addition to providing important basic information about the biological processes underlying our sense of sight, the studies are designed to provide insight more generally into the processing of neural information throughout the nervous system. He has been the recipient of awards from the National Science Foundation, the National Institutes of Health, the Whittaker Foundation, the Marine Biological Laboratory, and the Grass Foundation.

We are excited about Dr. Malchow joining our team in Faculty Affairs and look forward to his invaluable contributions in helping us improve our services to the betterment of the teaching, scholarship and service enterprises of our faculty.



<p>The new UIC Faculty Handbook is now online!</p> <p>An online "user-friendly," updated version of the Faculty Handbook, last printed as hard copy in 1997, is now available at http://www.uic.edu/depts/oaafachandbook/.</p>	<p>On each topic, the online version of the Handbook gives a synopsis with, in most cases, a link to a website containing more detailed information. Within each section of the Handbook, bookmarks have been set up that serve as a quick index to various subjects specific to each section. This setup</p>	<p>allows the Handbook to remain current and relatively up-to-date on many topics. We are planning to update the Handbook on a semi-annual basis. We welcome and encourage you to submit your comments and suggestions to: facultyaffairs@uic.edu.</p>
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Events for Junior Faculty

Brown Bag:

- April—an informal discussion led by senior faculty—*date & location TBA*

Promotion & Tenure Seminar:

March 8—We had a great turnout for our annual panel discussion and Q&A for junior faculty approaching tenure in any track and others interested in the tenure process. Now the entire seminar is **available by podcast**, along with the PowerPoint presentations, on the Faculty Affairs website, <<http://www.uic.edu/depts/oa/oaahome.html>>.

Events for Mid-Career Faculty

Brown Bag:

- Noon, April 19—an informal discussion led by *Kevin Barnhurst* (Communication) and *Janet Szlyk* (Ophthalmology)—*location TBA*

Promotion & Tenure Seminar:

March 15, noon to 2 pm, 206 SCW— our first P&T seminar designed specifically for mid-career faculty. **Also available by podcast later this month!**

Events for Heads

Brown Bag: Informal networking opportunities led by *Jerry Bona* (Mathematics, Statistics, and Computer Science) and *Tamar Heller* (Disability and Human Development)

- Noon, April 26 (*location TBA*)

Heads Workshop:

- May 24 (*tentative*)

NEW GRIEVANCE PROCEDURES NOW IN EFFECT

As of March 1, new grievance procedures are in effect for Faculty & Instructional Staff and for Students. (AP's are still covered by the existing procedures; a new policy for this group is under development.) All three procedures are available at http://www.uic.edu/depts/oa/policies_proced.html.

For questions about the *Faculty & Instructional Staff* procedures please contact Laura Stempel at <lstempel@uic.edu>.

For questions about the student procedures for *undergraduates*, please contact Linda Deanna at <ldeanna@uic.edu>.

For questions about procedures for *students enrolled in the Graduate College*, please contact Amy Levant at <amy@uic.edu>.



Thanks to the members of the two task forces that developed the new procedures:

Employee Task Force:

Joseph Persky, Economics (Chair)
 Michael Bailie, College of Medicine
 Catherine Foley-Divittorio, College of Education
 Pat Gill, Access and Equity
 Anthony Graham-White, Performing Arts
 Stephen Holz, University Counsel
 Natsuko Kihara, Assistant to the Provost
 Susan Levine, Department of History
 Ami McReynolds, Human Resources Development
 Angela Yudt, Faculty Affairs Human Resources

Student Task Force:

Emanuel D. Pollack, College of Liberal Arts & Sciences (Chair)
 Caryn A. Bills, Access and Equity
 Linda Deanna, Student Affairs
 Lillye A. Hart, College of Medicine
 M. Natsuko Kihara, Office of the Provost
 Amy Levant, Graduate College
 Janet I. Madia, Honors College
 Renee Reifsteck McCarthy, University Counsel

And special thanks to the following people, who served on both task forces:

Robyn E. Sato, Assistant to the Chancellor
 Donna Del Principe, University Counsel
 Laura Stempel, Faculty Affairs

Got questions? Whom to contact in Faculty Affairs

Mrinalini C. Rao, Vice Provost for Faculty Affairs

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Call Kristy for appointments: (312)413-3470



Paul Malchow, Associate Vice Provost for Faculty Affairs, <paulmalc@uic.edu>

FACULTY HR QUESTIONS:

Angela Yudt **Elizabeth Bunte**
AYudt@uic.edu EABunte@uic.edu

2715 UH, (312) 355-2412

- Oversees all activities and policies affecting faculty
- Review of all appointments requiring Board of Trustees' approval
- Processing of faculty appointments
- Tenure maintenance
- Tenure Rollback / track switches
- Sabbatical, other leaves
- Overcompensation
- Retirement / severance agreements

FACULTY AFFAIRS QUESTIONS:

Laura Stempel
LStempel@uic.edu
 2715 UH, (312)355-2499

- CETL
- Heads workshops
- Brown Bag series
- New faculty orientation
- Emeritus approval process
- Underrepresented Faculty Recruitment Program
- Mentoring Program
- Leadership activities

INTERNATIONAL TA PROGRAM:

Barbara Boockmeier
BWBoock@uic.edu
 310 DH, (312) 413-2235

- SPEAK Test
- ESL 401

TEACHING & LEARNING CENTER:

Michael Michela
MMichela@uic.edu
 101 DH, (312) 355-0511

- College Teaching Preparation
- Instructional media

PROMOTION & TENURE QUESTIONS:

Michele Mancione
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