

# Faculty Affairs

University of Illinois at Chicago

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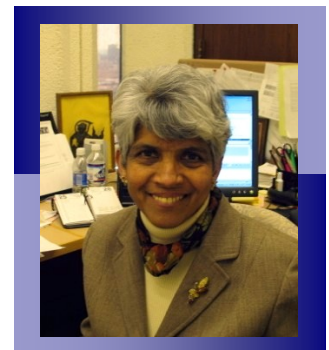
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## About the Office.....

Welcome to the first edition of the tri-annual Faculty Affairs newsletter.

The Vice Provost for Faculty Affairs reports directly to the Provost and Vice Chancellor for Academic Affairs. The responsibilities of the Vice Provost for Faculty Affairs are to provide support to the Provost on issues related to faculty and to provide leadership to the campus. The issues include policies related to promotion and tenure, liaison with campus

Promotion and Tenure Committee, faculty orientation, career development programs, programs to recruit and retain underrepresented faculty, mentoring programs for future academic administrators, programs to enhance teaching, sabbatical review, emeritus appointments, academic grievances and all aspects of faculty human resources. In addition, the Vice Provost oversees various faculty awards programs including



Mrinalini Rao, Ph.D.  
Vice Provost for Faculty Affairs

Excellence in Teaching and University Scholars Program.

## Faculty Mentoring Program

Did you know that UIC has a **Faculty Mentoring Program**? What began in 1997 as a program for women junior faculty rapidly expanded to include all new tenure-track faculty. Mentees report that their mentors have given them invaluable help in navigating the opening years of their new professional lives.

Sponsored by the Office of the Provost and the Vice Chancellor for Academic Affairs, this program gives a newcomer the opportunity to "learn the ropes" from an

experienced faculty member. Mentors help their new colleagues learn about UIC's campus culture, become expert teachers, chart a successful research program, understand the tenure and promotion process and can be vital sources of information and support for the junior faculty member.

Each fall, all newly hired tenure-track faculty and all tenured faculty are invited to participate in the program by completing a short online questionnaire. This campus-

level mentoring program is not meant to replace but to supplement departmental support by giving probationary faculty a chance to request, for instance, a mentor in their home department, in a complementary field, or even in an entirely different college. For more information—or to apply to become a mentee or mentor—go to <http://www.uic.edu/depts/oaafaculty/facment.html> or contact Jim Pierce at [jspierce@uic.edu](mailto:jspierce@uic.edu).

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## Faculty Awards

The Office of Faculty Affairs helps to administer several faculty awards programs that recognize the excellence of UIC's teachers and scholars. Several of them are presented at the annual Faculty Awards Dinner held each fall. An announcement was posted on the DDH listserv on December 23, 2005 with the nominations to be submitted by Friday, February 10, 2006. We are looking forward to reviewing your exciting nominations.

The following are the various Faculty awards:

Sponsored by the Office of the Provost and Vice Chancellor for Academic Affairs, up to five **UIC Awards for Excellence in Teaching (AET)** may be given. Each recipient may be awarded a one-time \$5000 salary increase. Candidates must be nominated by their colleges.

Candidates for **UIC Distinguished Professorships**, also sponsored by the Office of the Provost, may be UIC faculty members or external recruits. Recipients will be recognized for having made a significant impact upon their field through scholarship, creativity, and leadership and will

receive a non-salaried, non-service appointment as UIC Distinguished Professor effective with the new appointment year 2006-2007.

The 22<sup>nd</sup> annual **University of Illinois University Scholars** award, sponsored by the Office of the President, will honor seven UIC faculty members who have demonstrated superior performance in scholarly activities in both research and teaching and who show great promise for future achievements. University Scholars receive three years of \$10,000/year funding. **Please note that the nomination and review process for University Scholars is confidential.**

All three of these awards will be presented at the 2006 Faculty Awards Dinner. Details about eligibility and complete nomination instructions are available at <http://www.uic.edu/depts/oa/faculty/awards.html>. Questions about the nominating process should be directed to Elmira Perkins at (312) 996-5669 or [eperkins@uic.edu](mailto:eperkins@uic.edu).

**The Council for Excellence in Teaching and Learning (CETL)** also gives faculty awards in three categories:

### Curriculum and Instruction Grants

provide seed money for faculty initiatives designed to enhance the quality of teaching and learning at UIC. The **Teaching Recognition Program** (deadline:

March 1) honors the teaching excellence of faculty at any of UIC's teaching sites giving up to 20 faculty awards with \$1500 increment to the annual base salary. (This award will be presented at the fall 2006 Faculty Awards Dinner.) The **Departmental Teaching Excellence Award** (deadline: April 4) rewards documented group excellence with two nonrecurring awards of \$20,000 to academic units that demonstrate outstanding collective commitment and performance in teaching.

For information and detailed guidelines on all three, contact Laura Stempel at (312) 355-2499 or [lstempl@uic.edu](mailto:lstempl@uic.edu).

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*“UIC Awards for Excellence in Teaching.....Each award consists of a \$5000 salary increase; candidates must be nominated by their college.”*

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## Interactive Heads Workshop

Faculty members know what a key role heads play in supporting their departments' teaching, research, and academic service. Their close ties to departmental colleagues, their own experience as faculty members, and their access to college- and campus-wide resources make them crucial sources of information and advice. A major aim of the Office of Faculty Affairs is to help heads contribute to faculty excellence by providing the best possible support and service.

With this in mind, the Office of Faculty Affairs held the first of three annual interactive workshops for new and experienced heads, chairs, and

directors of academic programs entitled **“Supporting a High-Quality Faculty” on Saturday, January 28**, from 9 a.m. to 1 p.m. The workshop was held on the South campus in the conference room of the Tutorium in Intensive English at 1333 S. Halsted. It gave us an opportunity to showcase some of the meeting facilities on the South campus.

Rather than focusing on “orienting” new heads, this workshop was an opportunity for them to share their ideas and expertise about how to support their faculty. The speakers and moderators included Provost Tanner; Pat Gill of the Office of

Access and Equity; Dean Flaherty and Dean Kirshner; and representing the Heads, Drs. Heller, Wink and Popovich. The combination of panels and small-group discussions gave heads a chance to brainstorm with one another and generate concrete ideas to bring back to their departments.

Future workshops will focus on topics such as budget planning. We encourage you to contact us with ideas for future workshops. For more information or suggestions on the workshops, please direct any inquires to Laura Stempel at (312) 355-2499 or Jim Pierce at (312) 413-3614.

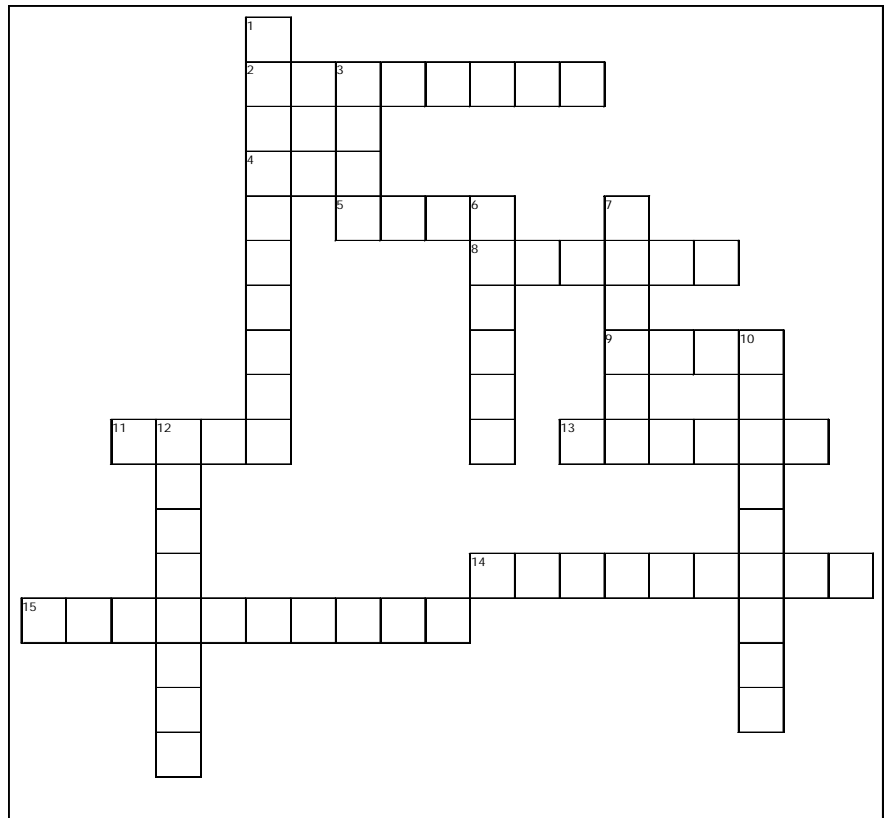
## Brain Teaser

### Across

2. Something that is required prior to hiring an employee beyond 90K
4. A hire is conditional until the terms are accepted by this group of people
5. An annual process to ensure that external activities are compatible with University obligations.
8. Program to increase gender equity for women in science and engineering
9. Program that can provide additional funding to recruit a more diverse faculty to match the UIC student population
11. Unit that strives to encourage faculty to develop interest and abilities
13. A person who guides others
14. Information provided in a certain format indicating the appointment information
15. 30 yrs and out / A goal we all have

### Down

1. A type of leave allowed only to faculty.
3. A tool used to submit hire information
6. Something given in honor or for achievement
7. Faculty usually have to be here 6 yrs before obtaining
10. A process that provides upward mobility in your career.
12. An honor after retirement that gives University library and email privileges



## Faculty Affairs Staff

Faculty Affairs has several major functions which are managed by different individuals. The breakdown of each area is given below.

Elizabeth Bunte (EABunte@uic.edu)  
 Assistant Vice Chancellor for Academic Affairs  
 & Director  
 2715 UH, (312)355-2412  
 Oversees all activities and policies affecting faculty appointments:

- Review of all appointments requiring Board of Trustees' approval
- Processing of faculty appointments
- PEAFACT Tenure Maintenance
- Tenure Rollback / Track Switches
- Sabbatical Requests and other Leaves
- Overcompensation
- Retirement / Severance Agreements

Michele Mancione (MicheleM@uic.edu)  
 Administrative Assistant to the Executive Vice Provost for Academic Affairs  
 2731 UH, (312)413-7636

- Annual faculty promotion and tenure process

James Pierce (JSPierce@uic.edu)  
 Director of Programs, Council for Excellence in Teaching and Learning  
 2715 UH, (312)413-3614

- Educational outreach programs
- Teaching and Learning Center
- TA Enrichment
- New administrator and faculty orientation
- Mentorship

Laura Stempel (LStempel@uic.edu)  
 Assistant to the Vice Provost  
 2715 UH, (312)355-2499

- Emeritus approval process
- Underrepresented Faculty Recruitment Process
- Faculty Awards
- TA Orientation

## Emeritus Task Force

The Office of Faculty Affairs has launched an **Emerita/Emeritus Task Force** to develop new ways of recognizing some of UIC's most distinguished retired faculty members. At the group's first meeting in December, Vice Provost Mrinalini Rao talked about the opportunities for emeriti faculty to remain connected to UIC and ways of recognizing their unique potential to contribute to the campus community.

Task Force members include Emerita Professors LaVonne Brown Ruoff (English), Alice Dan (Nursing), and Sylvia Vatuk (Anthropology), and Emeritus Professors Robert Abrams (Information & Decision Sciences), Thomas Henderson (Biochemistry & Molecular Biology), Jeff Lewis

(Mathematics, Statistics & Computer Science), Robert Loizzi (Physiology & Biophysics), Irving Miller (Chemical Engineering), and David Sokol (Art History).

Among the ideas under consideration are participation in searches and interviews with potential students and faculty, the future of the annual emeritus luncheon, and campus office space. In past years, the luncheon was primarily a fundraiser, but November's "Legacy of Learning" luncheon may provide a better model: The event, hosted by the 40<sup>th</sup> Anniversary of the Circle Campus Committee, focused on the role of faculty in their students' lives. Reminiscences by alumni such as former U.S. Senator Carol Moseley-

Braun (BA '69) honored emeriti as teachers, advisors, and role models, and provided a chance for alumni and retirees to celebrate their shared histories.

To receive the rank of Emerita or Emeritus, a faculty member must be nominated at retirement by her or his department and college. The request must then be approved by the Vice Provost for Faculty Affairs and the Chancellor and voted on by the Board of Trustees. For more information, please contact Laura Stempel (lstempe@uic.edu) or view the Faculty Affairs website.

## Promotion and Tenure

The 2005-06 Promotion and Tenure process has officially begun and the campus actions will be completed with the Chancellor's notification to the faculty on May 1. Decisions are finalized at the Board meeting in July.

Departments and colleges began the process as early as late spring 2005 and the dossiers were submitted to the Office of Faculty Affairs in early January 2006. Campus-level deliberations involve three major steps and will take place from February to April. The first is the review of the dossiers by the 27 member Campus Promotion and Tenure committee comprised of full professors (66% elected and 34% appointed) including at least one representative from each college. The committee will make its recommendations to the Provost and Vice Chancellor for Academic Affairs, Michael Tanner and the Graduate Dean, Clark Hulse. The second step is the deliberation of the cases by

Provost Tanner and Dean Hulse. They will debrief the campus committee prior to making their final recommendations to Chancellor Sylvia Manning by March 31. The recommendations will also be communicated to the Deans. Candidates may appeal negative decisions to the Chancellor by April 17. They are provided an opportunity to be debriefed individually by the Vice Provost for Faculty Affairs, Meena Rao, prior to the appeal. The third step is the decision of the Chancellor, which will be notified to the candidates by May 1.

The complete Promotion and Tenure policies, procedures, and forms are available online at <http://www.uic.edu/depts/oa/pt.html>. Questions regarding this should be addressed to Michele Mancione (312) 413-7636.

In preparation for the 2006-2007 promotion cycle, there will be a Promotion and Tenure Workshop on

March 7, 2006 from 3—5 pm in SSB, Conference Room B-C. It will also be available to the regional campuses by Polycom. This workshop is geared to all interested individuals, faculty, paper preparers, senior faculty including heads, and staff who oversee the process. Questions regarding the Workshop can be directed to Laura Stempel at (312) 355-2499.

### Answers to Brain Teaser...

