

Promotion and Tenure Seminar, for Junior Faculty, West Campus

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Panelists

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C. Sue Carter, Professor of Psychiatry

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1. Promotion and Tenure Process
2. Importance of Starting Early
3. Mid-Probationary Review
4. P&T Committee
5. Preparing P&T Dossier
6. P&T Dossier (teaching, scholarship and creative activities, service)
 - a. RT & CT
 - b. Clinical Non-Tenure
 - c. Research Non-Tenure
7. Q&A

1. Promotion and Tenure Process

- Departmental
 - Department Committee
 - Head of the Department
- Note: joint appointments
- College
 - Committees (P&T and Executive)
 - Dean of the College
- Campus P & T Committee

1. Promotion and Tenure Process

(continued)

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

2. Importance of Early Start

- Review departmental guidelines and standards.
- Review campus papers, format and instructions.
- Discuss procedures and standards with department head/chair.

(Hint: Your department wants you to succeed.)

- Identify mentors (note the plural!)

2. Importance of Early Start (continued)

- Importance of a research presence
 - By far, the most important role
 - Get exposure to peers; presentations provide the opportunity to be seen; they also should lead to publications.
- Don't wait for the mid-probationary review
 - If you wait for three years, it's too late.
 - If you are not hearing comments, ask questions.

3. Mid-Probationary Review

- Conducted at mid-probation period for all tenure-track faculty
- Each academic unit establishes written procedures.
- Outcome of the review shared with assistant professor, kept in department and college file, and forwarded (with the signature of the Dean) to the Office of VCAA, and will be included in the P&T dossier
- <http://www.uic.edu/depts/oa/ptdocs/PT0708midprobationguidelines.pdf>



3a. NOTE

- Life-friendly policies – e.g., tenure hold; tenure roll back

4. 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 (and tenure) at UIC?”
- To advise VCAA

4. 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!

5. Preparing the P&T Dossier



5. 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 is responsible for the accuracy of the contents.
- Candidate reviews the factual elements of the dossier.

5. 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.



6. P&T Dossier

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

6a. Tenure System: RT and CT

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

6a. Tenure System: RT and CT (continued)

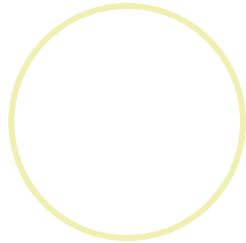
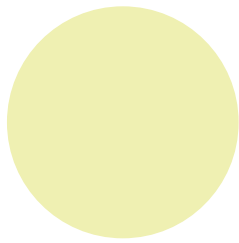
- Teaching
 - Teaching effectiveness expected
- Services
 - Manage your time
 - Service to department/college/campus
 - Service to profession

6b. Clinical Non-Tenure

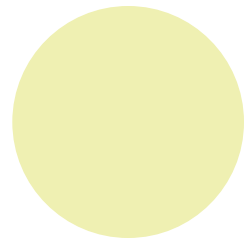
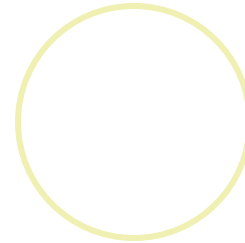
- Primary commitment to teaching and service, including patient care (face to face)
- Development and application of creative advances in medical care and fostering of such clinical care in students through teaching excellence

6c. Research Non-Tenure

- Establishment of an independent research program
 - Independent and continuous external funding
 - High-quality senior-authored publications
 - Evidence of national recognition



7. Q&A



● Questions?