

Promotion and Tenure Seminar, for Junior Faculty, East Campus

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Panelists

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1. Promotion and Tenure Process
2. Importance of an Early Start
3. Mid-Probationary Review
4. Campus P&T Committee
5. Preparing the Dossier



6. Research Expectations

7. The Humanities & the Book

8. Teaching

9. Service

10. Q&A

1. Promotion and Tenure 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 and Tenure Process

(continued)

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

2. Importance of an 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
 - 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.
- Conducted at mid-probation period for all tenure-track faculty

3. Mid-Probationary Review

- 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/oaa/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

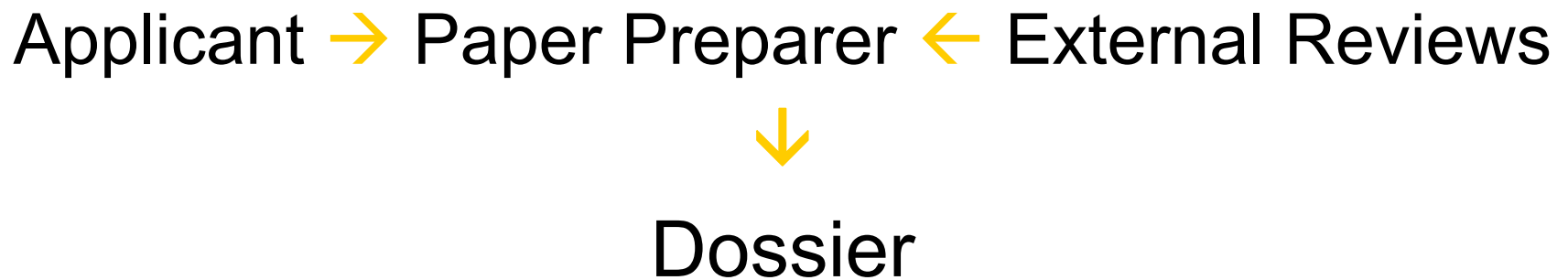
- **Charge**

- To answer the question “Why does this case merit promotion (and tenure) at UIC?”
- To advise VCAA and GC Dean

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 (senior faculty colleague) is responsible for the accuracy of the contents.
- Candidate reviews and acknowledges 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. Research Expectations (continued)

- Expectations are department- and discipline-dependent.
- Unit norms and expectations

6. Research Expectations (continued)

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

6. Research Expectations (continued)

- **Science:**
 - External funding support
- **Social Science**
 - Papers in refereed journals
- **Architecture and the Arts**
 - Creative work
- **Humanities**
 - Book!
- **Interdisciplinary**
 - get it in writing
 - Procedures between departments

7. The Humanities & the Book

- Book Timeline: reverse chronology, starting in April 2012 (end of Year Five for those beginning in August 2007)
 - Six months: favorable verdict on revised ms.: November 2011
 - Twelve months: revise ms. in accordance with suggestions: November 2010
 - One month: editor processes comments: October 2010

7. The Humanities & the Book (continued)

- Six months: report from first referee:
September 2009
- Three months: press decides to review ms.:
June 2009
- One month: prepare and send prospectus to
presses: May 2009
- Finish revising dissertation
- *Ergo: 36 months (3 years) from finishing
dissertation revision to acceptance*

7. The Humanities & the Book (continued)

- Research related to dissertation: limited number of chapters-to-articles
- Research not related to dissertation
- Articles
- Begin second book project



8. Teaching

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



8. Teaching (continued)

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



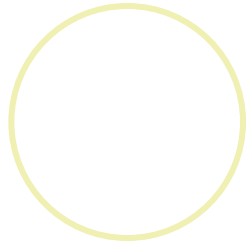
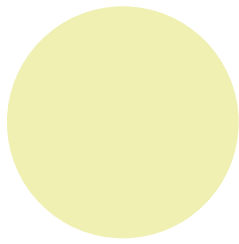
9. Service

- Departmental committees & offices
- Wider service at UIC
 - Interdepartmental, college, other
- Service to profession
 - Professional associations
 - Conference organizing
 - Reviewing for journals and granting agencies

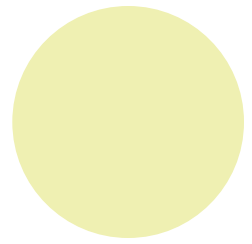
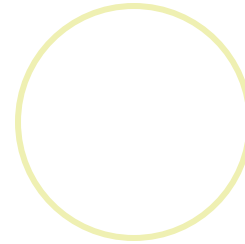


9. Service (continued)

- Excellent service alone will not lead to tenure
- Learn to say “no”
- Be selective - choose service activities that have impact
- If not asked, volunteer or nominate yourself



10. Q&A



● Questions?