

# Promotion Seminar for Mid-Career Faculty, East Campus

March 17, 2008

Mo-Yin Tam, Interim Vice Provost for Faculty Affairs

## Panelists

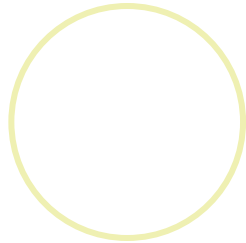
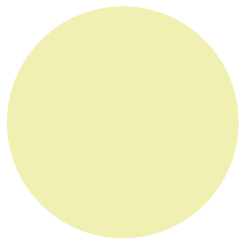
Michael Alexander, Professor of History

Mary Ashley, Professor of Biological Sciences

Matthew Lippman, Professor of Criminal Justice

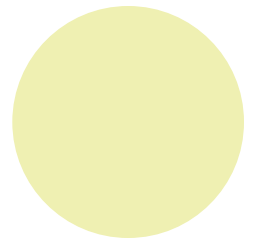
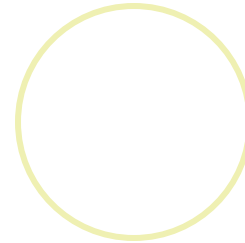
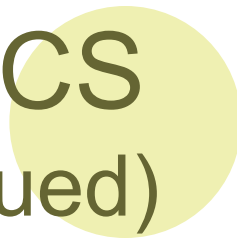


1. Promotion Process
2. When to Start?
3. Campus P&T Committee
4. Preparing the dossier
5. Research Expectations
  - a. The Sciences
  - b. The Social Sciences
  - c. Architecture & the Arts
  - d. The Humanities and
  - e. Interdisciplinary Work



# TOPICS

(continued)



6. Teaching

7. Service

8. Q&A



# 1. Promotion 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 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. When to Start?

- Two to three years after being promoted and/or receiving tenure, update promotion and tenure documents.
- Meet with department head/chair in mid-spring to summarize progress.
- Importance of a research presence
  - Get exposure to peers; presentations provide the opportunity to be seen; they also should lead to publications.

## 2. When to Start? (continued)

- Highlight accomplishments since last promotion
  - New courses
  - New grants and grant expenditures
  - New papers
  - M.S. and Ph.D. students graduated and their placement
  - Impact of the research
  - Continuity of funding

# 3. 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 at UIC?”
- To advise VCAA

# 3. 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!

# 4. Preparing the P&T Dossier



# 4. 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.

# 4. 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.

# 5. Research Expectations

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

## 5. Research Expectations (continued)

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

## 5. Research Expectations (continued)

- Science:
  - External funding support
- Social Science
  - Papers in refereed journals
- Architecture and the Arts
  - Creative work
- Humanities
  - Book!
- Interdisciplinary



## 6. Teaching

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



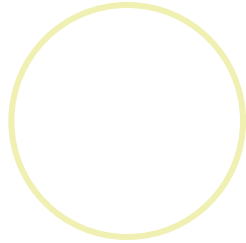
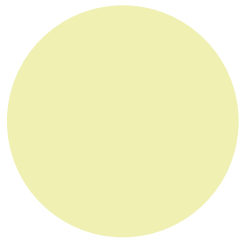
## 6. Teaching (continued)

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

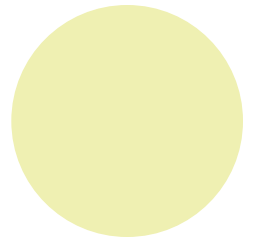
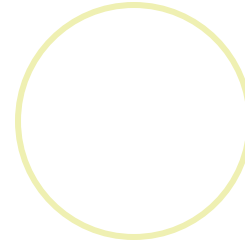


## 7. Service

- Departmental committees & offices
- Wider service at UIC
  - Interdepartmental, college, other
- Service to profession
  - Professional associations
  - Conference organizing
  - Editorial boards and grant review panels



## 8. Q&A



● Questions?