

# Faculty Appointments: Policies and Procedures



**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

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# **A QUIZ TO TEST YOUR KNOWLEDGE ON FACULTY APPOINTMENT ISSUES**



1. The Department of Discipline is hiring a new Research Assistant Professor under the terms of a Multi-Year Contract Agreement (MYC). Negotiations are coming to a conclusion with an anticipated offer effective January 1, 2010. The Department will be able to offer a MYC with an effective date of January 1, 2010?

a. True

b. False



2. Professor X is expecting her first child at the beginning of September. She does not wish to interrupt her research and committee work following her two week paid Parental Leave, but does feel it will be beneficial to modify her teaching schedule for the fall term. She makes a request to the Department Head to be relieved of her teaching duties for the fall semester. Is Professor X within her rights to make such a request and should the request be approved by the Department Head?

a. Yes

b. No



3. Professor Y is an assistant professor in year 4 of his tenure-track probationary period. His spouse is expecting their second child in mid-December 2009. Both the Y's are employed full-time outside the home and share equally in the child care responsibilities. Professor Y understands that he is eligible for an automatic tenure hold during the academic year 2009-2010. That means his tenure clock will be held at year 4 in academic year 2010-2011. Based on these circumstances, is Professor Y eligible for the automatic tenure hold?

a. Yes

b. No



4. The Head in the Department of Majors has just completed the annual review of Assistant Professor Z who is in year four (4) of the tenure-track probationary period. Both the Head and Assistant Professor Z are in agreement that significant progress toward tenure has not occurred and it is unlikely that Assistant Professor Z will be ready to prepare promotion and tenure documents within the next two years. Assistant Professor Z has decided that he wants to move on, but because of the date (May 2009), he will require time to seek another position. He wants to remain in the Department until May 2010, but does not want a notice of non-reappointment issued to him. Instead he will submit a letter of resignation with an effective date of May 15, 2010. The additional year appointment is agreeable to the Head. Under which scenario below can the Head allow Assistant Professor Z to remain in the department until May 2010?
- The Head accepts the letter of resignation and allows a reappointment for the academic year 2009-2010.
  - The Head cannot accept the letter of resignation as of May 2010 and must issue a notice of non-reappointment to Assistant Professor Z for the 2009-2010 academic year.



5. Candidate X has accepted an offer as Assistant Professor of Minors beginning academic year 2009-2010 (08/16/2009). However, she will not complete all requirements for her terminal degree until December 1, 2009 (several months after the start of the academic year). Is she eligible to assume the assistant professor rank with a tenure-track status of year one (1) effective August 16, 2009?

a. Yes

b. No



6. Professor A is beginning his academic year appointment on January 1, 2010. The terms of his academic year appointment (9 months) are 100% time with an annual salary of \$100,000. Because his appointment begins in the middle of academic year and because the University policy requires 9-month appointments be paid over 12-months, the Head should advise the new faculty member that his salary for the initial partial term will be adjusted to reflect a monthly rate that will be less than  $\frac{1}{12}$  of his \$100,000 annual salary. What would be the amount of the adjusted monthly salary for this initial partial term appointment?

- a. \$11,111    b. \$8,333    c. \$6,667



7. Professor B was approved for a sabbatical leave at 2/3rds pay for the 2008-2009 academic year. Upon completion of her sabbatical leave, Professor B informs her Department Head that she will not be returning to UIC but resigning as she has accepted a position at another institution. The Head should do which of the following:
  - a. Accept Professor B's resignation without any restrictions.
  - b. Inform Professor B that the terms of her sabbatical required her to return to the University and remain in its service for at least one year following the completion of her sabbatical leave.
  - c. Inform Professor B that if she does not return to service as specified in the *University of Illinois Statutes* for sabbatical leave, either she or her new employer must pay back to the University the cost of the salary paid to her during the leave.
  - d. Inform Professor B of both b and c above and that the terms under which she accepted and was granted a sabbatical leave require her to agree to one of these two options.



8. The Head of the Department at UIC is making an offer to an external candidate as Associate Professor with indefinite tenure. The candidate is currently in year 6 of his tenure-track probationary period at his current institution and is going through the P&T review. What steps are required at the Campus level in order for the Head to make the formal offer?
  - a. Prior review and approval of tenure by the Provost, the Dean of the Graduate College, and the Chair or co-Chair of the Campus P&T Committee.
  - b. None
  - c. Prior review and approval by the Provost and Dean of the Graduate College.
  - d. Prior review and approval by the Provost.



9. Lecturer X in English has been asked by the Department Head to teach an additional English course during the spring semester while Associate Professor Y is on personal leave. Since Lecturer X is already employed at 100% time in the department, this additional service represents employment in excess of full-time. Is prior approval by Faculty Affairs required in order to initiate payment?

a. Yes

b. No



9B. An additional 10 points will be given if you can describe the process that is required for service and payment in excess of full-time: The employing department should complete the Employment in Excess of Full-Time form and have the faculty member providing the service sign the form. The department head should sign as well and submit the form to FAHR prior to the intended service dates. FAHR will route the form to the Vice Provost for Faculty Affairs for review and approval.



10. Professor X has been awarded a Fulbright Scholarship for academic year 2010-2011. The award represents approximately one-half her salary for the AY and will be processed through the University Payroll system. Which item below accurately describes how the Department should set up the terms of her AY2010-2011 appointment?
- a. Give the award as a lump sum payment to Professor X.
  - b. Reduce by one-half Professor X's salary and reduce her percent time to 50%.
  - c. Put Professor X on an Educational Leave at 50% time.