

MEMORANDUM

TO: Deans

FROM: Mo-Yin Tam
Vice Provost for Faculty Affairs

DATE: May 10, 2011

SUBJECT: **PROMOTION AND TENURE 2011-2012**

In June 2010, per your request, my office undertook a review of the clinical non-tenure process for faculty promotions. A taskforce was appointed by former Provost Tanner. Each dean was asked to recommend a representative. The Colleges of Engineering and Social Work chose not to participate. In addition to the college representatives, membership included representation from the Senate.

Last November, you reviewed the final report of the Task Force and made some additional recommendations. That report, including your recommendations, was distributed to the Campus Promotion and Tenure Committee in February (2011) for their input and suggestions.

In April (2011) I convened an implementation group with members recommended by you. The guidelines and forms for clinical non-track are a streamlined version of the standard campus promotion and tenure guidelines and forms focusing on clinical non-tenure promotions.

We ask that you broadly communicate with your HR representatives, department heads and faculty that there is now a distinction in the forms that are available on the web; a set for promotion applications for clinical non-tenure track and a set for promotion and/or tenure applications for those who are in the tenure track or the research non-tenure track.

The 2011-2012 campus guidelines for tenure-track and non-tenure research faculty will be available on the web by the end of this month.

Promotion and Tenure is one of the most critical steps in a faculty academic career. We want to ensure that the candidate's information be presented in the best possible light. We request that you strongly encourage your unit executive officers and candidates to review carefully the policies and procedures for promotion and tenure. Particular attention needs to be paid to the selection of external reviewers and justification for their selection.

The forms you have used in the past to notify my office of the names of promotion and/or tenure candidates will remain the same. All policies, procedures and forms can be downloaded from:

<http://www.uic.edu/depts/oaa/pt.html>

Attached is a chart that provides the deadlines for the promotion and tenure recommendations for the 2011-2012 academic year.

Thank you.
Attachments
/mm

cc: J. L. Bauman
Philip Patston
Carol R. Massat

**UNIVERSITY OF ILLINOIS AT CHICAGO
PROMOTION AND TENURE DEADLINES**

2011-2012

DATE	ACTION
Monday, October 10, 2011	Deans notify the Office of Faculty Affairs of promotion and tenure (P&T) cases under review in their units, as well as mid-probation reviews – academic (research and clinical). Use the “Mid-Probationary Reviews 2011-12” and Expected Promotion and Tenure Reviews 2011-2012” forms included in the forms packet, Part IV.
Monday, November 14, 2011	Deans notify the Office of Faculty Affairs of any changes in department and/or college P&T procedures since last year.
Tuesday, November 29, 2011, 1:30 PM, 2850 UH	Organizational Meeting with Vice Chancellor for Academic Affairs (VCAA) and Provost and Campus P&T Committee.
Friday, January 6, 2012	Deans submit personnel action forms for ALL P&T recommendations including tenure-track, tenured, or non-tenure-track candidates (academic, research, and clinical tracks). The original plus 6 copies plus a copy on disc or CD of each dossier should be submitted to the Office of Faculty Affairs, 2715 UH. All the dossiers from a College must be submitted on a single disc. See Part III for specific instructions.
Mid-to-late January, 2012	Human Resources Front End (HRFE) transactions for the nonreappointment of faculty members with tenure symbol “1” due in the Office of Faculty Affairs HR (FAHR). E-mail notification will be sent from FAHR in January with the deadline date once received by the Board of Trustees (BOT).
Tuesday –Thursday, February 7, 8, 9, 2012	Campus P&T Committee deliberations.
Tuesday – Wednesday, February 14 and 15, 2012	Campus P&T Committee deliberations.
Wednesday, February 22, 2012	Campus Promotion and Tenure Committee submits its recommendations to the VCAA and Provost and the Dean of the Graduate College
Monday, March 12, 2012 1:30 PM 2850 UH	VCAA and Provost debriefing with Campus Committee.
Monday, March 26, 2012	The VCAA and Provost submits recommendations to the Chancellor and notifies Deans (with copies to Unit Executive Officers) of the recommendations. Appeals, including supporting documentation, of the VCAA and Provost’s recommendation to the Chancellor must be made by 5:00 PM on Monday, April 16.
Monday, April 16, 2012	Appeals due to Chancellor
Friday, April 27, 2012	The Chancellor notifies faculty of her recommendation/decision regarding promotion and/or tenure.
Friday, May 4, 2012	Deans submit (summaries of) mid-probationary reviews to the Office of Faculty Affairs (2715 UH).
Mid-to-late June 2012	HRFE transactions for the nonreappointment of faculty members with tenure symbol “2” through “6” who will be issued a terminal contract for AY11-12 due in FAHR. E-mail notification will be sent from FAHR in June with the deadline date once received by the BOT.

Revised 8/11