

MEMORANDUM

TO: Deans

FROM: Mo-Yin Tam
Vice Provost for Faculty Affairs

DATE: June 9, 2009

SUBJECT: **PROMOTION AND TENURE 2009-2010**

The revisions for the Promotion and Tenure documents for 2009-2010 have been completed and will be available online by June 15. Based on the feedback received from the Campus P&T Committee, the Promotion and Tenure seminars, the deans and the faculty, we have introduced minor changes to the promotion and tenure guidelines for clarification and consistency. Attached are highlights of these changes.

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.

We appreciate the effort that you, the unit executive officers, the faculty, and the administrators put into the process while ensuring that quality, consideration of unit norms, and confidentiality are maintained.

By Monday, October 12, 2009, each Dean must send to the Office of Academic Affairs a list of all mid-probationary reviews and promotion and tenure (P&T) cases to be considered in the current academic year, including any that may lead to non-retention. The forms to submit this information are included as a separate document in Part IV Forms, entitled, "Expected Promotion and Tenure Reviews 2009-2010" All policies, procedures and forms can be downloaded from:

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

Also attached is a chart that provides the deadlines for the promotion and tenure recommendations for the 2009-2010 academic year.

Thank you.

Attachments

cc: R. M. Tanner
Philip Patston
Carol R. Massat

HIGHLIGHTS OF CHANGES IN P&T GUIDELINES 2009-2010

Thank you to those of you who have given us helpful hints on where clarification or change was needed in the guidelines. In response to your input, we have made several clarifications throughout the guidelines, but call your attention specifically to those items listed below. We encourage anyone who will be preparing a Promotion and Tenure dossier, to take a few moments to read through each section to familiarize yourself with the documents.

Definition of the term “Last Personnel Action”: The last personnel action is defined as the date when the candidate began holding the current faculty title at UIC.

Requested Data: We have modified the statement concerning the period of time for requested data. Unless otherwise specified, please note that the time frame is now stated as follows. *“List in chronological order xxxxx since last personnel action. However, for those faculty who are on a Q contract, who are in the non-tenure track having switched from the tenure track, or who were moved into the tenure track from a non-tenure track, please list data since last personnel action or the past five years, whichever is longer.”*

Post-Doctoral Positions: Under Academic and Employment Information, there is now a space to include post-doctoral positions as part of the employment record.

New Information: If new information is received (and this now includes any external letters that were solicited in a timely fashion but received after the requested date and the dossier has moved on to the next level of review), the unit executive officer must forward the information to the appropriate level of review following the procedures outlined in Part I, Section 2, J, New Information. The unit executive officer should include a note on or with the new information indicating at what level of review the new information became available. The new information should be incorporated into the candidate's papers for submission to any further levels of review. For new information that becomes available AFTER the dossier has left the college, please contact Ms. Michele Mancione at 3-7636 or via email at michelem@uic.edu.

Sample Letters to be Used When Communicating with the Candidate: In Part I you will find sample letters to be used to notify faculty of the recommendation for nonreappointment, the vote of the Campus Promotion and Tenure Committee and negative recommendation of the Provost and Vice Chancellor for Academic Affairs.

06/09

**UNIVERSITY OF ILLINOIS AT CHICAGO
PROMOTION AND TENURE DEADLINES
2009-2010**

DATE	ACTION
Monday, October 12, 2009	Deans notify the Office of Academic 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 2008-09” and Expected Promotion and Tenure Reviews 2008-2009” forms included in the forms packet, Part IV.
Monday, November 2, 2009	Deans notify the Office of Academic Affairs of any changes in department and/or college P&T procedures since last year.
Thursday, November 19, 2009, 3PM, 2850 UH	Organizational Meeting with Provost and Vice Chancellor for Academic Affairs (VCAA) and Campus P&T Committee.
Friday, January 8, 2010	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 7 copies plus a copy on disc or CD of each dossier should be submitted to the Office of Academic Affairs, 2731 UH. All the dossiers from a College must be submitted on a single disc. See Part III for specific instructions.
Mid-to-late January, 2010	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 9, 10, 11 2010	Campus P&T Committee deliberations.
Tuesday – Wednesday, February 16 and 17, 2010	Campus P&T Committee deliberations.
Wednesday, February 24, 2010	Campus Promotion and Tenure Committee submits its recommendations to the Provost and VCAA and the Dean of the Graduate College Dean.
Thursday, March 18, 2010 1:30 PM 2850 UH	Provost and VCAA debriefing with Campus Committee.
Monday, March 29, 2010	The Provost and VCAA submits recommendations to the Chancellor and notifies Deans (with copies to Unit Executive Officers) of the recommendations. Appeals, including supporting documentation, of the Provost and VCAA’s recommendation to the Chancellor must be made by 5:00 PM on Monday, April 19.
Monday, April 19, 2010	Appeals due to Chancellor
Friday, April 30, 2010	The Chancellor notifies faculty of her recommendation/decision regarding promotion and/or tenure.
Friday, May 7, 2010	Deans submit (summaries of) mid-probationary reviews to the Office of Academic Affairs (2731 UH).
Mid—to-late June 2010	HRFE transactions for the nonreappointment of faculty members with tenure symbol “2” through “6” who will be issued a terminal contract for AY09-10 due in FAHR. E-mail notification will be sent from FAHR in June with the deadline date once received by the BOT.