

June 2, 2011

TO: Deans

FROM: Mo-Yin Tam
Interim Vice Provost for Faculty Affairs

SUBJECT: **MID-PROBATIONARY REVIEWS**

Campus policy requires that a formal, internal review of faculty on probationary contract take place **no later** than the mid-point of a faculty member's probationary period on the tenure track at UIC, unless a decision not to retain is reached at the level of the recommending unit before the time a formal review would be scheduled. **All tenure-track faculty should be informed of this policy at the time of their initial appointment.** For most probationary faculty this review will occur in their third year at UIC. If a faculty member's initial contract carried a tenure code higher than "1," the review will fall at a later point in the probationary period, though still before the sixth year review. The intent is to provide an assessment of the faculty member at a date late enough to permit reasonable review of her or his progress toward tenure since the initial appointment, and early enough to give useful guidance to her or him in preparing for any subsequent review. Faculty members may request such a review at any time and should request it if the department fails to undertake a mid-probationary review in a timely fashion. Confirmation that a mid-probationary review is being carried out for a particular faculty member should be recorded on the "Mid-Probation Review 2011-12" form (included in PART IV FORMS, Expected Promotion and Tenure Reviews).

To ensure equity and consistency, each academic unit (normally the department) will establish written procedures for mid-probationary reviews suitable to its own concerns. The use of outside evaluators at this stage is at the department's discretion. The campus does not provide any special forms for reporting. The academic unit **will be responsible for the dissemination of procedures to unit faculty early in their employment.** Evaluation should cover the three areas specified in the Statutes: teaching, scholarship and creative activity, and service. The unit executive officer will carry out the mid-probationary review (in consultation with the unit advisory or executive committee). A favorable review may result in recommendation for continued employment, with additional reviews as deemed desirable in subsequent years.

A copy of the written review of the candidate's progress, and the outcome of that review, should be given to the faculty member under review. The faculty member must acknowledge that he/she has received and read a copy of the evaluation with a signature. The faculty member is then given an opportunity to comment orally or in writing, and any written response by the faculty member will be included as part of the review. The review will be endorsed by the Dean.

The unit executive officer will then make a recommendation to the Dean who will decide whether or not to renew the contract. The probationary faculty member must be informed of the unit executive Officer's recommendation and the Dean's decision.

A copy of the written review shall be kept on file in the College, and another copy must be forwarded to the Office of the Provost and Vice Chancellor for Academic Affairs by May 4, 2012.

If the unit executive officer recommends that a written notice of nonreappointment be issued to an assistant professor on a definite-term appointment prior to the tenure code 6 year, the unit executive officer should consult University Counsel and shall work with the Office of Faculty Affairs Human Resources (FAHR) to process the change of appointment. Within one week (seven calendar days) of the date of the recommendation by the unit executive officer to issue a written notice of nonreappointment, the faculty member may respond with a written resignation effective at the end of the current contract year; otherwise a terminal contract must be offered for the following academic year

Any questions concerning mid-probationary reviews should be directed to Mary Abundo, Office of Academic Affairs, Room 2731 UH, M/C 103. Her email address is uicpt@uic.edu or you may contact her by telephone at extension 3-7636. This policy can also be found at <http://www.uic.edu/depts/oa/pt.html>.

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