

MEMORANDUM

TO: Deans

FROM: Mrinalini C. Rao
Vice Provost for Faculty Affairs

DATE: June 29, 2007

SUBJECT: **PROMOTION AND TENURE 2007-2008**

Please find enclosed the formalized Promotion and Tenure documents for 2007-2008. Based on the feedback received from the Campus P&T Committee, the Promotion and Tenure workshop, and the faculty, we have introduced minor changes to the promotion and tenure guidelines and minor changes for clarification purposes as well as date changes on the forms. Also, please note that this year we will require that the UIN for each candidate be included on the cover sheet of the forms, as well as on the list of faculty you submit in October showing the names of faculty who will be going up for Promotion and/or Tenure or who will be going through a Mid-Probation Review.

As these are the most critical steps in a faculty's academic career, we wish to ensure that the candidate's information is presented in the best possible light. We appreciate the efforts that you, the faculty, unit heads and responsible administrators put into the process while ensuring that quality, consideration of different norms and confidentiality is maintained. While these efforts have greatly enhanced the efficiency of the review process, there are still some cases where the papers from within the same college vary in the quality of editing and/or standards. Particular attention needs to be paid to the selection of external reviewers and the justification for their selection. We **request that you strongly encourage** the **unit heads, paper preparers** and **candidates** to review carefully the policies and procedures for promotion and tenure.

The attached information chart provides the deadlines for the promotion and tenure recommendations for the 2007-2008 academic year. The policies, procedures and forms can be downloaded from:

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

cc: R. M. Tanner
Elliot Kaufman
Ann Weller

Attachment 1

**UNIVERSITY OF ILLINOIS AT CHICAGO
PROMOTION AND TENURE DEADLINES
2007-2008**

DATE	ACTION
Monday, October 15, 2007	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 2007-08” and Expected Promotion and Tenure Reviews 2007-2008” forms included in the forms packets, Part IV.
Monday, November 5, 2007	Deans notify the Office of Academic Affairs of any changes in department and/or college P&T procedures since last year.
Thursday, November 15, 2007, 3PM, 2850 UH	Organizational Meeting with Provost and Campus P&T Committee.
Monday, January 7, 2008	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.
Monday, January 14, 2008	PITR forms for the non-retention of faculty members with tenure symbol “1” due at the Office of Faculty Affairs HR, M/C 105
Tuesday -Wednesday, February 12-13, 2008	Campus Committee deliberations.
Tuesday – Thursday, February 19, 20, 21, 2008	Campus Committee deliberations.
Friday, February 27, 2008	Campus Promotion and Tenure Committee submits its recommendations to the Vice Chancellor for Academic Affairs. The recommendations are also forwarded to the Graduate College Dean.
Wednesday, March 19, 2008 1:30 PM 2850 UH	Provost debriefing with Campus Committee.
Monday, March 31, 2008	The Vice Chancellor for Academic Affairs submits recommendations to the Chancellor and notifies Deans and Executive Officers of the recommendations. Appeals, including supporting documentation, of the VCAA’s decision to the Chancellor must be made by 5:00 PM on Monday, April 21.
Monday, April 21, 2008	Appeals due to Chancellor
Thursday, May 1, 2008	The Chancellor notifies faculty of her decision regarding promotion and/or tenure.
Friday, May 2, 2008	Deans submit (summaries of) mid-probationary reviews to the Office of the Vice Chancellor for Academic Affairs (2731 UH).
Friday, June 27, 2008	PITR forms for the non-retention of faculty members with tenure symbol “2” through “6” who will be issued a terminal contract for AY 08-09 due in the Office of Faculty Affairs HR, M/C 105.