

## MEMORANDUM

TO: Deans

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

DATE: June 30, 2008

SUBJECT: **PROMOTION AND TENURE 2008-2009**

Please find enclosed the formalized Promotion and Tenure documents for 2008-2009. 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 for clarification and consistency.

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

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

The attached information chart provides the deadlines for the promotion and tenure recommendations for the 2008-2009 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

**UNIVERSITY OF ILLINOIS AT CHICAGO  
PROMOTION AND TENURE DEADLINES  
2008-2009**

DATE	ACTION
Monday, October 13, 2008	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 packets, Part IV.
Monday, November 3, 2008	Deans notify the Office of Academic Affairs of any changes in department and/or college P&T procedures since last year.
Thursday, November 20, 2008, 3PM, 2850 UH	Organizational Meeting with Provost and Campus P&T Committee.
Friday, January 9, 2009	Deans submit personnel action forms for <b>ALL</b> 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. <b>See Part III for specific instructions.</b>
Monday, January 12, 2009	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 –Thursday, February 10, 11, 12, 2009	Campus Committee deliberations.
Tuesday – Wednesday, February 17 and 18, 2009	Campus Committee deliberations.
Wednesday, February 25, 2009	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.
Thursday, March 19, 2009 1:30 PM 2850 UH	Provost debriefing with Campus Committee.
Monday, March 30, 2009	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 20.
Monday, April 20, 2009	Appeals due to Chancellor
Friday, May 1, 2009	The Chancellor notifies faculty of her decision regarding promotion and/or tenure.
Friday, May 8, 2009	Deans submit (summaries of) mid-probationary reviews to the Office of the Vice Chancellor for Academic Affairs (2731 UH).
Friday, June 26, 2009	PITR forms for the non-retention of faculty members with tenure symbol “2” through “6” who will be issued a terminal contract for AY 09-10 due in the Office of Faculty Affairs HR, M/C 095.