

UNIVERSITY OF ILLINOIS AT CHICAGO
PROMOTION AND TENURE GUIDELINES
2003-04

PART IV

FORMS

This section contains all the forms you will need for preparing a Promotion and Tenure dossier. The forms for units to submit with candidates' names: EXPECTED PROMOTION AND TENURE REVIEWS, AND EXPECTED MID-PROBATIONARY REVIEW are now posted as a separate document entitled "Expected Promotions".

TYPING INSTRUCTIONS

The pages for the dossier have been created in a template format enabling you to type directly onto the pages using the following instructions.

On the protected sections (gray areas) of this document Use the TAB KEY or your MOUSE in order to move from field to field.

On the unprotected sections (no gray fields) you can type, cut, paste and insert, as usual.

Although this is a protected document, no password is needed to unprotect the file. In order to unprotect the document, select Tools from the menu bar, then select Unprotect Document. You will now be able to scroll through the document by line or page. **Once you unprotect the document** the form field feature will be disabled, **you will not be able to TAB from field to field.** If you are using the document unprotected use your Mouse or Keyboard Arrows for placement of the cursor.

In order to insert pages or page numbers you must unprotect the document.

For page numbers, after the document has been unprotected, with your cursor on the page you want to start the page numbering, from the menu bar select Insert, Page numbering, you will then see a dialog box that ask you for the location you want to place the page number. Select Bottom on page, then select center. Now select the format button that is located on the bottom right of this dialog box. On this screen select start at, then enter the page number you wish to start with. Then press OK.

Please note that once you have unprotected the document DO NOT PROTECT IT AGAIN. If you do protect the document again you will loose all information entered in the form fields.

Please e-mail your questions or comments to Michele Mancione at MicheleM@uic.edu.

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1. Copy of Letter Requesting Referee's Comments
(include list of materials sent to Referees)
2. Referee's Information (for each referee)
 - a. Brief Biographical Sketch of Referee
 - b. Letter from Referee
- C. Evaluation from Departmental Committee (optional)
- D. Evaluation from Departmental Executive Officer
(Should address split votes at the Department level and should contain separate subheadings for the following)
 - o Overall Assessment and Justification for Recommendation
 - o Appraisal of Candidate's Teaching Record
 - o Appraisal of Candidate's Contribution to Curriculum and Other Instructional Materials or Products
 - o Appraisal of Candidate's Research including Contributions (if any) to Collaborative Research
 - o Appraisal of Candidate's Service Record
- E. Letters from Collaborators solicited by the Departmental Executive Officer (optional)
- F. Evaluation from College Dean/Unit Director
(Should address split votes at the College level)

VI. New Information

The following information will be included in the dossier at the OVCAA

VII. Advice to the Vice Chancellor for Academic Affairs

- A. Campus Promotion and Tenure Committee
- B. Dean, Graduate College

VIII. Justification for Recommendation - Vice Chancellor for Academic Affairs

UNIVERSITY OF ILLINOIS AT CHICAGO
 PROMOTION AND/OR TENURE FORMS ACADEMIC AND EMPLOYMENT INFORMATION
 2003-04

1. Candidate: _____
2. Tenure and Contract History at UIC (Attach tenure and contract history on the following page. **Do not include salary history, national origin, or names of institutions attended.** Include details if joint appointment).
3. Nature of present appointment:
 - a. Percentage of time (total UIC employment) 100% Other _____ %
 - b. Optional - Official distribution of effort:

| | |
|-------------------------------------|------------------------|
| Teaching (include clinical): _____% | Research: _____% |
| Student/Resident Services: _____% | Patient Care: _____% |
| Public Service: _____% | Administration: _____% |
| Other: _____% (specify) _____ | |
4.
 - a. Highest degree: _____
 - b. Year awarded: _____
 - c. Institution: _____
 - d. Department: _____
 - e. Dissertation or thesis title:

5. List professional (e.g., Board) certifications, with dates.

6. List of academic, professional, and other relevant positions held **SINCE** the terminal degree and Post Doctoral Training, with inclusive dates, rank or title, and name of institution, in chronological order. Account for gaps in academic career, if pertinent (attach extra page number sequentially).

| Dates | Rank/Title | Institution/Organization |
|-------|------------|--------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Date: _____

College: _____

Candidate: _____

Department: _____

Site (if applicable): _____

SUMMARY OF COMMITTEE REVIEWS

| | Total # of Committee Members | Yes | No | Abstain | Absent | Committee Members Not Eligible to Vote |
|---|------------------------------------|-------|--------------|---------|--------|--|
| Department Review Committee | _____ | _____ | _____ | _____ | _____ | _____ |
| Date: _____ | | | Chair: _____ | | | |
| College/Unit P&T Committee (if separate) | _____ | _____ | _____ | _____ | _____ | _____ |
| Date: _____ | | | Chair: _____ | | | |
| College/Unit Executive Committee | _____ | _____ | _____ | _____ | _____ | _____ |
| Date: _____ | | | Chair: _____ | | | |
| Campus P&T Committee | _____ | _____ | _____ | _____ | _____ | _____ |
| Date: _____ | | | Chair: _____ | | | |

STATEMENT OF COLLEGE/UNIT NORMS, EXPECTATIONS, AND STANDARDS OF EXCELLENCE

I. TEACHING ABILITY AND PERFORMANCE - continued

A. ACTIVITIES - continued

2. Graduate Student Advising and Supervision.

Explain if none

3. Undergraduate Advising and Supervision.

4. Residents and Post-Doctoral Fellows Supervised.

I. TEACHING ABILITY AND PERFORMANCE - continued

A. ACTIVITIES - continued

5. Direction of Research Associates, Visiting Scholars, and Technicians.

6. Contributions to Instructional Techniques, Software and Teaching Materials.

I. TEACHING ABILITY AND PERFORMANCE - continued

B. EVALUATION OF TEACHING AND RELATED ACTIVITIES

1. Summary of Student Evaluations of Faculty Teaching.*

*It is inappropriate to ask current doctoral students supervised by the candidate to write a teaching evaluation for the candidate.

Summarize below the results of student evaluations of the candidate's teaching ability.

DEPARTMENTS MAY USE AN ALTERNATE FORM FOR SUMMARIZING STUDENT EVALUATIONS; HOWEVER, STUDENT EVALUATIONS MUST BE PRESENTED AS SUMMARIZED DATA.

| Semester/ Term | Course Number | Course Title | *Average Rating + SD | (n/N) |
|-------------------|------------------|--------------|----------------------------|-------|
|-------------------|------------------|--------------|----------------------------|-------|

*Average of students' ratings of the "Overall Teaching Effectiveness" (or equivalent) of the candidate, on a scale of 5 (Excellent) to 1 (Poor). SD = standard deviation; n = number of students who rated the candidate in that course; N = total number of students in that course.

I. TEACHING ABILITY AND PERFORMANCE - continued

B. EVALUATION OF TEACHING AND RELATED ACTIVITIES - continued

2. Formal Recognition of Teaching Ability.

Please indicate nature of and criteria for recognition as well as the dates of awards.

I. TEACHING ABILITY AND PERFORMANCE - continued

B. EVALUATION OF TEACHING AND RELATED ACTIVITIES - continued

3. Candidate's Statement of Teaching Goals, Approaches and Accomplishments

The candidate should explain his/her philosophy of education, describe the place of teaching in his/her career goals, assess his/her progress toward those goals, and describe his/her plan for future teaching activities. **(One page limit)**

II. RESEARCH ABILITY AND ACHIEVEMENT

A. POST PH.D. (OR TERMINAL DEGREE) HONORS AND AWARDS

B. INVITED COLLOQUIA (specify significance)

C. PROFESSIONAL LICENSING

D. OTHER EVIDENCE OF RECOGNITION

II. RESEARCH ABILITY AND ACHIEVEMENT - continued

F. PUBLICATIONS, PAPERS, AND OTHER SCIENTIFIC, CREATIVE OR SCHOLARLY WORKS

1. Publications or Other Creative Work Relevant to the Discipline, Dated **BEFORE** Last Personnel Action Including:

- a. Books and monographs
- b. Edited volumes and translations
- c. Articles in refereed journals
- d. Other articles, including bulletins and technical reports
- e. Chapters in books
- f. Book reviews
- g. Creative works, (e.g., poetry, composition, exhibitions)
- h. Patents
- i. Other, (e.g., notes and comments)

(UNDERLINE SENIOR AUTHOR AND ASTERISK (*) REFEREED PUBLICATIONS
IF LISTED IN ITEMS OTHER THAN F.1.c.))

In this context, the senior author refers to the major contributor to the publication.

II. RESEARCH ABILITY AND ACHIEVEMENT - continued

F. PUBLICATIONS, PAPERS, AND OTHER SCIENTIFIC, CREATIVE OR SCHOLARLY WORKS - continued

2. Publications or Other Creative Work Relevant to the Discipline, Dated **SINCE** Last Personnel Action Including:

- a. Books and monographs
- b. Edited volumes and translations
- c. Articles in refereed journals
- d. Other articles, including bulletins and technical reports
- e. Chapters in books
- f. Book reviews
- g. Creative works, (e.g., poetry, composition, exhibitions)
- h. Patents
- i. Other, (e.g., notes and comments)

(**UNDERLINE SENIOR AUTHOR AND ASTERISK (*) REFEREED PUBLICATIONS IF LISTED IN ITEMS OTHER THAN F.2.c.)**)

In this context, the senior author refers to the major contributor to the publication.

II. RESEARCH ABILITY AND ACHIEVEMENT - continued

F. PUBLICATIONS, PAPERS, AND OTHER SCIENTIFIC, CREATIVE OR SCHOLARLY WORKS - continued

3. Work Completed And Accepted For Publication Including:

- a. Books and monographs
- b. Edited volumes and translations
- c. Articles in refereed journals
- d. Other articles, including bulletins and technical reports
- e. Chapters in books
- f. Book reviews
- g. Creative works, (e.g., poetry, composition, exhibitions)
- h. Patents
- i. Other, (e.g., notes and comments)

(UNDERLINE SENIOR AUTHOR AND ASTERISK (*) REFEREED PUBLICATIONS
IF LISTED IN ITEMS OTHER THAN F.3.c.)

In this context, the senior author refers to the major contributor to the publication.

II. RESEARCH ABILITY AND ACHIEVEMENT - continued

F. PUBLICATIONS, PAPERS, AND OTHER SCIENTIFIC, CREATIVE OR SCHOLARLY WORKS - continued

4. Work in Progress Including:

- a. Books and monographs
- b. Edited volumes and translations
- c. Articles for refereed journals
- d. Other articles, including bulletins and technical reports
- e. Chapters in books
- f. Book reviews
- g. Creative works, (e.g., poetry, composition, exhibitions)
- h. Patents
- i. Other, (e.g., notes and comments)

(UNDERLINE SENIOR AUTHOR AND ASTERISK (*) REFEREED PUBLICATIONS
IF LISTED IN ITEMS OTHER THAN F.4.c.)

In this context, the senior author refers to the major contributor to the publication.

II. RESEARCH ABILITY AND ACHIEVEMENT - continued

F. PUBLICATIONS, PAPERS, AND OTHER SCIENTIFIC, CREATIVE OR SCHOLARLY WORKS - continued

5. Papers Presented at Professional Meetings.

6. Other Scientific, Creative or Scholarly Works.

II. RESEARCH ABILITY AND ACHIEVEMENT - continued

G. CANDIDATE'S STATEMENT OF CURRENT AND PLANNED RESEARCH, CREATIVE OR SCHOLARLY WORK (**one-page limit**)

NOTE: Recognize that reviewers later in the process are not disciplinary specialists.

III. SERVICE

A. ADMINISTRATIVE RESPONSIBILITIES SINCE LAST PROMOTION OR PERSONNEL ACTION WITH DUTIES INDICATED BELOW

Check here if none.

B. SERVICE TO THE DEPARTMENT/COLLEGE SINCE LAST PROMOTION

Check here if none.

III. SERVICE - continued

C. SERVICE TO THE UNIVERSITY SINCE LAST PROMOTION

Check here if none.

D. SERVICE RELATED TO PATIENT CARE

Check here if none.

III. SERVICE - continued

- E. SERVICE RELATED TO STUDENTS (include student, academic, and research advising in SECTION I - TEACHING ABILITY AND PERFORMANCE; use this section to present activities related to student organizations, etc.)

Check here if none.

- F. SERVICE TO THE PROFESSION/DISCIPLINE. Use this section to describe non-university professional activities such as offices held in professional organizations, editorships, and other activities (i.e., grant review activity) providing the candidate with national or international recognition. Part III, Section 5.III. F.

Check here if none.

III. SERVICE - continued

G. PUBLIC SERVICE

Check here if none.

III. SERVICE - continued

- H. CANDIDATE'S STATEMENT OF CURRENT AND PLANNED SERVICE ACTIVITIES
(the statement should explain how these efforts fit into the department norms and policies; there is a **one-page limit**)

IV. CANDIDATE'S STATEMENT OF INTERDISCIPLINARY WORK - OPTIONAL
(the statement should explain existence and nature of any interdisciplinary work; one-page limit)

V. EVALUATIONS

A. PEER EVALUATION OF FACULTY TEACHING

Evaluation of teaching activities may be done by the department executive officer, discipline coordinator, unit director, or by other senior faculty members who are recognized as excellent teachers.

These peer evaluations should address such things as an instructor's ability to present course content and/or skills to students, the appropriate level of difficulty of material presented, relevance of examples, integration of topics, structure of the teaching session, and congruence between course goals and accomplishments.

If confidential letters of evaluation are obtained from former trainees, they can be included in this section.

(INSERT EVALUATIONS FOLLOWING THIS PAGE)

V. EVALUATIONS

B. EXTERNAL LETTERS OF REFERENCE

1. **Insert copy of letter requesting referee's comments and a detailed list of all of the material sent to the reviewers. In the case of unpublished materials, it should be clearly specified in what form and how much material was sent out -- outline, draft, proofs, etc.). All external evaluations of the candidate that were solicited by the department for the review must be included in the candidate's file even if the reviewer's letter is a simple statement of inability/unwillingness or simply did not respond. The number of letters solicited should be indicated. (See attached sample letter of request included in Part III, Section 6,V.B).**

V. EVALUATIONS (continued)

B. EXTERNAL LETTERS OF REFERENCE - continued

2. REFEREE'S INFORMATION (FOR EACH REFEREE ATTACH)

- a. Brief Biographical Sketch of Referee
- b. Letter for Referee

Type Referee's Name

How was this referee selected?

Referee's relationship to the Candidate (specify):

In fields that are small where acquaintance is not unusual, a statement to this effect should be provided by the department.

V. EVALUATIONS (continued)

C. EVALUATION FROM DEPARTMENTAL COMMITTEE (OPTIONAL)

V. EVALUATIONS (continued)

D. EVALUATION FROM DEPARTMENTAL EXECUTIVE OFFICER

Date: _____ College: _____

Candidate: _____ Department: _____

JUSTIFICATION FOR RECOMMENDATION

(Evaluation should address split votes at the Department level and should contain separate headings for the following)

Overall Assessment and Justification for Recommendation

Appraisal of Candidate's Teaching Record: Comment on the candidate's overall teaching ability, including the extent to which the candidate has matured in teaching effectiveness over the time period considered. Justify the assessment.

Appraisal of Candidate's Contribution to Curriculum and Other Instructional Materials or Products: Describe and assess the candidate's contributions to curriculum.

Appraisal of Candidate's Contributions to Research and Scholarship including contribution, if any, to Collaborative Research

Appraisal of Candidate's Service Record: Justify this assessment and attach any supporting documents

I support the proposed personnel action for the reasons detailed below.

I do not support the proposed personnel action for the reasons detailed below

(print name)

Department Executive Officer

(signature)

V. EVALUATIONS (continued)

E. LETTERS FROM COLLABORATORS SOLICITED BY THE DEPARTMENTAL EXECUTIVE OFFICER (OPTIONAL)

V. EVALUATIONS (continued)

F. EVALUATION FROM COLLEGE DEAN/UNIT DIRECTOR

Date: _____

College: _____

Candidate: _____

Department: _____

JUSTIFICATION FOR RECOMMENDATION

(Evaluations should address split votes at the College Committee(s) level)

I support the proposed personnel action for the reasons detailed below.

I do not support the proposed personnel action for the reasons detailed below

(print name)

College Dean/unit Director

(signature)

VI. NEW INFORMATION

(For including updates regarding publications, funding or awards after submission)