

August 6, 2003

TO: Deans

FROM: Mrinalini C. Rao
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. For most probationary faculty this review will occur in their third year at UIC. **All tenure-track faculty should be informed of this policy at the time of their initial appointment.** Note that depending on the tenure-code agreed upon at the time of initial appointment, this policy is not necessarily applicable to all faculty with tenure-code 3 in 2002-03. Thus, 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 his or her progress toward tenure since the initial appointment, and early enough to give useful guidance to him or her 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 2003-04" form (included in PART IV FORMS).

To ensure equity and consistency, each academic unit (normally the department) will establish written procedures suitable to its own concerns, and **will be responsible for the dissemination of procedures to unit faculty early in their employment.**

A thorough written review of the candidate's progress, and the outcome of that review, will be placed in departmental files and a copy given to the faculty member under review. That individual is then given an opportunity to comment orally or in writing, and any written comments will be made part of the departmental personnel file. The faculty member must endorse that he/she has received and read a copy of the evaluation. The use of outside evaluators at this stage is at the department's discretion. **A copy of the written evaluation signed by the Dean of the respective college and the faculty member's signature and written response, if any, (or a brief summary of these), must be forwarded to the Office of the Vice Chancellor for Academic Affairs by May 5, 2004. A copy of the full review and the faculty member's response, if any, shall be kept on file in the college office.**

Starting in academic year 2004-05, the third year review must be included in the P&T packet.

Evaluation should cover the three areas specified in the Statutes: teaching, scholarship and creative activity, and service. A favorable review may result in recommendation for continued employment, with additional reviews as deemed desirable in subsequent years.

Though the executive officer of a department has the authority to decide whether or not to renew the contract of a person who is probationary, it is now necessary to make sure that the executive officer has consulted with the departmental advisory or executive committee. In any cases in which you contemplate non-retention, please contact University Counsel.

Any questions concerning mid-probations reviews should be directed to Michele Mancione, Office of the Vice Provost for Faculty Affairs, Room 2731 UH, M/C 103. Her email address is MicheleM@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/oaanew/policies_proced.html***.

/mmm

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