

Tenure Review and Approval Process

Process for approval of all appointments with tenure outside the regular review cycle, including faculty currently at UIC and faculty holding tenure at other institutions. For faculty currently at UIC, this process should be used only under exceptional circumstances, e.g., as part of a counter offer.

1. Candidate's portfolio is reviewed by the appropriate college committee as designated by college guidelines in the college by-laws. The CV and at least three external letters of recommendation are the minimum requirements for the portfolio.
2. The portfolio, with recommendations of the department executive officer(s) and relevant departmental and college committees (as warranted by departmental and college bylaws) are transmitted to the Dean. If the Dean approves and a letter of offer is appropriate, the Dean writes the draft letter of offer with the caveat that the offer of indefinite tenure is tentative pending Board of Trustees approval. During verbal negotiations with the candidate, the Dean may wish to request a preliminary review of the rank and tenure issues. However, all approvals of tenure should be followed up by appropriate documentation and written approval.
3. A copy of the portfolio and the draft letter of offer, accompanied by a letter of transmittal including a description of departmental and college review, a notation of any votes, and both the Department Head and Dean signatures, should be forwarded to the Provost. An additional copy of the portfolio and the letter of transmittal should be sent to the Dean of the Graduate College for review and recommendation.
4. Comparable salary data (if applicable) from a variety of sources should be provided by the department and/or college in the offer packet submitted to the Provost. Besides providing needed information, this will facilitate the preparation of the documents for Board of Trustees approval.
5. The Provost will consult with the Dean of the Graduate College. Once the approval to proceed has been given, the offer letter may be sent to the candidate.
6. The portfolio, the draft letter of offer and the comparable salary data (if applicable) are compiled into a standard format, which is sent to the Chancellor for final review before presentation to the Board of Trustees.