UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPPG 300 – Probationary Period NUMBER: 304

SUBJECT: Track Switching Guidelines

APPROVED BY: Provost EFFECTIVE DATE: June 1997

AUTHORITY: Provost/Vice Chancellor for Academic Affairs

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OBJECTIVE: Establish guidelines to identify when a "track switch" from tenure-track to non-tenure status is appropriate. Although these guidelines cover faculty under the assistant professor rank, a track switch also may be appropriate in some instances for faculty holding the ranks of associate and full professor and appointed on a "Q" contact.

POLICY: Track switches requested not later than the end of year 4 will be granted routinely. Such switches will generally be determined as a result of a 3rd year review or shortly thereafter. Switches requested later than the end of year 4 will require extraordinary justification with approval needed by the Provost and Vice President for Academic Affairs (VPAA). Additionally, track switches for associate and full professors on a "Q" contract will require supporting documentation and approval by Provost and the Vice President for Academic Affairs.

APPLICABILITY: Tenure-track assistant professors who are in year 1-4 of their tenure-track probationary period. Those tenure-track assistant professors who are beyond year 4 of their probationary period and those faculty appointed on a "Q" contract must provide additional documentation in support of such a request.

PROCEDURE: Written documentation supporting the request for a track switch must be provided for all track switches. If the request for a track switch involves an assistant professor beyond year four of the tenure-track probationary period or a faculty member with a "Q" contract appointment, additional justification may be required. Written documentation should include: 1) a letter from the faculty member requesting the switch; 2) endorsement by the department head to the dean; 3) endorsement by the dean to the provost; and 4) a copy of the faculty member's current curriculum vitae. The packet of documentation should be forwarded to the Faculty Affairs office for review and submission to the Provost. In the cases where approval is required from the Vice President for Academic Affairs and the request is supported by the Provost, the packet will be forwarded to the VPAA along with the Provost's endorsement of the request.

Once all required approvals are granted, the college Dean's office will be notified and requested to submit the Human Resources Front End transaction to effect the change in title as well as the tenure status. In some instances, a track switch will required the

completion of a Special Agreement to Accept Appointment and Reappointment for Define Terms prior to the change in tenure status.

REFERENCES:

Faculty Handbook, Section V, Item B4: Initial Term (Q) Appointment for New Associate and Full Professor

Faculty Handbook, Section V, Item C3: Special Written Agreement for Definite Term ("W") Appointments

Campus Communications/Deans Council: August 25, 1997; February 7, 2000;

University Communication/Vice President for Academic Affairs: June 16, 1997