OVERVIEW: Outlines appropriate departmental, college, campus, and Board of Trustees (BOT) review and approval of faculty appointment offers in the tenure system (tenure-track, “Q”, and indefinite tenure), whether internal (outside the standard campus Promotion and Tenure Review process) or external.

POLICY: Consistent with the University of Illinois Statutes (Article III, Sections 2.f. and 3.d.9), tenure system faculty appointment offers require review and approval at the department level (if appropriate) including the head’s endorsement, the dean’s endorsement, and the Provost. Faculty appointment offers with indefinite tenure require additional approvals by the Campus Promotion and Tenure chair/co-chair (or similar representative), the Graduate College Dean, and the Provost. All tenure-system appointment offers must receive final approval by the Board of Trustees (BOT) before the effective date (the Service Start Date).

These procedures apply to: 1). any faculty member new to UIC seeking a tenure system appointment; 2). a current UIC faculty member seeking a tenure system appointment; or 3). in rare cases, a current tenure system faculty member eligible for an off-cycle promotion. This out-of-cycle promotion and tenure process should be used under exceptional circumstances (e.g. as part of a counter offer).

APPLICABILITY: Applicable to all internal and external tenure system faculty appointment offers including any tenure-system promotions in rank occurring outside of the normal promotion and review cycle.

PROCEDURES:

TENURE-TRACK AND “Q” PROBATIONARY APPOINTMENTS
1. An offer packet containing the following is sent to the Office of Faculty Affairs:
   - The offer letter (using the campus Offer Letter Template) issued and signed by the appropriate unit executive officer(s) and Dean(s) and signed by the candidate.
   - The candidate’s curriculum vitae (CV)
   - The “Chancellor’s Briefing Document” (CBD)
   - The “Service Toward Completion of the Probationary Period Form” (applies to Assistant Professors only if hired after the 8th week of the Academic Year)
   - Proof of completion of the terminal degree (applies only to Assistant
Professors if degree was completed within one year or less prior to the start date of the appointment

2. Information from the offer packet is compiled into a standard format by the Office for Faculty Affairs and is sent for final review and prior approval of the Board of Trustees.

3. Faculty Affairs will notify the College point of contact following Board approval.

INDEFINITE TENURE APPOINTMENTS

1. The candidate’s portfolio, with recommendations of the unit (e.g., department) executive officer(s) and relevant departmental and college committees (as warranted by departmental and college bylaws) are transmitted to the Dean. The portfolio should include the following:
   - The candidate’s updated curriculum vitae (CV)
   - At least three external review letters from members of relevant profession(s) or discipline(s) who have not had a mentoring or personal relationship with the candidate. Referees should be from strong departments at peer institutions, such as typically found among Research Universities (very high research activity) as defined by The Carnegie Classification, Association of American Universities (AAU), or premier foreign institutions.

2. If the Dean approves and a letter of offer is appropriate, the Dean or Head writes the draft letter of offer utilizing the campus Offer Letter Template.

3. An offer packet containing the following is sent to the Office for Faculty Affairs:
   - A cover/transmittal letter including a description of departmental and college review, a notation of votes at both levels, and both the Department Head and Dean signatures
   - A copy of the portfolio described in point #1
   - The draft letter of offer
   - A completed “Chancellor’s Briefing Document” (CBD – also described in the preceding section)

4. Faculty Affairs transmits the portfolio only (CV and external letters) to the Dean of the Graduate College and the chair/co-chair of the Campus Promotion and Tenure Committee for review and recommendation. Recommendation letters by both the Dean of the Graduate College and the chair/co-chair of the Campus Promotion and Tenure Committee should be addressed to the Vice Chancellor for Academic Affairs and Provost, with a copy to Faculty Affairs.

5. The Provost will consult with the Dean of the Graduate College and the chair/co-chair of the Campus Promotion and Tenure Committee to get feedback on their reviews. Once the approval to proceed has been given by the Vice Chancellor for Academic Affairs and Provost, the College point of contact is notified that the offer letter may be sent to the candidate.

6. After candidate acceptance, the signed offer letter is forwarded to Faculty Affairs and the portfolio, offer letter, and the comparable salary data (if applicable) are compiled into a standard format, which is sent to the Chancellor for final review before presentation and for prior approval of the Board of Trustees.

7. Faculty Affairs will notify the College point of contact after Board approval.

REFERENCES:

- University of Illinois Statutes, Article IX, Section 3d
- Reference Guide for Appointments Requiring BOT/Chancellor/Provost Approval
- WebGuide
- Board of Trustees Meeting Schedule and Deadlines