

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPPG 100 – Appointment Types and Appointment Processing

NUMBER: 101

SUBJECT: Review and Approval of Tenure System Faculty Offers

APPROVED BY: Provost **EFFECTIVE DATE: August 16, 2008**
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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. After candidate acceptance, the College HR staff submits an [Online Offer Approval Workflow](#) to the Office of Faculty Affairs including the required documents as outlined in the [Faculty Hiring Toolkit Required Items Checklist](#).
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 College HR staff submits an [Online Offer Approval Workflow](#) to the Office of Faculty Affairs including the required documents as outlined in the [Faculty Hiring Toolkit Required Items Checklist](#) and as further detailed below.
 - The documentation must include the recommendations of the unit (e.g., department) executive officer(s) and relevant departmental and college committees (as warranted by departmental and college bylaws).
 - 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.
 - 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 Templates](#).
 - 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.
2. Faculty Affairs transmits the Offer Approval Workflow through the appropriate channels including the Dean of the Graduate College and the chair/co-chair of the Campus Promotion and Tenure Committee for review and recommendation to the Provost and where applicable the Vice Chancellor for Health Affairs.
3. The Provost consults with the Dean of the Graduate College and the chair/co-chair of the Campus Promotion and Tenure Committee as needed. Once the approval to proceed has been given by the Provost and Vice Chancellor for Academic Affairs, the College is notified that the offer letter may be sent to the candidate.
4. The College notifies Faculty Affairs whether the candidate has accepted or declined via the Workflow. If the candidate has accepted, the signed offer letter is attached in the Workflow.
5. Information from the offer packet is 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.
6. Faculty Affairs notifies the College point of contact after Board approval.

REFERENCES:

- University of Illinois [Statutes](#), Article IX, Section 3d
- [Faculty Hiring Toolkit](#)
- [Required Items Checklist for Offer Approval Workflow](#)
- [WebGuide](#)
- [Board of Trustees Meeting Schedule and Deadlines](#)