

# **UIC** FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 100 – Appointment Types and Appointment Processing  
NUMBER: 108**

**SUBJECT: Initial Term (“Q”) Appointment for New Associate and Full Professor**

**APPROVED BY: Provost**

**EFFECTIVE DATE: N/A  
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**AUTHORITY: Provost/Vice Chancellor for Academic Affairs**

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**OBJECTIVE:** “Q” appointments are appropriate to consider when a unit recruiting an individual from outside the University finds that the candidate does not yet possess the record of particular achievement expected of a tenured member on this campus, even though the person is of relatively senior standing in the field.

**POLICY:** The authority for the “Q” appointment status is found in the University of Illinois **Statutes**. Article X, Section 1a(1) provides that “an appointment as professor or associate professor shall be for an indefinite term except that first appointments or temporary appointments may be for shorter periods.”

UIC policy allows the hire of a new associate or full professor, non-tenured, on an initial term, or “Q” appointment, for as long as four years. During the final year of the “Q” appointment, the faculty member may be approved for indefinite tenure following a review through the campus promotion and tenure process, or not be reappointed.

In unusual circumstances and prior to the final review year, a “Q” appointment may be renewed for up to two additional years with the approval of the Provost.

**APPLICABILITY:** The “Q” status appointment applies to hires at either the associate professor or full professor rank, usually with an initial probationary period of three or four years with the possibility for renewal of up to an additional two years (for a maximum total of six years within the probationary period) before review for indefinite tenure.

**PROCEDURE:** Consideration of a “Q” probationary appointment may arise at any point in the faculty recruitment process. Should the decision by the search committee and other appropriate administrators be to offer a “Q” appointment, the letter of offer to the candidate should clearly outline the terms of the “Q” appointment. A template letter is available on the Faculty Affairs website.

Since the “Q” appointment is for a defined term, the unit executive officer (UEO) and dean should carefully consider the term of the “Q” appointment and the timing of the tenure review.

The Provost has delegated approval authority for all initial “Q” appointments and renewals of up to an additional two years to the Deans. A “Q” appointment of two or fewer years’ duration requires prior written approval from the Provost and Vice Chancellor for Academic Affairs and/or the Vice Chancellor for Health Affairs, where applicable.

Renewals of a “Q” appointment for up to an additional two years should be accompanied by a statement from the UEO to the Dean providing the rationale for the extension. This documentation along with the Dean’s approval should be forwarded to the Office of Faculty Affairs for maintenance of the tenure probationary record.

Refer to FPPG 101: Review and Approval of Tenure System Faculty Offers for additional information and procedure requirements, including University of Illinois Board of Trustees prior approval.

## **REFERENCES**

University of Illinois **Statutes**, Article X, Section 1a (1)  
[FPPG 101: Review and Approval of Tenure System Faculty Offers](#)  
[Faculty Hiring Toolkit](#)