

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPPG 100 – Appointment Types and Appointment Processing

NUMBER: 109

SUBJECT: Special Agreement to Accept Academic Appointment and Reappointment for Definite Terms – “W” Agreement

APPROVED BY: Provost

EFFECTIVE DATE: N/A

AUTHORITY: Provost/Vice Chancellor for Academic Affairs

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OBJECTIVE: The University of Illinois *Statutes*, Article X, Section 1 provide the option to departments to hire faculty without indefinite tenure and under definite terms by entering into a special written agreement and with concurrence of the faculty member.

POLICY: By execution of a “special written agreement,” for definite term (“W” Agreement) a faculty member waives rights to all tenure provisions contained in Article X of the University of Illinois *Statutes*. A “special written agreement” requires that the faculty member be paid partially (at least 50 percent time) or wholly from non-State funds. The authority for a “special written agreement” is through the President and defined in the University of Illinois *Statutes*, Article X, Section 1a(1). The President’s designee is the Chancellor, who in turn has delegated this authority to the Provost.

APPLICABILITY: The “W” agreement is necessary on occasion when the University’s interest is best served by offering a rank of Assistant Professor (at 51% or greater), Associate Professor or Professor to a faculty member who either is not on the tenure track (assistant professor) or has not been reviewed for tenure (associate professor or full). This agreement should not be used to provide faculty, who are in the latter stages of the probationary period, an escape from the tenure track when an unfavorable tenure review is anticipated or has already occurred. Currently, the use of a “W” agreement is exclusively maintained for non-tenured clinical track faculty in the College of Medicine.

PROCEDURE: Prior to the effective date of the appointment, a “W” agreement must be fully executed and on file with Faculty Affairs. The form, in duplicate with two originals, requires completion by the hiring unit with signatures and dates from the following: 1) the employee; 2) the department head; 3) the dean; 4) the Provost or designee; and 5) the Chancellor or designee. The department/college should complete the top portion of each original form and secure signatures from the employee, the department head and the dean. Both original forms should be sent to Faculty Affairs for further routing and signatures. Upon full execution of both forms, one original will be sent to the Secretary of the Board of Trustees and one original to the employee. Copies of the form should be

maintained by both the department and the college for their personnel records. Once the “W” agreement is fully executed the department can process the appointment. **NOTE:** The effective date of the appointment must coincide with the effective date on the “W” agreement. These agreements should be routed in a timely manner since backdating an effective date is not possible and could delay the effective date of hire.

REFERENCES

University of Illinois [Statutes](#), Article II, Section 3 (a.2.)

[Faculty Handbook](#)

Special Agreement to Accept Academic Appointment and Reappointment for
Definite Terms form #1000-I