

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPPG 300 – Probationary Period

NUMBER: 302

SUBJECT: Policy on Interruptions of the Probationary Period (Tenure Rollback)

APPROVED BY: Provost

EFFECTIVE DATE: August 16, 2008

AUTHORITY: Provost/Vice Chancellor for Academic Affairs

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OBJECTIVE: This policy conveys the recognition by the University of Illinois at Chicago that certain circumstances require tenure-track assistant professors to request a tenure rollback. Rollback requests should be in accordance with the provisions set forth below.

POLICY: An interruption of the probationary period (rollback in the tenure year code) may be granted for one year upon request in cases where circumstances occur that interfere substantially with the research, teaching, service, and/or other scholarly activities that the faculty member intended to submit as part of his/her tenure review. Tenure rollbacks may be granted under the following circumstances:

1. In the case of disability or extended and/or severe personal illness;
2. For compelling obligations to a member of the family or household that requires significant time away from University duties;
3. In the event of the birth or adoption of a child under six years old; and
4. Under circumstances beyond the control of the faculty member, such as a grave administrative error.

The faculty member's record before the event must be consistent with the preservation of institutional quality. The criterion on this aspect is that the faculty member is making appropriate, demonstrable progress toward attaining indefinite tenure.

Confidentiality relating to the grounds of the request will be maintained. No more than two such rollbacks will be granted.

APPLICABILITY: Assistant professors in the tenure-track. Tenure rollbacks should not be requested during the year of the tenure-track probationary period in which the assistant professor is considered for promotion and tenure.

PROCEDURE: Assistant professors who wish to request a tenure rollback should make the request in writing to their respective department head or chair. The request should be endorsed by the dean and submitted for approval by the Provost. Once approved by the Provost, a special written agreement will be prepared and must be signed by the faculty member, the department head/chair, the dean, the Provost, and the Board of Trustees.

Written requests should be sent to Faculty Affairs Human Resources (FAHR) for review and routing to the Provost. FAHR will prepare the special written agreement and coordinate the routing and signature process. Once approved by all parties, FAHR will make the necessary changes to the faculty member's tenure record.

REFERENCES:

Tenure Rollback Transmittal Form – (FPP 1000-F)

University of Illinois **Statutes**, Article X, Section 1 b(1)

University of Illinois **Statutes**, Article IX, Section 7

Website for the University of Illinois **Statutes**:

<http://www.uillinois.edu/trustees/statutes.cfm>