

Key Points Regarding the Preparation of Promotion and Tenure Forms

These COM guidelines are supplementary to the instructions found in Parts I, II, and III of the University Promotion and Tenure Guidelines. All guidelines and instructions, including these, should be carefully reviewed by the UEO/paper preparer, candidate, and departmental promotion committee.

Preparing the Case

It is the responsibility of the UEO/paper preparer to prepare the dossier and to make the case for promotion and tenure. The UEO/paper preparer is responsible for ensuring that the papers are in proper format, carefully proofread, and in full compliance with University guidelines. In order to be the paper preparer, the UEO must be eligible to vote for the candidate. If the UEO does not meet this requirement, a faculty member who meets the eligibility requirements should be identified and the dean's approval of that individual must be secured.

Additionally, Unit Executive Officers (UEOs) with any history of a collaborative scholarly relationship with the candidate or who have served as their PhD advisor or post-doc advisor may not serve as paper preparer and may not vote on or otherwise endorse the case. Instead, they may provide a letter of collaboration and should work with COM Faculty Affairs to assign the role of paper preparer and UEO-designee-role to a fully objective senior faculty member. In such cases, letters to external referees also must not be solicited by the department head in order to avoid any perception of bias.

Presentation

Packets must provide complete, detailed and accurate information which fully documents the strengths of the candidate. Information should be clearly presented, and must be in chronological order. Note which sections require information BEFORE and which require information SINCE the last personnel action.

Norms

The criteria and norms established for the proposed rank and track by both the College and the Department must be met. Departmental norms should describe accepted standards within the discipline, any unique missions of the unit, and expectations in the discipline for external funding. Departmental norms cannot be lower than College norms.

Candidate's Personal Statements

Candidates have the option to address the impact of COVID-19 in their personal statements as appropriate. There is no expectation or obligation for candidates to discuss information felt to be personal.

Candidates are now asked to provide a personal statement on their philosophy, commitment, and work to promote diversity, equity, and inclusion at UIC. This statement is optional for faculty hired before August 16, 2021.

External Referees

Confidentiality: All letters are to be treated as confidential and are not to be shared with the candidate.

Justification for choice of reviewers: Information concerning how and why reviewers were selected must appear on the biographical page for each referee. If the referee's letter indicates interaction with the candidate, the biographical page must clearly address why this was not considered a conflict.

Selection of reviewers: For tenure system dossiers, written evaluations must be obtained from no fewer than 5 but no more than 8 external referees. For non-tenure dossiers, written evaluations must be obtained from no fewer than 3 but no more than 5 external referees. Reviewers should be experts in the candidate's discipline who have

not had a close association with the candidate, e.g., co-author, co-investigator, shared clinical practice, etc. Referees must be at or above the proposed rank. **DO NOT** request evaluations from scholarly or clinical collaborators, post-doc advisors and mentors, fellow trainees, or past or present departmental colleagues. **Do a word search on the candidate's CV prior to requesting an external referee letter, to make certain that the individual has not published or otherwise collaborated with the candidate.** Failure to adhere to the College and Campus specifications on external reviewers can jeopardize a promotion recommendation.

Materials sent to reviewers: The individual soliciting the external referee letters, typically the UEO/Paper Preparer, **must not have published with the candidate** as there is the potential that reviewers will not feel free to be critical of the work in such cases. The solicitation letter must be unbiased and, at a minimum, be accompanied by the candidate's CV, personal statement on research, copies of recent publications, and the college/departmental criteria for the track in which the recommendation is being considered.

Negative comments from referees: The UEO's statement must address any negative comments raised in the outside letters as well as any split votes at the department level. Failure to address negative remarks may be interpreted as agreement with the comments.

Collaborators: Attestation forms and letters of evaluation from key collaborators should be solicited by the UEO. This section is required for tenure system assistant professors and associate professors on Q appointments.

Publications

All publications must be listed in chronological order (old to new), and senior author must be underlined. The quality and standing of journals, presses, and citation indices in which the candidate's work appears should be addressed in the UEO's statement, in order to assist reviewers later in the process who are not disciplinary specialists. Comments on the significance of invited colloquia or honors listed in the papers are also helpful.

Student Evaluations of Teaching

The College has a strong commitment to promoting effective teaching. Systematic and standardized evaluation of the candidate's teaching should be provided in summary form, along with letters of evaluation from 3 or more former trainees and/or peers. In cases where quantitative information is minimal, a justification for the omission must be included in the UEO's statement and additional sources of evaluation should be sought.

Joint Appointments

For faculty with split appointments, the departmental promotions committees in both units should vote on the recommendation independently and the executive officers of both units should complete the UEO's Evaluation. External referees should be chosen by mutual discussion and agreement between the two UEOS. For 0% courtesy appointments, a letter of endorsement from the UEO must be included.

Department Vote

The departmental P&T committee functions as the gatekeepers. Incomplete or incorrect dossiers should be returned to the paper preparer to address any deficiencies identified. By acting on a dossier, the departmental P&T committee is saying that it is complete and in compliance with campus policies. This includes providing the minimum number of objective external referees, sufficient data on teaching evaluations, and clear descriptions of patient care activities where applicable. No vote should be taken until the dossier is complete.

New Information

Information received after the papers have been submitted to the College which could affect the outcome of the case (for example, acceptance of manuscripts for publication, notification of grant funding) should be sent to COM Faculty Affairs as soon as it becomes available.