Faculty in the Non-Tenure Clinical Discipline Track

-assistant professor-
Please take a few minutes for introductions, including:

- name
- department and campus
- interests
Clinical Discipline Track

- >50% clinical educators
- excellence in teaching
- development of a high quality clinical practice
- record of scholarly activity
- service/leadership on local and regional committees
- peer recognition at regional level for associate professor;
  peer recognition at national level for professor
Annual Reviews and Promotion Timing

During the **annual review**, faculty and head should discuss unit expectations and review the criteria for promotion. Faculty are evaluated under the norms in place at the time of hire, unless they choose to be evaluated under more recently adopted norms.

Non-tenure track faculty are not on a specific timeline for promotion, but at least 5 years at rank are expected in addition to meeting the criteria for advancement.

Going up early for promotion is permitted but risky, as you are expected to not only meet but exceed the criteria. Early promotions are often turned down.
Advice for Clinical Discipline Track Faculty

Your CV should be clear, well-organized, and up-to-date.

**Scholarship**

A record of scholarly activity must be demonstrated, including such things as:

- publications
- adoption of practices or products by one’s peers
- presentations at the local or regional level
Teaching Evaluations

- Discuss with your department the mechanisms for collecting student evaluations for your teaching.
- Consider additional ways of obtaining student evaluations from clinical teaching, instruction in the lab setting, or external seminars.
- Ask your head to assign and retain peer appraisals of your instructional activities.
Keep track of your teaching effort, including names of trainees and hours per activity.
Advice for Clinical Discipline Track Faculty (continued)

Clinical Service

- Take time to document excellence in clinical service.
- Keep record of your patient load, referral base, and any other aspects to your clinical activities that may be unique to your role as a clinician.
- Maintain a file of patient testimonials and/or evaluations from external sources such as referring physicians.
Where can I access P&T forms and policies?

Forms, norms, policies, and instructions are posted at the COM Faculty Affairs website:

medicine.uic.edu/office-faculty-affairs/promotions-and-new-appointments/

The Office of the Vice Provost for Faculty Affairs’ website has additional materials and resources for faculty:

faculty.uic.edu/faculty/
faculty.uic.edu/hr/promotionandtenure/
facultyhandbook.uic.edu/
Questions about P&T?

Ask

- Your department head
- Your mentor
- Senior faculty in the department
- Other faculty who have recently gone up for promotion

COM Office of Faculty Affairs

- Pauline Maki, PhD, Associate Dean for Faculty Affairs (pmaki1@uic.edu)
- Gillian Coombs, Director (gcoombs@uic.edu)
- Rosa Setterstrom, Associate Director (rosalbaa@uic.edu)
COM Faculty Affairs
Appointments and Promotions
The College of Medicine’s Office of Faculty Affairs oversees matters relating to the medical school faculty at all four campuses including:

- Promotion and tenure
- Faculty mentoring
- Tenure rollbacks
- Mid-probationary reviews
- Track switches
- Leaves of absence including sabbaticals
- Elections to college and campus-level committees
P&T and Diversity, Equity and Inclusion

All College of Medicine faculty, regardless of track or rank, are expected to demonstrate a commitment to Diversity, Equity and Inclusion.

As part of the promotion process, candidates must include a personal statement on their philosophy, commitment, and work to promote diversity, equity, and inclusion at UIC. This is an opportunity for faculty to be recognized for their broad engagement in these important activities.

Note: The DEI statement is optional for those hired before August 16, 2021.
Why Am I In Visiting Status?

Faculty may hold a “visiting” modifier in their title for a variety of reasons including:

- The appointment is of limited duration, pending movement into a more permanent position requiring a formal search.

- The appointment is for tenure-track assistant professor which requires prior approval by the BOT.

- The appointment is at advanced rank (associate professor or professor) which requires review by the College and Campus.
P&T REVIEW PROCESS

1. P&T DOSSIER
2. DEPARTMENTAL P&T COMMITTEE
3. DEPARTMENT HEAD
4. COLLEGE P&T COMMITTEE
5. COLLEGE EXECUTIVE COMMITTEE
6. DEAN
7. CAMPUS P&T COMMITTEE
8. GRADUATE COLLEGE DEAN
   PROVOST
   VICE CHANCELLOR FOR HEALTH AFFAIRS
9. CHANCELLOR
10. BOARD OF TRUSTEES