Faculty in the Non-Tenure Research Track
Please take a few minutes for introductions, including:

- name
- department and campus
- interests
Research Track

- >50%
- **research scientists**
  - high quality senior author publications
  - independent external funding or evidence of significant impact on an established research program required for associate professor;
  - clear evidence of independence and continued external funding required for full professor
- reduced expectations for teaching and service activity
- peer recognition at national level
Practical strategies for success

Establish daily writing practice: Writing Accountability Groups sponsored by the UIC Center for Clinical and Translational Science. [https://ccts.uic.edu/training/wags/](https://ccts.uic.edu/training/wags/)

Feel supported: Empower yourself to create your personal, holistic internal/external support network

- UIC pays for institutional membership to the National Center For Faculty Development & Diversity [https://www.facultydiversity.org](https://www.facultydiversity.org), founded by former UIC professor Dr. Kerry Ann Roquemore. Register to receive Monday Motivator weekly emails and practical suggestions for thriving in the academy. Discussion of diversity, equity, and inclusion.

Use your peer support pods to hold each other accountable for progress and exchange subject-matter specific feedback.

Peer review for journals: Create a relationship with editorial staff
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 Non-Tenure Research Track Faculty

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

**Scholarship**

- Number and quality of first or senior author publications since joining UIC will be scrutinized.
- Strive to develop a theme to your scholarship.
- For promotion to Research Associate Professor, independent external funding or evidence of significant impact on an established research program is required.
Teaching Evaluations

- If you are involved in teaching, discuss with your department the mechanisms for collecting student evaluations.
- Consider ways of obtaining student evaluations from instruction in the lab setting, or external seminars.
- Ask your head to assign and retain peer appraisals of your instructional activities.
If you are engaged in instruction keep track of your teaching effort, including names of trainees and hours per activity.
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)
APPENDIX

Selected slides from Dean Maki’s presentation for reference

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.