Faculty in the Tenure System Clinical and Teaching (CT) Track
Getting Started

Please take a few minutes for introductions, including:

- name
- department and campus
- interests
CT Track

>50%

clinical scientists

development and/or application of creative advances in medical care

external funding encouraged but not required

significant scholarly activity resulting in substantial contributions in the field

development of a high quality clinical practice

excellence in teaching

peer recognition at regional or national level for associate professor;
peer recognition at national level for professor
Annual, Mid-Probationary, and Tenure Reviews

During the annual review, faculty and head should discuss unit expectations and review the criteria for promotion.

Tenure-track junior faculty will also have a formal mid-probationary review in Year 3 of their probationary period.

Tenure track assistant professors go up for tenure review in Year 6; packet preparation begins in spring of Year 5.

Faculty are evaluated under the norms in place at the time of hire, unless they choose to be evaluated under more recently adopted norms.

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.
TENURE PROBATIONARY PERIOD TIMELINE

YEAR: 1

MID-PROBATIONARY REVIEW

YEAR: 2

LAST CHANCE TO TRACK SWITCH

YEAR: 3

YEAR: 4

SPRING/ SUMMER—PREPARE P&T PACKET

YEAR: 5

YEAR: 6

YEAR: 7

TENURE REVIEW
Advice for Tenure Track Faculty

Tenure Probationary Issues

**Timing** - Pay careful attention to what year of the “tenure clock” you are in.

**Track switching** - If your activities are not building towards a successful case for tenure, consider requesting a track switch before the end of Year 4.

**Rollbacks** - If you find yourself in a situation that is impeding your progress and may merit a rollback, look into it right away.
Advice for Tenure Track Faculty (continued)

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.
- Focus on high impact peer-reviewed articles.
- Strive to develop a theme to your scholarship.
- Evidence of independence from your department head or former mentors will be sought when you go up for review.
Advice for Tenure Track Faculty (continued)

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.
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 the 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/](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/faculty/)
[faculty.uic.edu/hr/promotionandtenure/](faculty.uic.edu/hr/promotionandtenure/)
[facultyhandbook.uic.edu/](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.