

COM Faculty Affairs Appointments and Promotions

PAULINE M. MAKI, PHD
ASSOCIATE DEAN FOR FACULTY AFFAIRS



COM Faculty Affairs

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

Where can I access P&T forms and policies?

- Main page for **COM Faculty Affairs**:
- medicine.uic.edu/office-faculty-affairs/
- Forms, norms, policies, and instructions are posted here:
- 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/


COM Faculty Affairs Website

← → ↻ 🔒 medicine.uic.edu/office-of-faculty-affairs/ 🔍 📄 ⭐ 🗖️ 🌐 📱 📧

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COLLEGE OF MEDICINE
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UIC UNIVERSITY OF ILLINOIS
COLLEGE OF MEDICINE

UNIVERSITY OF ILLINOIS COLLEGE OF MEDICINE
2021 Faculty Recognition Ceremony
Honoring recipients of the Faculty of the Year and Rising Star Awards

Office of Faculty Affairs

The Office of Faculty Affairs is a central office that serves the faculty at all four campuses. The College of Medicine employs an internationally renowned faculty. Over 3,500 full-time, part-time, and volunteer faculty members educate the College's students at four sites across the state. The faculty affairs website is a resource for faculty,

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

Monthly Faculty Development Newsletter

Memoona Hasnain, MD, MHPE, PhD

Associate Dean for Faculty
Development

COM Faculty Development July Newsletter - Message (HTML)

File Message Help Acrobat

Delete Archive Delete Respond Teams Quick Steps Move Tags Editing Immersive Language Zoom Protection Add-in Add-in

COM Faculty Development July Newsletter

All College of Medicine People in Chicago <COM-CHICAGO@LISTSERV.UIC.EDU> on behalf of COM Faculty Development <r To COM-CHICAGO@LISTSERV.UIC.EDU

Reply Reply All Forward

Thu 7/7/2022 7:15 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

Faculty Development Opportunities

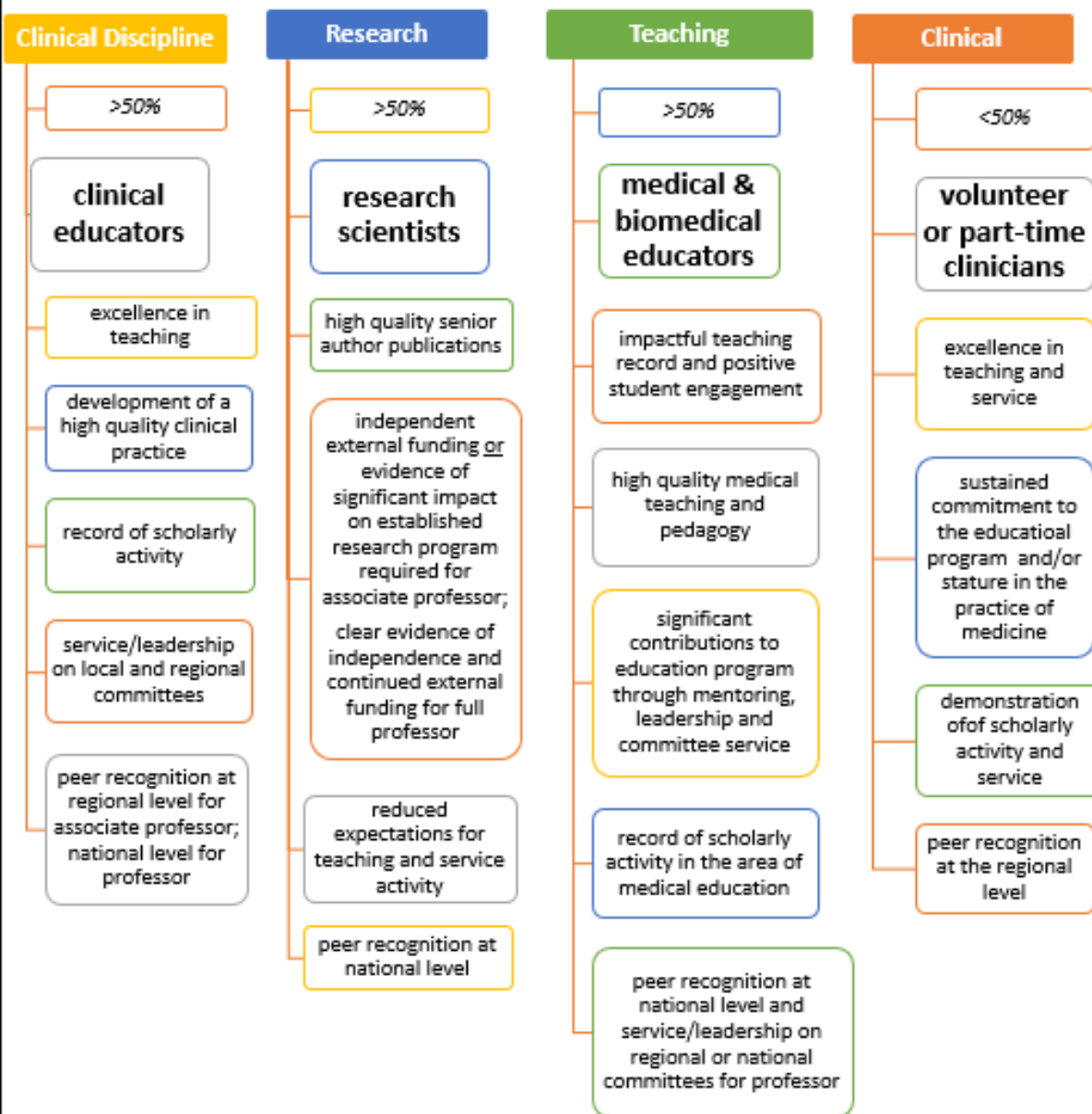
Organizational Leadership in Academic Medicine for New Associate Deans and Department Chairs - Call for Applications: Establishing yourself in a new role can be challenging, but it can be even more difficult when the role is a highly visible leadership position like an associate dean or department chair. Join us for the **AAMC Organizational Leadership in Academic Medicine for New Associate Deans and Department Chair seminar** **October 11-13, 2022** and equip yourself with the critical leadership skills you need to tackle your range of new operational and organizational responsibilities. Learn more, see the full agenda, and apply **here**.

Scholars for Teaching Excellence Faculty Fellowship (STEFF) Program - Call for Applications: The Faculty Fellowship is a program for faculty interested in developing their capabilities as teachers and educational leaders. Although we focus on teaching in Health Professions Education, faculty in all fields are welcome and will find the material and

TENURE TRACK



NON-TENURE TRACK



Annual and Mid-Probationary Reviews

- During the annual review, faculty and head should discuss unit expectations in terms of teaching, scholarship and service, 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.
- Faculty are evaluated under the norms that were in place at the time of hire, unless they choose to be evaluated under more recently adopted norms. **Make sure that you and your department head are clear on the norms by which you wish to be assessed.**

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.

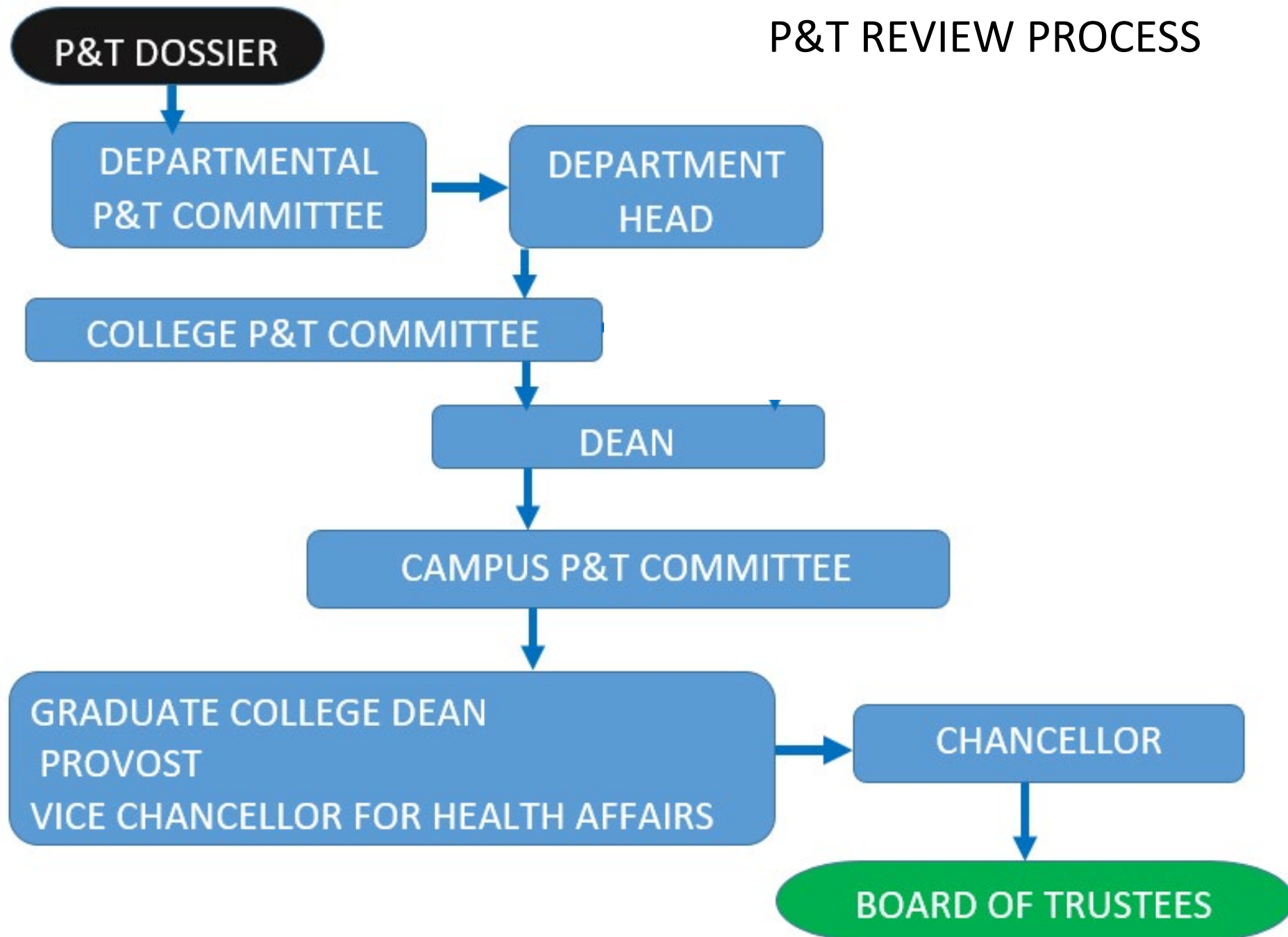
Why Am I In Visiting Status?

- 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.

When Will I Go Up for Promotion?

- Tenure track assistant professors go up for tenure review in Year 6; packet preparation begins in spring of Year 5.
- 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.
- Faculty may go up early for promotion but this is risky. The candidate must not just meet but exceed the criteria; early promotions are often turned down by the College promotions committee.

P&T REVIEW PROCESS



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)




• Goals for Today

- Understand the basic expectations of your track.
- Learn what you can do right now to prepare for your promotion.
- Identify the resources available to assist you in the process.
- Meet a colleague from the College P&T committee



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/>
- 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> , founded by former UIC professor Dr. Kerry Ann Roquemore. Register to receive Monday Motivator weekly emails and practical suggestions for thriving in the academy.
- Specific Aims Clubs:
 - Create a peer group for accountability and feedback
- Peer review for journals:
 - Create a relationship with editorial staff
- Grantsmanship:
[**NIH Early Career Reviewer \(ECR\) Program**](#) - The program aims to help early career scientists become more competitive as grant applicants through first-hand experience with peer review ... <https://public.csr.nih.gov> › [Become A Reviewer](#) › [ECR](#)



“There is no guru”

“In a perfect world, your department would be organized in such a way as to welcome and support you during your transition from graduate student to professor. In reality, it will most likely be your responsibility to identify your needs and find ways to meet them. Along with that responsibility comes the realization that you have tremendous power (even if it doesn't always feel like it). **In other words, you don't have to be dependent on a single guru-mentor because YOU have the power to create a network of support that is populated by people who are invested in your success.** This collective will enable you to feel supported before, during, and after problems arise in your department. It will provide you with opportunities, connections, and reference groups that extend far beyond your college or university. And most importantly, it will serve as a buffer to decrease any alienation, loneliness, and stress that you may feel at your current institution.”

Excerpted from [article](#) by Kerry Ann Rockquemore at www.facultydiversity.org



UI College of Medicine New Faculty Orientation

25 AUGUST 2022

SARAH LUTZ, PH.D.

FACULTY ORIENTATION COMMITTEE CHAIR



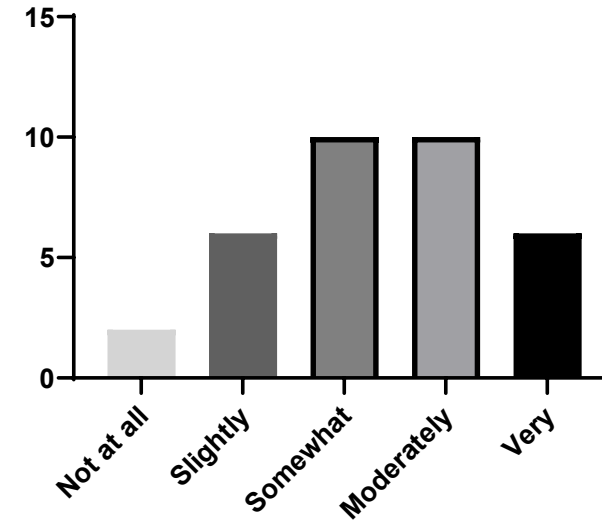


Why Orientation?

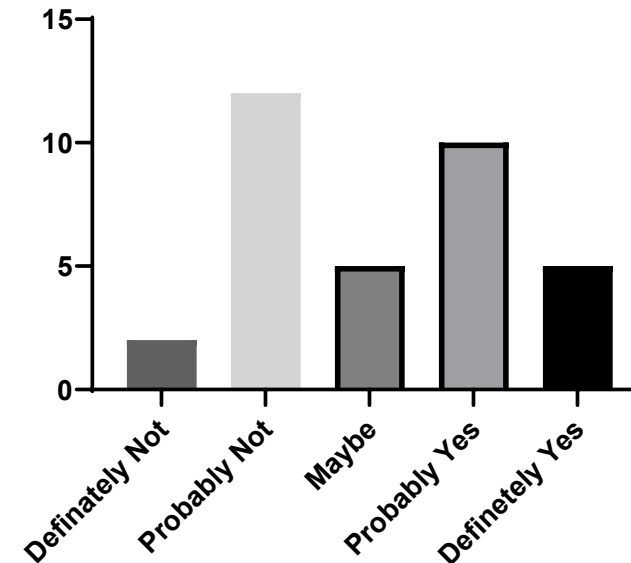
Orientation is part of a suite of new initiatives from the UI College of Medicine Faculty Development and Strategy Committee to promote the success, retention, and wellness of the vibrant Diverse, Equitable, and Inclusive UI COM Faculty community

Survey Results: Need for Orientation

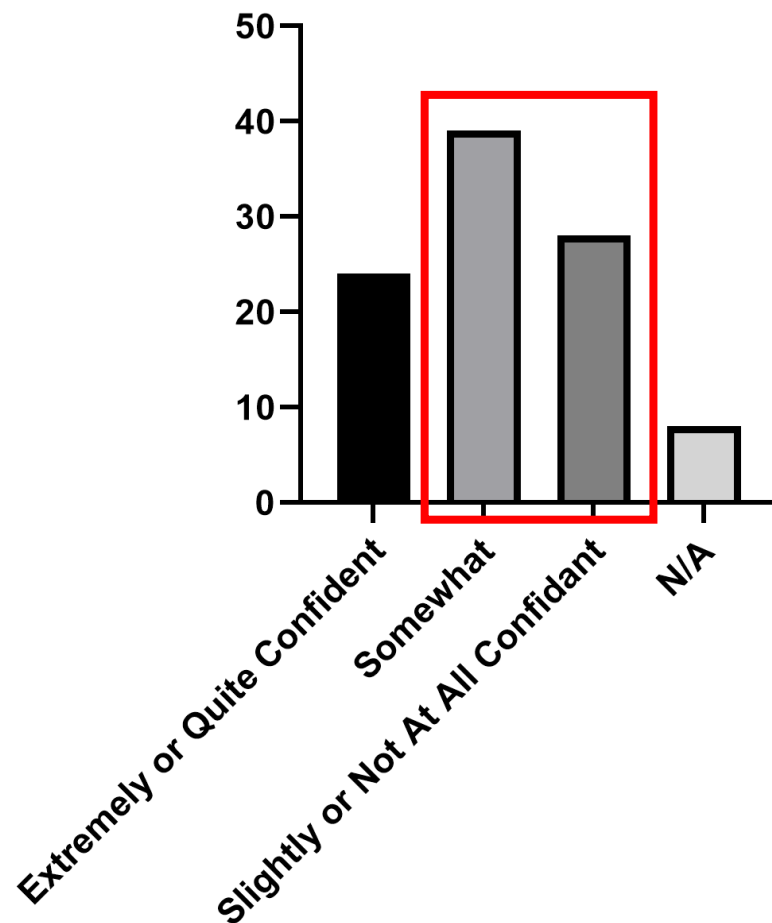
How confident are you that you know the specific academic track in which you hold appointment?



Are you Familiar with Criteria for Appointment and Advancement in your track?



How Confident Are you in Your Ability to Identify and Locate COM Resources Relevant to Clinical Affairs, Medical Education, Research and Service?



- **67% of our new COM Faculty reported being “Somewhat”, “Slightly”, or “Not At All” Confident in identifying and locating COM Resources relevant to their job requirements in Clinical Affairs, Medical Education, Research, and Service.**
- Our goal in the Spring New Faculty Orientation Program is to introduce our new Faculty to outstanding resources available in these areas
- COM Leadership has worked with us to create a centralized, curated directory of these resources on the new Faculty Affairs Orientation website
<https://medicine.uic.edu/office-of-faculty-affairs/>

COM Orientation Annual Programing

- Fall Orientation Event (August)
 - Orientation to your appointment
 - Promotion and tenure (P&T) requirements
 - Establish relationships with near-peers and far-peers with similar appointments
- Spring Orientation Event (April)
 - Introduction to the many excellent, decentralized COM Resources for Clinical Affairs, Research, Teaching, and Service
 - Regional Campus Resources (Peoria, Urbana-Champaign, Chicago)
 - Specific ways to use these resources to advance your P&T goals
 - Ongoing efforts to promote the success, retention, and wellness of COM *Diverse, Equitable, and Inclusive* Faculty

Orientation Team Effort

- Faculty Development and Strategy Committee,
 - Pauline Maki, PhD*
- Orientation Subcommittee
 - Sarah Lutz, PhD*
 - Alex Stagnaro-Green, MD MHPE
 - Jessica Hanks, MD
- Substantial support from Office of Faculty Affairs
 - Gillian Coombs
 - Shannon Dowty
- New Faculty Affairs Orientation website
<https://medicine.uic.edu/office-of-faculty-affairs/>

*Chairs



I. Welcome and Introductions	Dean of the University of Illinois College of Medicine: Mark I. Rosenblatt, MD, PhD, MBA, MHA	8:00 am – 8:10 am
II. Overview of agenda (Introduction to breakout sessions, thanking moderators and participants, request participants to complete survey, and announce the Spring orientation event)	Subcommittee chair, Sarah Lutz, PhD	8:10-8:15
III. Orientation to Appointments, Promotion and Tenure	Associate Dean for Faculty Affairs Pauline Maki, PhD	8:15 am – 8:35 am
IV. Breakout Sessions		8:35 am – 9:00 am
1. NT Clinical Discipline Track, Group A	Pedro de Alarcon, Gillian Coombs	
2. NT Clinical Discipline Track, Group B	Marian Fitzgibbon, Memoona Hasnain	
3. NT Clinical Discipline Track, Group C	Jessica Hanks, Gary Rifkin	
4. NT Research/Teaching/Clinical Tracks	Marcelo Bento Soares, Rosa Setterstrom	
5. TT Clinical and Teaching Track (CT)	Michael Fischer	
6. TT Research and Teaching Track (RT)	Sarah Lutz, Pauline Maki	