**TENURE SYSTEM (RT AND CT TRACK)**

**PROMOTION FORMS**

***-- sample version appropriate for mid-probationary review preparation –***

**\*CANDIDATE’S PERSONNEL/APPOINTMENT INFO. MUST BE ENTERED AS LISTED IN BANNER/HR FRONT END\***

**Candidate:** Last Name, First Name & Middle (if applicable) **UIN #:** UIN #

**College:** Select College for Primary Appointment

**Department:** Unit Name **Faculty Rank %FTE:** %FTE**%**

**Joint Appointment College:** Select Joint College (if applicable) **Regional Site:** Select Regional Site

**Joint Appointment Department:** Joint Unit Name **%FTE:** %FTE**%**

**Courtesy Appt. (0%FTE/UNPAID)*:***  *Courtesy Unit Name(s)*

**Tenure Code Legend:**

**1-6** = Tenure Track Year

**Q** = Q-Contract

**Present Faculty Appointment:**

**Rank:** Select Rank **Joint Rank:** Select Joint Rank

**Tenure Code:** Select Code  **Joint Tenure Code:** Select Joint Code

***Courtesy Rank (0%FTE-Unpaid) (if applicable):***Select Courtesy Rank

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# ACADEMIC AND EMPLOYMENT INFORMATION

## 1. Nature of Present Appointment

a. Percentage of time (total UIC employment): 100%  Other        %

b. Distribution of effort:

Teaching (include clinical):      %

Research:      %

Student/Resident Services:      %

Patient Care:      %

Public Service:      %

Administration:      %

Other:      % (specify)

## 2. Education

a. Highest degree:

b. Year awarded:

c. Institution:

d. Department:

e. Dissertation/thesis title:

f. Thesis Advisor Name:

## 3. Post-Doctoral Information

(Clinicians should include residency/fellow training.)

a. List Post-Doctoral appointments:

b. Name of Post-doctoral Advisor:      

## 4. Licensing and/or Certifications

Provide a list of all professional licensing and/or certifications with dates.

(If pending, give expected date of completion.)

1)

2)

3)

4)

5)

## 5. Academic & Professional Positions Since Terminal Degree and Post-Doctoral Training

List in chronological order academic, professional, and other relevant positions held **SINCE** the terminal degree and Post-doctoral training, with inclusive dates, rank or title, and name of institution. Include information for appointment at UIC and account for gaps in academic career, if pertinent. If necessary, attach extra page(s).

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Dates** | **Rank/Title** | **Institution/Organization** |
| **1** |  |  |  |
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# STATEMENT OF COLLEGE/UNIT NORMS, EXPECTATIONS, AND STANDARDS OF EXCELLENCE

**COLLEGE NORMS**

Please insert the information for the appropriate rank/track from the College of Medicine Norms Statements found here: <https://medicine.uic.edu/office-faculty-affairs/promotions-and-new-appointments/norms/>

# STATEMENT OF UNIT NORMS, EXPECTATIONS, AND STANDARDS OF EXCELLENCE

**DEPARTMENT NORMS**

Please insert the information for the appropriate rank/track from the department’s norms statement.

If the unit does not have department-specific norms, indicate that the department follows the College of Medicine Norms.

# I. TEACHING ABILITY AND PERFORMANCE

## A. ACTIVITIES

### 1. Annual Report of Faculty Teaching Effort at UIC

Name:       Department:

Date report prepared:       Probationary year of candidate:

(if applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DESCRIPTION OF TEACHING ACTIVITIES**  (Provide additional detail in the sectionscited in parentheses.) | Scheduled  Contact  Hours per  Year | Preparation  Hours per  Year | Total Hours  per Year |
| 1.0 | **Course and program planning, organization and coordination** | | | |
| 1.1 | Classroom/Laboratory course |  |  |  |
| 1.2 | Clinical clerkship |  |  |  |
| 1.3 | Residency or fellowship |  |  |  |
| 1.4 | Continuing medical education |  |  |  |
| 2.0 | **Lectures and seminars** | | | |
| 2.1 | Course leading to profession or graduate degree |  |  |  |
| 2.2 | Course for residents or fellows |  |  |  |
| 2.3 | Continuing medical education |  |  |  |
| 2.4 | Course leading to undergraduate degree |  |  |  |
| 2.5 | Course leading to technical certificate |  |  |  |
| 3.0 | **Laboratory or other scheduled small group teaching** | | | |
| 3.1 | Planner, coordinator, supervisor of the session |  |  |  |
| 3.2 | Supportive role in laboratory or small group session |  |  |  |
| 4.0 | **Clinical teaching/attending** | | | |
| 4.1 | Undergraduate clinical teaching |  |  |  |
| 4.2 | Resident teaching rounds |  |  |  |
| 4.3 | Combined resident/medical student rounds |  |  |  |
| 4.4 | *Ad hoc* clinical teaching |  |  |  |
| 5.0 | **Research training/independent study** | | | |
| 5.1 | Medical student |  |  |  |
| 5.2 | Masters degree candidates |  |  |  |
| 5.3 | Ph.D. candidate |  |  |  |
| 5.4 | Resident |  |  |  |
| 5.5 | Postdoctoral fellow |  |  |  |
| 6.0 | **Counseling/guidance** | | | |
| 6.1 | Medical or graduate student |  |  |  |
| 6.2 | Resident or fellow |  |  |  |
| 7.0 | **Educational committee work** | | | |
| 7.1 | Local education committee |  |  |  |
| 7.2 | College/campus education committee |  |  |  |
| 7.3 | Education committee for national organization |  |  |  |
| 8.0 | **Curriculum development** |  |  |  |
| 9.0 | **Other (describe on a continuation page)** |  |  |  |
|  | **TOTALS** |  |  |  |

**Please note:** Hours attributed to teaching should be reported separately from clinical and research time and correspond to the% effort engaged in teaching.

### 2. Graduate Students

### 2.a. Graduate Student Advising and Supervision at UIC

Check here if none and explain

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Student** | **Beginning and Completion Dates** | **Degree; Thesis Title; Role**  **(Chair, advisor, or committee member)** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
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### 2.b. Graduate Student Exam Committees at UIC

Check here if none

|  |  |  |
| --- | --- | --- |
| **#** | **Academic Year** | **# of Committees** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

### 3. Undergraduate Advising and Supervision at UIC

Including that related to medical students and to the Honors College. (Service and activities related to student organizations should be listed in Section 3, E.).

Check here if none

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Student** | **Semester and Year** | **Nature of Advising/Supervision** (e.g – independent study, Honors College Capstone) |
| **1** |  |  |  |
| **2** |  |  |  |
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### 4. Residents and Post-Doctoral Fellows Supervised at UIC

Check here if none

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Beginning and Ending Dates** | **Nature Supervision** |
| **1** |  |  |  |
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### 5. Direction of Research Associates, Visiting Scholars, and Technicians at UIC

Check here if none

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Research Associates** | **Beginning and Ending Dates** | **Nature Supervision** |
| **1** |  |  |  |
| **2** |  |  |  |
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| **4** |  |  |  |
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Check here if none

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| --- | --- | --- | --- |
| **#** | **Name of Visiting Scholars** | **Beginning and Ending Dates** | **Nature Supervision** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
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Check here if none

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Technicians** | **Beginning and Ending Dates** | **Nature Supervision** |
| **1** |  |  |  |
| **2** |  |  |  |
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### 6. Contributions to Instructional Techniques, Software and Teaching Materials at UIC

Include the creation and implementation of new courses.

The candidate should describe any special instructional techniques and new teaching materials he or she has developed. Indicate other unique contributions to instruction. The importance of innovation in instructional materials, as might be demonstrated by the creation of a new course, is recognized. Copies of instructional materials, prepared and used by the candidate, that are particularly innovative or that demonstrate the candidate’s excellence in teaching may be submitted for review and should be described here.

Check here if none

### 7. Other Teaching Activities (e.g., Courses Taught Externally to UIC)

Include the location of the course, name/description of the course, dates taught, credit hours, and number of students enrolled.

Check here if none

.

### 8. Developing, Leading and Teaching Study Abroad Courses and Programs

Include as relevant the following: (1) Describe the program (location, number of students, dates); (2) Describe your role in creating or modifying the program, including budgets and itineraries; (3) Describe your role in leading or overseeing students during the program or managing elements of the program on site; and (4) Describe the new or revised course(s) you taught in the program, including innovations in pedagogy, especially integration of the field work or field trips) and student assessment methods.

Check here if none

### 9. Honors and Awards to Students through Supervised Work or Mentorship

Include honors and awards given to students that were achieved through direct Supervised Work or Mentorship. Number each item below.

Check here if none

## B. EVALUATION OF TEACHING AND RELATED ACTIVITIES AT UIC

At a minimum, information should be provided for courses taught in the past year.

### 1. Summary of Student Evaluations of Faculty Teaching\*

\*It is inappropriate to ask current doctoral students or trainees supervised by the candidate to write a teaching evaluation for the candidate.

Summarize below the results of student evaluations of the candidate’s overall teaching effectiveness for each teaching activity. Use forms from the *Manual for Evaluating Teaching in the College of Medicine* (<http://www.uic.edu/com/mcme/teaching/COMTEACH.pdf>) for **Student Evaluation of Classroom/Lab Teaching** or **Student** **Evaluation of Clinical Teaching** as appropriate to gather the basic data. Additional documentation of student evaluations may be appended as summarized data.

**DEPARTMENTS MAY USE AN ALTERNATE FORM FOR SUMMARIZING STUDENT EVALUATIONS; HOWEVER, STUDENT EVALUATIONS MUST BE PRESENTED AS SUMMARIZED DATA.** If narrative comments from student evaluations are included, all comments from all students in that course should be included.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Semester/**  **Term** | **Course**  **Number**  **(if applicable)** | **Course Title / Type of Student (medical student, resident, fellow, etc.)** | **\*Average Rating**  **+ SD** | **(n/N)** |
| **1** |  |  |  |  |  |
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\*Average of students' ratings of the "Overall Teaching Effectiveness" (or equivalent) of the candidate, on a scale of 5 (Excellent) to 1 (Poor). SD = standard deviation; n = number of students who rated the candidate in that course; N = total number of students in that course.

### 2. Formal Recognition of Distinction in Teaching at UIC

Please indicate nature of and criteria for recognition as well as the dates of awards.

Check here if none

### 3. Candidate's Statement on Teaching Goals, Approaches and Accomplishments

The candidate should explain their philosophy of education, describe the place of teaching in their career goals, assess their progress toward those goals, and describe their plan for future teaching activities.

(**Fit on one page; no smaller than 10 pt font. It can be included as a separate page or typed below**).

# II. RESEARCH/SCHOLARSHIP ABILITY AND ACHIEVEMENT

Items in each sub-section below should be numbered.

## A. HONORS AND AWARDS ETC SINCE RECEIVING TERMINAL DEGREE

(List in chronological order)

Check here if none

## B. INVITED COLLOQUIA AND SYMPOSIA

These must be invited. In chronological order, list invited colloquia/symposia since entering the tenure track. ***(post-doctoral data may not be included)***. Specify significance. (Do NOT list here presentations at professional meetings but place them under G5.)

Check here if none

## C. OTHER INVITED PRESENTATIONS (e.g., LECTURES, WORKSHOPS, GRAND ROUNDS, etc.)

These must be invited. In chronological order, list other invited presentations since entering the tenure track and describe the significance of each presentation listed. ***(post-doctoral data may not be included)***.

Check here if none

## D. OTHER EVIDENCE OF RECOGNITION

In chronological order, list other evidence of recognition entering the tenure track. ***(post-doctoral data may not be included)***.

Check here if none

## E. LICENSING/CERTIFICATION SINCE RECEIVING TERMINAL DEGREE

Check here if none

## F. SPONSORED RESEARCH ACTIVITIES

In chronological order, list sponsored research activities since entering the tenure track. ***(post-doctoral data may not be included.)*** List all grant applications, even if unfunded. (Include here NIH/NSF/DoD grants, NEH Fellowships, Guggenheims, Great Cities Fellowships, CRB grants, etc.)

Check here if none

| **#** | **Date of**  **Submission** | **Role of Candidate** | **PI Name**  **(if other than candidate)** | **Agency** | **Title of Proposal and Type of Grant (e.g., R01, R03, K08, industry, etc.)** | **Amount**  **Requested** | **Amount**  **Funded**  **Not Funded = NF**  **Declined = DC** | **Amount Attributable to Candidate** | **Funding Period** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |  |  |  |  |  |  |  |  |  |
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\*In multi-investigator projects, list both the amount attributable to candidate and the total amount, e.g., $123,000/$375,000. **Indicate whether amount is total cost (TC), i.e. direct + indirect, or total direct cost (TDC).**

## G. PUBLICATIONS, PAPERS, AND OTHER SCIENTIFIC, CREATIVE OR SCHOLARLY WORKS

Underline senior author in all categories, and asterisk (\*) refereed publications if listed in categories other than c. The senior author is defined as the major contributor to the publication. If there is a certain significance in the order of authors in multi-authored publications in the discipline, please provide a brief summary of the practice.

### 1. Publications or Other Creative Work Relevant to the Discipline – (Before)

Dated **BEFORE** Entering the Tenure Track

#### a. Books and monographs

Check here if none

#### b. Edited volumes and translations

Check here if none

#### c. Articles in refereed journals

(Do not abbreviate titles; give inclusive page numbers. If there is certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice).

Check here if none

#### d. Refereed abstracts and conference proceeding articles

(Do not abbreviate titles; give inclusive page numbers. If there is certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice).

Check here if none

#### e. Other articles, including bulletins and technical reports

(Give inclusive page numbers.)

Check here if none

#### f. Chapters in books

(Give inclusive page numbers.)

Check here if none

#### g. Book reviews

(Give inclusive page numbers.)

Check here if none

#### h. Creative works

(e.g., poetry, composition, exhibitions)

Check here if none

#### i. Patents

Check here if none

#### j. Other

(e.g., notes and comments)

Check here if none

### 2. Publications or Other Creative Work Relevant to the Discipline – (Since)

Dated **SINCE** entering the Tenure Track .

#### a. Books and monographs

Check here if none

#### b. Edited volumes and translations

Check here if none

#### c. Articles in refereed journals

(Do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice).

Check here if none

#### d. Refereed abstracts and conference proceeding articles

(Do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice).

Check here if none

#### e. Other articles, including bulletins and technical reports

(Give inclusive page numbers.)

Check here if none

#### f. Chapters in books

(Give inclusive page numbers.)

Check here if none

#### g. Book reviews

(Give inclusive page numbers.)

Check here if none

#### h. Creative works

(e.g., poetry, composition, exhibitions)

Check here if none

#### i. Patents

Check here if none

#### j. Other

(e.g., notes and comments)

Check here if none

### 3. Work Completed and Accepted for Publication

Do NOT include here provisionally accepted work or work submitted but not yet accepted. List, instead, under F.4.

Underline senior author in all categories, and asterisk (\*) refereed publications if listed in categories other than c. The senior author is defined as the major contributor to the publication. If there is certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice.

#### a. Books and monographs

Check here if none

#### b. Edited volumes and translations

Check here if none

#### c. Articles in refereed journals

(Do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice.)

Check here if none

#### d. Refereed abstracts and conference proceeding articles

(Do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice).

Check here if none

#### e. Other articles, including bulletins and technical reports

(Give inclusive page numbers.)

Check here if none

#### f. Chapters in books

(Give inclusive page numbers.)

Check here if none

#### g. Book reviews

(Give inclusive page numbers.)

Check here if none

#### h. Creative works

(e.g., poetry, composition, exhibitions)

Check here if none

#### i. Patents

Check here if none

#### j. Other

(e.g., notes and comments)

Check here if none

### 4. Work in Progress

Add the designation “**Submitted**” to works presently under review but not yet accepted.

Underline senior author in all categories, and asterisk (\*) refereed publications if listed in categories other than c. The senior author is defined as the major contributor to the publication. If there is certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice.

#### a. Books and monographs

Check here if none

#### b. Edited volumes and translations

Check here if none

#### c. Articles in refereed journals

(Do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice).

Check here if none

#### d. Refereed abstracts and conference proceeding articles

(Do not abbreviate titles; give inclusive page numbers. If there is a certain significance in the order of authors in multi-author publications in the discipline, please provide a brief summary of the practice).

Check here if none

#### e. Other articles, including bulletins and technical reports

(Give inclusive page numbers.)

Check here if none

#### f. Chapters in books

(Give inclusive page numbers.)

Check here if none

#### g. Book reviews

(Give inclusive page numbers.)

Check here if none

#### h. Creative works

(e.g., poetry, composition, exhibitions)

Check here if none

#### i. Patents

Check here if none

#### j. Other

(e.g., notes and comments)

Check here if none

### 5. Papers and Poster Sessions Presented at Professional Meetings

In chronological order, list papers and poster sessions presented at professional meetings since entering the tenure track (***post-doctoral data may not be included)***. (Clearly label poster sessions).

Check here if none

### 6. Other Scientific Contributions, Creative or Scholarly Works

In chronological order list other scientific, creative or scholarly works since entering the tenure track. ***(post-doctoral data may not be included).***

Check here if none

## H. CANDIDATE'S STATEMENT OF CURRENT AND PLANNED RESEARCH, CREATIVE OR SCHOLARLY WORK

**NOTE: Recognize that reviewers later in the process are not disciplinary specialists.**

**(Fit on one page; no smaller than 10 pt font. It can be included as a separate page or typed below.)**

# III. SERVICE

In chronological order, list responsibilities and service since entering the tenure track.

## A. ADMINISTRATIVE RESPONSIBILITIES

Check here if none.

## B. SERVICE TO THE DEPARTMENT/COLLEGE

Check here if none.

## C. SERVICE TO THE UNIVERSITY

Check here if none.

## D. SERVICE RELATED TO PATIENT CARE

Use this section to provide a detailed summary of contributions to university-related patient care services. Describe how clinical time is allocated, patient load/schedule, referral base, etc. Support letters from colleagues who can evaluate the candidate’s contributions to patient care and the health care team may be appended to this section.

Check here if none.

## E. SERVICE RELATED TO STUDENTS

Use this section to present activities related to student organizations, etc.

Check here if none.

## F. SERVICE TO THE PROFESSION/DISCIPLINE

Use this section to describe non-university professional activities such as offices held in professional organizations, editorships, and other activities (i.e., grant review activity) from which the candidate gains national or international recognition.

Check here if none.

## G. PUBLIC SERVICE

Check here if none.

## H. CANDIDATE'S STATEMENT OF CURRENT AND PLANNED SERVICE ACTIVITIES

**The candidate should explain how these efforts fit into the department norms and policies. Clinicians should include current and planned patient care activities.**

(**Fit on one page; no smaller than 10 pt font. It can be included as a separate page or typed below**).

# IV. STATEMENT ON EFFORTS TO PROMOTE DIVERSITY, EQUITY, AND INCLUSION

**This statement is optional for those faculty hired before August 16, 2021.**

**The candidate should provide examples of scholarship, research, teaching, creative activity, or service relevant to the institutional commitment to diversity, equity, and inclusion, and describe their plan for future activities.**

(**Fit on one page; no smaller than 10 pt font. It can be included as a separate page or typed below**).

# V. CANDIDATE'S STATEMENT OF INTERDISCIPLINARY WORK - *OPTIONAL*

**The candidate should explain the nature of any interdisciplinary work.**

(**Fit on one page; no smaller than 10 pt font. It can be included as a separate page or typed below**).