

Office of the Vice Provost for Faculty Affairs (MC 103)
2715 University Hall
601 South Morgan Street
Chicago, Illinois 60607

January 28, 2015

To: UICHR Advisory Council

From: Renée Taylor, Vice Provost for Faculty Affairs



Re: Notification and Processing Changes for Tenure System Faculty Appointments

I wish to follow up with you regarding a communication from Interim Chancellor and Provost Gislason to Deans, Directors, and Department Heads. Specifically, this regards the approval and revised timing of the submission of tenure system faculty appointments to Faculty Affairs and the Board of Trustees. Based on these changes, revised offer letter templates will be posted to the [WebGuide](#).

Effective immediately, **all** appointments to the tenure system (tenure-track, probationary "Q", and tenured faculty) must be submitted to and approved by the Board of Trustees before a faculty member may start his or her appointment. This change was made at the insistence of the Board of Trustees and we expect that it will be enforced rigorously. Therefore, appointment information for each tenure system hire must be forwarded to Faculty Affairs **at least one month prior to the Board meeting preceding the proposed faculty start date**.

Because these procedures are effective immediately, I am asking you to generate a retroactive list of all currently outstanding tenure-system offers that have been accepted by faculty but have not yet been approved by the Board of Trustees. This applies to new faculty appointments with start dates beginning today and any time during the remainder of this year, through the next academic year. This list must be forwarded to Faculty Affairs by your college fiscal officers **no later than February 9, 2015** (to ensure timely reporting to the March 12, 2015 Board meeting).

The following are the deadlines by which units must submit appointment information to Faculty Affairs to ensure that a faculty member will be able start work by a proposed start date:

Appointments beginning 1/15/15 through 3/12/15, please contact me immediately rtaylor@uic.edu.

Appointments beginning 3/13/15 through 5/7/15, material must be submitted no later than 2/12/15*.

Appointments beginning 5/8/15 through 7/22/15, material must be submitted no later than 4/7/15*.

Appointments beginning 7/23/15 through 9/10/15, material must be submitted no later than 6/22/15*.

Immediately upon receipt of all future accepted tenure system faculty offers, please electronically transmit the documents listed below to: facultyaffairs@uic.edu.

Tenure-track assistant professor and 3-year "Q" contracts:

- Signed Offer Letter
- Current Curriculum Vitae
- Excel Briefing Document
- Completed [Service Toward Completion of the Probationary Period](#) form for Assistant Professor if hired after the 8th week of the Academic Year
- Proof of completion of the terminal degree (for appointment at rank of Assistant Professor if degree was completed within one year or less prior to the start date of the appointment)

Tenured associate and full professor and 4-6 year "Q" contracts:

- Signed Offer Letter (Refer to the existing prior approval packet requirements for these appointments under [UIC FPPG 101](#) and [UIC FPPG 108](#) respectively)

Faculty Affairs will prepare and transmit information for consideration at the next upcoming Board of Trustees meeting, per the Board's meeting preparation schedule, and notify college level contacts, as is customary, after Board approval.

We appreciate your attention to this important matter. If you have any questions or concerns regarding these changes, please contact Angela Yudt (ayudt@uic.edu).

*Dates subject to revision based on unanticipated changes in Board of Trustees meeting dates.

cc: DDDH
Eric A. Gislason
Caryn Bills