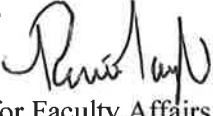


Date: August 24, 2016  
To: College Deans  
From: Renée Taylor   
Vice Provost for Faculty Affairs  
Subject: MID-PROBATIONARY REVIEWS

Campus policy requires that a formal, internal review of faculty on probationary contract take place no later than the mid-point of a faculty member's probationary period on the tenure track at UIC, unless a decision not to retain is reached at the level of the recommending unit before the time a formal review would be scheduled. **All tenure-track faculty should be informed of this policy at the time of their initial appointment.** For most probationary faculty this review will occur in the third year at UIC. If a faculty member's initial contract carried a tenure code higher than "1," the review will fall at a later, mid-point in the probationary period, and still before the sixth year review. The intent is to provide an assessment of the faculty member at a date late enough to permit reasonable review of his or her progress toward tenure since the initial appointment, and early enough to give useful guidance to him or her in preparing for any subsequent review. Faculty members may request such a review at any time, but should contact the College Dean and the Office of the Vice Provost for Faculty Affairs if the department fails to undertake a mid-probationary review in a timely fashion. Confirmation that a mid-probationary review is being carried out for a particular faculty member should be recorded on the "Expected Reviews Form", found on the new Mid-Probationary Review page ([faculty.uic.edu/midprobationaryreview](http://faculty.uic.edu/midprobationaryreview)) on the Faculty Affairs website ([faculty.uic.edu](http://faculty.uic.edu)). The form for expected reviews must be submitted by October 3, 2016.

To ensure equity and consistency, each academic unit (normally the department) will establish written procedures for mid-probationary reviews suitable to its own concerns. The use of outside evaluators at this stage is at the department's discretion. The campus does not provide any special forms for reporting. The academic unit **will be responsible for the dissemination of procedures to unit faculty early in their employment.** Evaluation should cover the three areas specified in the Statutes: teaching, scholarship and creative activity, and service. The unit executive officer will carry out the mid-probationary review (in consultation with the unit advisory or executive committee). A favorable review may result in recommendation for continued employment, with additional reviews as deemed desirable in subsequent years.

A copy of the written review of the candidate's progress, and the outcome of that review, should be given to the faculty member under review. **The faculty member must acknowledge that he/she has received and read a copy of the evaluation with a signature.** The faculty member is then given an opportunity to comment orally or in writing, and any written response by the faculty member will be included as part of the review. The review will be communicated to the Dean for independent review and endorsement status.

The unit executive officer will then make a recommendation to the Dean who will decide whether or not to renew the contract. The probationary faculty member must be informed of the Unit Executive Officer's recommendation and the Dean's decision.

The original copy of the written review with signatures of the dean, unit executive officer, and the faculty member, shall be kept on file in the College. An electronic copy of the signed original must be uploaded into blackboard in the Mid-Probationary Review course page (similar to the P&T process and procedure for submitting/uploading).

If the unit executive officer recommends that a written notice of non-reappointment be issued to an assistant professor on a definite-term appointment prior to the tenure code 6 year, the unit executive officer should consult University Counsel and shall work with the Office of Faculty Affairs to process the change of appointment. Within one week (seven calendar days) of the date of the recommendation by the unit executive officer to issue a written notice of non-reappointment, the faculty member may respond with a written resignation effective at the end of the current contract year; otherwise a terminal contract must be offered for the following academic year

For faculty with joint appointments, mid-probationary reviews should be carried out in both/all units. This includes faculty with a joint appointment in the Institute of Government and Public Affairs (IGPA). Additionally, if a faculty member's appointment is changed such that he or she moves from one unit/department into another or assumes a new joint appointment at any time during the probationary period, a new mid-probationary review (or an appropriate equivalent, depending on time of progress along the tenure clock) should be conducted in the new unit as soon as possible.

Any questions concerning mid-probationary reviews should be directed to Andrew Maybach or Faizan H. Abid in the Office of the Vice Provost for Faculty Affairs: [amayba2@uic.edu](mailto:amayba2@uic.edu) EXT 3-3470 | [fabid2@uic.edu](mailto:fabid2@uic.edu) EXT: 6-2706. This policy memo can also be found at [faculty.uic.edu/midprobationaryreview](http://faculty.uic.edu/midprobationaryreview).

