

### OVERVIEW (from the UIC Faculty Handbook)

Campus policy requires that a formal, internal review of faculty on probationary contracts take place no later than the mid-point (generally the third year) of a faculty member's probationary period on the tenure track, unless a decision not to retain is reached. Each department or equivalent academic unit should be certain that all faculty members are aware of the general campus and college statements of criteria for advancement in rank. If the unit has adopted additional or different criteria, these should also be communicated to the faculty. Each academic unit will devise procedures suitable to its own concerns for a thorough review with written conclusions and copies for departmental files, the affected faculty member, and the Office of the Vice Provost for Faculty Affairs. The individual should be given an opportunity to comment orally or in writing, and any written comments will be made part of the departmental personnel file. A copy of the mid-probationary review will need to be included later in the tenure review Promotion and Tenure packet. Since UIC no longer permits candidates to be recommended for promotion on a track other than that in which they have been employed for the previous three years, the third year review may be the last appropriate opportunity to consider changing a candidate's track.

Additional information may be found on the Office of the Vice-Provost for Faculty Affairs website:

<https://faculty.uic.edu/midprobationaryreview/> .

### RECOMMENDED PROCEDURE

1. The candidate submits the following documents to the Department Head for the Mid-Probationary Review:
  - a. Updated Curriculum Vitae
  - b. The College of Dentistry Mid-Probationary Review Form
2. The Department Head assembles a Mid-Probationary Review Committee to review the candidate's progress to date. This ad hoc committee should include members from the candidate's department and may also include members from other College of Dentistry departments or external to the COD. The Committee should not only evaluate the candidate's progress in teaching, research and service, but also make specific recommendations regarding goals for the remainder of the probationary period in order to prepare the candidate for a successful tenure application in the fifth year (or the penultimate year of a Q contract).

In addition, the Department Head may also choose to send the candidate's CV along with the College of Dentistry Norms and Guidelines to an external reviewer for evaluation of the candidate's progress towards tenure.
3. The Department Head prepares a letter that summarizes the candidate's progress to date and describes goals for the remainder of the probationary period that will prepare the candidate for a

promotion and tenure submission in the fifth year (or the penultimate year of a Q contract). A template for the endorsement letter is included below.

4. The Department Head and candidate meet to discuss the Mid-Probationary Review. Both the Department Head and the Candidate are required to sign the summary letter.
5. The Mid-Probationary Review along with the College of Dentistry's Mid-Probationary Review Form and the candidate's CV are submitted to the Dean for review and endorsement. The Dean's signature is required on the summary letter.
6. The following documents are submitted to the Office of the Vice-Provost of Faculty Affairs:
  - a. Department Head's Mid-Probationary Review evaluation signed by the Head, the candidate and the Dean.
  - b. The College of Dentistry Mid-Probationary Review Form and Cover Page.
  - c. The candidate's CV
7. Recommended timeline:

Mid-Probationary Review documents are usually due to the Office of the Vice-Provost of Faculty Affairs in May, therefore, the following timeline is recommended for the COD process:

**February** – Begin preparation of Mid-Probationary Review documents

**March** – Mid-Probationary Review committee convened by the Department Head; candidate's CV sent to external reviewer (optional)

**May (1<sup>st</sup> week)**- Mid-Probationary Review letter and supporting documents submitted to the College of Dentistry Office of Faculty Affairs; OFA will submit to the Dean for endorsement

**May (2<sup>nd</sup>/3<sup>rd</sup> week)**- Mid-Probationary Review documents are due to the Office of the Vice-Provost for Faculty Affairs (date TBD annually by UIC OVPFA)



NAME:

DEPARTMENT:

DATE:

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**Internal Review Committee (list members)**

List Committee Members involved in the review.

**External Review of CV (optional)**

If the Candidate's CV was sent to an external reviewer(s) for evaluation, provide name, institutional affiliation and attach reviewer's comments.

**Letter of Endorsement (Department Head)**

A. Description of review process

- B. Appraisal of:
1. Teaching
  2. Contribution to Curriculum/Instruction
  3. Research
  4. Service
  5. Overall Evaluation and Recommendations

## SAMPLE LETTER TEMPLATE

<Date>

<Insert Dean Address>

Dear Dean <insert Dean's name>:

Dr. X is currently appointed as an Assistant Professor on the <insert Track>, with an initial appointment date of <insert initial appointment date>. A mid-probationary review for Dr. X was completed in May 20XX. This review included a departmentally appointed committee of:

List committee members, title, department (institution if any outside UIC)

The committee reviewed Dr. X's detailed CV, and met with Dr. X to discuss <his/her> progress. Subsequent to this review, the Department Head also evaluated his/her accomplishments. The committee and the Department Head agree that Dr. X <is/is not> on track to meet or exceed the established College of Dentistry norms for promotion to Associate Professor with tenure.

This letter includes an evaluation of Dr. X's progress in the areas of teaching, research/scholarship, and service, as well a summary of the committee suggestions for <his/her> progress and an overall assessment.

### 1. Appraisal of Candidate's Teaching Record

<insert appraisal>

### 2. Appraisal of Candidate's Contribution to Curriculum and Other Instructional Materials or Products

<insert appraisal>

### 3. Appraisal of Candidate's Research and Scholarship, Including Contributions (if any) to Collaborative Research.

<insert appraisal>

### 4. Appraisal of Candidate's Service Record

<insert appraisal>

### 5. Suggestions for the Candidate:

<insert any suggestions>

### 6. Overall Assessment and Recommendation

<insert assessment and recommendation>

Sincerely,

DH Signature

DH Name, Title, Date

I, Dr. X, have received my Mid-Probationary Review dated (insert date).

Candidate signature

Candidate name, Title, Date

Dean's Endorsement:

Dean's Signature

Dean's Name, Title, Date

Attachments:

Candidate CV

College of Dentistry Mid-Probationary Review Form

Any other relevant documents