**TENURE & NON-TENURE SYSTEM**

**PROMOTION AND/OR TENURE FORMS – ACADEMIC YEAR 2024-25**

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

# Cover Page

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

**College:** Select College for Primary Appointment **Regional Site:** Select Regional Site

**Select Unit Type:** Unit Name **Faculty Rank** **%FTE:** %FTE%

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

**Select Joint Unit Type:** Joint Unit Name **Joint Faculty Rank %FTE:** %FTE%

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

**Current Personnel Appointment:**

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

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

**Tenure Code Legend:**

**2-6** = Tenure Track Year

**Q** = Q-Contract

**A** = Tenured

**N** = Non-Tenure Track

**W** = W-Contract

**Appointed or Promoted to Present Rank:** Select Month – Year

 ***Courtesy Rank (if applicable):***Select Courtesy Rank

**Proposed Personnel Action:**

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

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

**Faculty Candidate Attestation *(check the boxes and sign)*:**

**[ ]  To the best of my knowledge, the information** to which I have access that is **provided in this dossier** (i.e., non-confidential components) **is true and accurate.**

**[ ]  I do not have a conflict of interest or a dual relationship with the Dossier Preparer**, as defined by Section 2.F.3 (Voting and Dual Relationships) and Section 3.D (Responsibility for the Case) of the Promotion and Tenure Guidelines, Part I: University Policies and Procedures.

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

 **Name (Print) Signature Date**

**Dossier Preparer Attestation *(check the boxes and sign)*:**

[ ]  **To the best of my knowledge, the information** to which I have access that is provided in this dossier **is true and accurate**.

[ ]  **I do not have a conflict of interest or a dual relationship with the Candidate**, as defined by Section 2.F.3 (Voting and Dual Relationships) and Section 3.D (Responsibility for the Case) of the Promotion and Tenure Guidelines, Part I: University Policies and Procedures.

**Dossier Preparer:** Last, First Name

 **Name (Print) Signature Date**

**Dossier Preparer is also the Unit Executive Officer/Equivalent:** **[ ] YES** **[ ] NO**

**COVID-19 Impact Statement for Evaluators:**

When appraising the dossier, evaluators must consider the broad impact of the COVID-19 pandemic and of the social and cultural environment on the candidate's activities, which may include (but not be limited to) reduced or delayed publications, canceled speaking invitations and conferences, extensive coursework revisions, and/or reduced work hours. When appraising faculty teaching evaluations during Spring 2020, Fall 2020 and Spring 2021, evaluators must consider the additional requirements and demands many faced as they moved to remote teaching and delivered their curriculum online, through methods new to many.

# ENDORSEMENTS

**UNIT EXECUTIVE OFFICER(S), DEAN(S), AND**

**UNIVERSITY ADMINISTRATION**

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

**ENDORSEMENT** **NON-ENDORSEMENT (COMPLETE FOR APPLICABLE REVIEW LEVELS)**

            Type Name

 **Unit Executive Officer (U.E.O.)/Equivalent Name/Signature Date**

            Type Name

 **Joint U.E.O./Equivalent Name /Signature *(if applicable)* Date**

            Type Name

**School Director Name and Signature *(if applicable)* Date**

            Type Name

**Regional Dean Name and Signature (if applicable) Date**

            Type Name

 **College/School Dean Name and Signature Date**

            Type Name

 **Joint Dean Name and Signature (if applicable) Date**

**ENDORSEMENT NON-ENDORSEMENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provost and Vice Chancellor for Academic Affairs Date**

**ENDORSEMENT NON-ENDORSEMENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vice Chancellor for Health Affairs Date**

***Vice Chancellor for Health Affairs Endorsement/Non-Endorsement is only applicable to the Health Science Colleges***

# SUMMARY OF COMMITTEE REVIEWS

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

**College:** Select College for Primary Appointment **Regional Site:** Select Regional Site

**Joint Appt. College:** Select Joint College

**Unit(s):** For Joint Appts. List All Units with (%FTE) Next to each Unit

**Unit P&T Committee Review:**

\* Give a figure (“0”, if appropriate) in each of the six categories\*

**Total # of Members YES NO ABSTAIN ABSENT NOT ELIGIBLE\*\***

**Name of Chair:       Signature: Date:**

**Joint Unit or School P&T Committee Review (if applicable):**

\* Give a figure (“0”, if appropriate) in each of the six categories\*

**Total # of Members YES NO ABSTAIN ABSENT NOT ELIGIBLE\*\***

**Name of Chair:       Signature: Date:**

**Joint College or Regional Site P&T Committee Review (if applicable):**

\* Give a figure (“0”, if appropriate) in each of the six categories\*

**Total # of Members YES NO ABSTAIN ABSENT NOT ELIGIBLE\*\***

**Name of Chair:       Signature: Date:**

**College P&T Committee Review:**

\* Give a figure (“0”, if appropriate) in each of the six categories\*

**Total # of Members YES NO ABSTAIN ABSENT NOT ELIGIBLE\*\***

**Name of Chair:       Signature: Date:**

**College Executive Committee P&T Review (if applicable):**

\* Give a figure (“0”, if appropriate) in each of the six categories\*

**Total # of Members YES NO ABSTAIN ABSENT NOT ELIGIBLE\*\***

**Name of Chair:       Signature: Date:**

**University P&T Committee Review:**

\* Give a figure (“0”, if appropriate) in each of the six categories\*

**Total # of Members YES NO ABSTAIN ABSENT NOT ELIGIBLE\*\***

**Name of Chair:       Signature: Date:**

# Voting Justifications

\*\*Include brief explanation(s) as to why members were “Not Eligible” (NE) to vote for each level. It is not necessary to add page numbers in this section.

If the UEO and/or Dean are the Chair for any of the P&T Review Committees, a brief statement should be provided confirming the UEO and/or Dean did not vote within the committee. See P&T Guidelines, Part I, Section 2.F.6.

Type in here

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#  ACADEMIC AND EMPLOYMENT INFORMATION

## Nature of Present Appointment

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

 1. Faculty Rank Percentage [ ]        %

 2. Other UIC Appointment(s) Percentage [ ]        %

## Education

* 1. Highest degree:       Your PhD or DDS/DMD; other degrees listed in b,
		1. Year awarded:
		2. Institution:
		3. College & Unit:
		4. Dissertation/thesis title:
		5. Thesis Advisor Name:
	2. Other Degrees (list other degree information below, using details of i-v above)

## Post-Doctoral Information

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 (oldest to most recent) 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 appointments at UIC and account for gaps in academic career, if pertinent. If necessary, add extra rows. It is not necessary to add page numbers in this section

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Dates** | **Rank/Title** | **Institution/Organization** |
| **1** |       |       |       |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |
| **5** |       |       |       |
| **6** |       |       |       |
| **7** |       |       |       |
| **8** |       |       |       |
| **9** |       |       |       |
| **10** |       |       |       |
| **11** |       |       |       |
| **12** |       |       |       |
| **13** |       |       |       |
| **14** |       |       |       |
| **15** |       |       |       |

# COLLEGE NORMS, EXPECTATIONS, AND STANDARDS OF EXCELLENCE

**Include Norms for the Candidate in place at the time of hire (unless updated ones are chosen by the candidate), and for the Proposed Rank only.**

(**Include as separate page(s). It is not necessary to add page numbers in this section.)**

**Notify the Preparer which version\* of the norms & guidelines you will use.**

**The Preparer will need to know this at the beginning at the process so the correct version is sent to the external reviewers.**

#  \* Hire Date BEFORE 8/16/23 – 2013 or 2023 Version

  **“ “ AFTER 8/16/23 – 2023 Version**

# UNIT NORMS, EXPECTATIONS, AND STANDARDS OF EXCELLENCE

**Include Norms for the Candidate in place at the time of hire (unless updated ones are chosen by the candidate), and for the Proposed Rank only.**

(**Include as separate page(s). It is not necessary to add page numbers in this section.)**

# N/A- The unit uses the College Criteria and Guidelines. MENTORING PLAN & EVIDENCE OF EFFECTIVNESS IN THE DOSSIER

**Include the P&T Mentoring Plan that was developed for the faculty member based on the Mentoring Policy. In addition to the Mentoring Plan, explain how mentoring was provided and its effectiveness in the dossier.**

(**Include as separate page(s). It is not necessary to add page numbers in this section.)**

**NEW!**

**(Discuss with DH/Preparer)**

# DESCRIPTION OF COLLEGE PROCESS USED FOR PEER EVALUATION OF CLINICAL/TEACHING NON-TENURE TRACK FACULTY

***(Applicable for Clinical/Teaching Cases Only)***

**\*\*If the college has a process, include it. If not, indicate that the college does not have a separate process. The process for peer evaluation may be at the unit or college level.**

(**Include as separate page(s). It is not necessary to add page numbers in this section.)**

***The College of Dentistry does not have a standardized process for the Peer Evaluation of Teaching. However, teaching evaluation templates have been developed by the college and are available to use by departments at their discretion.***

# I. TEACHING ABILITY AND PERFORMANCE

In this section, assemble evidence on teaching ability and performance for the items below, where applicable. In chronological order, list data for the candidate **SINCE** the last personnel action (hire date OR date of last promotion). **Qualifying faculty** may include data since their last personnel action or for the past five years, whichever period is longer. Qualifying faculty include those who are on a Q contract; who are in the non-tenure track having switched from the tenure track or from a visiting appointment; who were moved into the tenure track from the non-tenure track; who started their first probationary period higher than T1, or who received a tenure rollback or extension. Qualifying faculty may include additional data from earlier than the five previous years if they have received a tenure rollback or extension (e.g. for the birth of a new child, COVID tenure rollback, other health-related reasons). For example, qualifying faculty may include additional data from the last six years if they have received a tenure rollback or extension for up to one year from UIC, and qualifying faculty may include additional data from the last seven years if they have received a tenure rollback or extension for up to two years from UIC.” If tenure-track faculty started their first probationary year higher than T1 and received a tenure rollback or extension, please contact Faculty Affairs for additional guidance. ***Post-doctoral data may be included; however, annotations must be included within each section/sub-section of the dossier where post-doctoral data is used, detailing the role and independence of the faculty member. Annotations are encouraged for any multi-authored scholarly activities.*** Note any release time for sabbatical, fellowships or any other reason. Please use Section I.A.7 to record teaching activities conducted externally to UIC that occurred since the last personnel action period (or within the equivalent time
frame indicated herein for Q-contract faculty, those who have switched into the tenure track, and those who started their probationary year higher than T1).

## A. ACTIVITIES

### 1. Courses Taught at UIC

"Required" refers to courses that all students must take in order to complete a degree program or specialization, including minors and/or concentrations. “Selective” refers to courses that are on a list of two or more courses from which the student must select one or more in order to complete a degree program or specialization. “Elective” refers to courses that are not required for any degree, but which may be used toward elective hours in a degree program. Please indicate if you were the Course Director for a course. If a course is team taught, indicate number of course sessions taught within the course. Add more rows as needed

* List courses by terms (oldest to most recent) with a blank line separating terms.
* If other than primary instructor, **specify your role**
* **Use footnotes to explain entries that are not standard course (ie –SGL, TBL, clinical, individual lectures, etc.) to better explain your role and the type of teaching**.

| **#** | **Semester/ Term** | **Course #** | **Course Title** | **Team Taught****(Yes/No)** | **Lab Teaching****(Yes/No)** | **Resident Teaching****(Yes/No)** | **# of Lectures** | **Credit Hours** | **Required/****Selective/ Elective** | **Total # Evaluated Course/ Total Enrollment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |       |       |       |       |       |       |       |       |       |       |
| **2** |       |       |       |       |       |       |       |       |       |       |
| **3** |       |       |       |       |       |       |       |       |       |       |
| **4** |       |       |       |       |       |       |       |       |       |       |
| **5** |       |       |       |       |       |       |       |       |       |       |

### 2. Graduate Students

### 2.a. Graduate Student Advising and Supervision at UIC Do not include students for whom you’ve served on a qualifying exam committee.

[ ]  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** |       |       |       |
| **5** |       |       |       |

### 2.b. Graduate Student Exam Committees at UIC Include committee memberships not listed in 2.a

[ ]  Check here if none.

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

### 3. Undergraduate Advising and Supervision at UIC: UIC undergrads; list DMD students in 4.a.

Including that related to Honors College. (Service and activities related to student organizations 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, Honors College Fellow work) |
| **1** |       |       |       |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |
| **5** |       |       |       |

### 4. Residents and Post-Doctoral Fellows Supervised at UIC

[ ]  Check here if none.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Beginning and Ending Dates** | **Nature of Supervision** |
| **1** |       |       |       |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |
| **5** |       |       |       |

#### 4.a. Other Supervised or Mentored Trainees at UIC DMD Students

Include other supervised or mentored individuals not included in the above categories as needed.

[ ]  Check here if none.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name** | **Beginning and Ending Dates** | **Nature of Supervision** |
| **1** |       |       |       |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |
| **5** |       |       |       |

### 5. Direction of Research Associates, Visiting Scholars, and Technicians at UIC

#### 5.a. Research Associates

[ ]  Check here if none.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Research Associates** | **Beginning and Ending Dates** | **Nature of Supervision** |
| **1** |       |       |       |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |
| **5** |       |       |       |

#### 5.b.Visiting Scholars Include home institution & location

[ ]  Check here if none.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Visiting Scholars** | **Beginning and Ending Dates** | **Nature Supervision** |
| **1** |       |       |       |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |
| **5** |       |       |       |

#### 5.c. Technicians

[ ]  Check here if none.

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Name of Technicians** | **Beginning and Ending Dates** | **Nature Supervision** |
| **1** |       |       |       |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |
| **5** |       |       |       |

### 6. Contributions to Instructional Techniques, Software and Teaching Materials at UIC:

Include the creation and implementation of new courses. Number each item below.

* Describe materials, new content or tools that were developed
* Examples: new courses, assessments, teaching tools, curriculum revisions, videos, online tools
* Explain impact of contributions and outcomes

### 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. Number each item below.

[ ]  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. Other Significant Teaching Recognition/Achievement

(List data not covered since the last personnel action/five-year period)

[ ]  Check here if none.

### 10. 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. TEACHING EFFECTIVENESS

### Recognition of Distinction in Teaching at UIC

Please indicate the nature of and criteria for recognition as well as the dates of awards. Number each item below.

[ ]  Check here if none.

### Statement on Teaching Effectiveness, Goals, Approaches and Accomplishments

The candidate should explain their philosophy of education, describe the place of teaching in their career goals, reflect on teaching effectiveness in relation to the qualitative responses from student evaluations, assess their progress toward those goals, and describe their plan for future teaching activities.

Candidates have the option to address the impact of COVID-19 in their statements as appropriate. There is no expectation or obligation for candidates to discuss information felt to be personal.

(**Fit on one page; no smaller than 10 pt font. It should be included as an additional page following this sub-section/page. It is not necessary to add page numbers for the additional page.)**

* Fit on one page, one-inch margins
* **Font Size and Style:** 10-12pt; Arial, Calibri, Times New Roman
* Put statement on a separate page

# II. RESEARCH/SCHOLARSHIP ABILITY AND ACHIEVEMENT

In this section, assemble evidence on research, creative and other scholarly activities for the items below, where applicable.List all data in chronological order since the last personnel action (hire date OR date of last promotion). Qualifying faculty may include data since their last personnel action or for the past five years, whichever period is longer. Qualifying faculty include those who are on a Q contract; who are in the non-tenure track having switched from the tenure track or from a visiting appointment; who were moved into the tenure track from the non-tenure track; who started their first probationary period higher than T1, or who received a tenure rollback or extension. Qualifying faculty may include additional data from earlier than the five previous years if they have received a tenure rollback or extension (e.g. for the birth of a new child, COVID tenure rollback, other health-related reasons). For example, qualifying faculty may include additional data from the last six years if they have received a tenure rollback or extension for up to one year from UIC, and qualifying faculty may include additional from the last seven years if they have received a tenure rollback or extension for up to two years from UIC. If tenure-track faculty started their first probationary year higher than T1 and received a tenure rollback or extension, please contact Faculty Affairs for additional guidance. Post-doctoral data may be included; however, annotations must be included within each section/sub-section of the dossier where post-doctoral data is used, detailing the role and independence of the faculty member. Annotations are encouraged for any multi-authored scholarly activities.

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

 (List in chronological order/ number each item below)

 [ ]  Check here if none.

Explain significance of award – who awarded, what did it recognize, level (local, national,

 international); include date

## B. INVITED COLLOQUIA AND SYMPOSIA

 These must be invited. In chronological order, list invited colloquia/symposia and please describe and specify the significance of each colloquium/symposium listed. (Do NOT list presentations at professional meetings. Place them under G5) (number each item below)

[ ]  Check here if none.

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

These must be invited. In chronological order, list other invited presentations and please describe and specify the significance of each presentation listed. (Do NOT list presentations at professional meetings here. Place them under G5) (number each item below)

[ ]  Check here if none.

## D. OTHER EVIDENCE OF RECOGNITION

In chronological order, list other evidence of recognition. (number each item below)

 [ ]  Check here if none.

## E. LICENSING/CERTIFICATION SINCE RECEIVING TERMINAL DEGREE

 (number each item below)

 [ ]  Check here if none.

## F. SPONSORED RESEARCH ACTIVITIES

In chronological order, list sponsored research activities since last personnel action. List all grant applications, even if unfunded. (Include here research contracts, NEH Fellowships, Guggenheims, Institute for the Humanities Fellowships, etc.)

| **#** | **Date of****Submission** | **Role of Candidate\*** | **PI Name** **(if other than candidate)** | **Agency** | **Title of Proposal** | **Amount\*\*****Requested** | **Amount\*\*****Funded****Not Funded = NF****Declined = DC** | **Amount Attributable to Candidate** | **Funding Period** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** |       |       |       |       |       |       |       |       |       |
| **2** |       |       |       |       |       |       |       |       |       |
| **3** |       |       |       |       |       |       |       |       |       |
| **4** |       |       |       |       |       |       |       |       |       |
| **5** |       |       |       |       |       |       |       |       |       |
| **6** |       |       |       |       |       |       |       |       |       |
| **7** |       |       |       |       |       |       |       |       |       |
| **8** |       |       |       |       |       |       |       |       |       |
| **9** |       |       |       |       |       |       |       |       |       |
| **10** |       |       |       |       |       |       |       |       |       |

\*List name of PI if other than candidate.

\*\*In multi-investigator projects, list both the amount attributable to candidate and the total amount, e.g., $123,000/$375,750. **Indicate whether amount is total cost (TC), i.e. direct + indirect, or total direct cost (TDC).** Funding and submissions are subject to verification by the Office of the Vice Chancellor for Research.

**Table must be filled out COMPLETELY for each entry- no blank spaces!**

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

List in chronological order, do not abbreviate titles, provide inclusive page numbers. 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-authored publications in the discipline, please provide a brief summary of the practice. Give complete bibliographical references, including inclusive page numbers. If any publication has been reprinted, please provide a full bibliographical reference for the reprint immediately after the citation of the place of first publication. **Underline senior author** in all categories, and asterisk (\*) refereed publications if listed in categories other than c. **If there is certain significance in the order of authors in multi-authored publications in the discipline, please provide a brief summary of the practice.**

* **Candidates name in BOLD.** **Use standardized formatting (i.e. Endnote)**

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

Dated **BEFORE** Last Personnel Action (A personnel action is defined as the initial appointment date or effective date of most recent promotion or track switch). ***Post-doctoral data may be included; however, annotations must be included within each section/sub-section of the dossier where post-doctoral data is used, detailing the role and independence of the faculty member. Annotations are encouraged for any multi-authored scholarly activities.***

Items in each sub-section below should be numbered.

#### 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** Last Personnel Action (A personnel action is defined as the initial appointment date or effective date of most recent promotion or track switch).

Items in each sub-section below should be numbered.

#### 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 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.

Items in each sub-section below should be numbered.

#### 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 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 length in pages.)

 [ ]  Check here if none

#### f. Chapters in books

(Give length in pages.)

 [ ]  Check here if none

#### g. Book reviews

(Give length in pages.)

 [ ]  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.

Items in each sub-section below should be numbered.

#### 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 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 last personnel action. (Clearly label poster sessions). Number each item below.

 [ ]  Check here if none.

 **Presentations at professional meetings**

 **Include all authors; list meeting details (year, location, organization)**

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

In chronological order list other scientific, creative or scholarly works since last personnel action. Number each item below

 [ ]  Check here if none.

### 7. Other Significant Research/Scholarship Recognition/Achievement

 (List data not covered since the last personnel action/five-year period)

[ ]  Check here if none.

## H. 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 should be included as an additional page after this sub-section/page. It is not necessary to add page numbers in the additional page.**

Candidates have the option to address the impact of COVID-19 in their statements as appropriate. There is no expectation or obligation for candidates to discuss information felt to be personal.

* Fit on one page, one-inch margins
* **Font Size and Style:** 10-12pt; Arial, Calibri, Times New Roman
* Put statement on a separate page

# III. SERVICE

In this section, assemble evidence on service for the items below, where applicable. Service is defined as: Ability and performance at the university, within a discipline, or as related to patient care, continuing education, and public service. In chronological order, list responsibilities and service since last personnel action (hire date OR date of last promotion). Qualifying faculty may include data since their last personnel action or for the past five years, whichever period is longer. Qualifying faculty include those who are on a Q contract; who are in the non-tenure track having switched from the tenure track or from a visiting appointment; who were moved into the tenure track from the non-tenure track; who started their first probationary period higher than T1, or who received a tenure rollback or extension. Qualifying faculty may include additional data from earlier than the five previous years if they have received a tenure rollback or extension (e.g. for the birth of a new child, COVID tenure rollback, other health-related reasons). For example, qualifying faculty may include additional data from the last six years if they have received a tenure rollback or extension for up to one year from UIC, and qualifying faculty may include additional from the last seven years if they have received a tenure rollback or extension for up to two years from UIC.” If tenure-track faculty started their first probationary year higher than T1 and received a tenure rollback or extension, please contact Faculty Affairs for additional guidance. ***Post-doctoral data may be included; however, annotations must be included within each section/sub-section of the dossier where post-doctoral data is used, detailing the role and independence of the faculty member. Annotations are encouraged for any multi-authored scholarly activities.*** Items in each sub-section below should be numbered.

## A. ADMINISTRATIVE RESPONSIBILITIES – These are formal administrative positions that have a title and are usually compensated (i.e. Program Director, Department Head, Assoc/Asst. Dean)

[ ] Check here if none.

## B. SERVICE TO THE UNIT/COLLEGE separately list unit and college service

[ ] Check here if none.

## C. SERVICE TO THE UNIVERSITY

[ ] Check here if none.

## D. SERVICE RELATED TO PATIENT CARE DO NOT list services which are part of your compensated position here – those should be listed as appointments in the Academic Position table at the beginning of the dossier. Instead list pro-bono/donated/volunteer services.

[ ]  Check here if none.

## E. SERVICE RELATED TO STUDENTS

 Use this section to present activities related to student organizations, etc.; include student, academic, and research advising in **SECTION I** - TEACHING ABILITY AND PERFORMANCE)

[ ]  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. (See Part III, “Instructions,”

Section 5.III. F.)

**DO NOT** include membership in societies unless membership is limited to highly qualified individuals and is indicative of significant service contributions.

 [ ]  Check here if none.

## G. PUBLIC SERVICE

[ ]  Check here if none.

## H. OTHER SIGNIFICANT SERVICE RECOGNITION/ACHIEVEMENT

 (List data not covered since the last personnel action/five-year period)

[ ]  Check here if none.

## I. STATEMENT OF CURRENT AND PLANNED SERVICE ACTIVITIES

**(Fit on one page; no smaller than 10 pt. font. It should be included as a separate page after this sub-section/page. It is not necessary to add page numbers for the additional page.)**

Candidates have the option to address the impact of COVID-19 in their statements as appropriate. There is no expectation or obligation for candidates to discuss information felt to be personal.

* Fit on one page, one-inch margins
* **Font Size and Style:** 10-12pt; Arial, Calibri, Times New Roman
* Put statement on a separate page

# 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, based on the norms and criteria of the unit and/or college, 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.**

**Candidates have the option to address the impact of COVID-19 in their statements as appropriate. There is no expectation or obligation for candidates to discuss information felt to be personal.**

**(Fit on one page; no smaller than 10 pt font. It should be included as an additional page after this sub-section/page. It is not necessary to add page numbers for the additional page.)**

* Fit on one page, one-inch margins
* **Font Size and Style:** 10-12pt; Arial, Calibri, Times New Roman
* Put statement on a separate page

# V. STATEMENT OF INTERDISCIPLINARY WORK - *OPTIONAL*

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

Candidates have the option to address the impact of COVID-19 in their statements as appropriate. There is no expectation or obligation for candidates to discuss information felt to be personal.

(**Fit on one page; no smaller than 10 pt font. It should be included as an additional page after this sub-section/page. It is not necessary to add page numbers for the additional page.)**

* Fit on one page, one-inch margins
* **Font Size and Style:** 10-12pt; Arial, Calibri, Times New Roman
* Put statement on a separate page

## VI. EVALUATIONS

## A. PEER EVALUATION OF FACULTY TEACHING

Evaluation of teaching activities must be included since the last personnel action period. They may be done by the unit executive officer, discipline coordinator, unit director, or by other senior faculty members who are recognized as excellent teachers.

These peer evaluations should address such things as an instructor's ability to present course content and/or skills to students, the appropriate level of difficulty of material presented, relevance of examples, integration of topics, structure of the teaching session, and congruence between course goals and accomplishments.

If confidential letters of evaluation are obtained from former trainees, they can be included in this section.

### Statement of Unit’s Policy for the Evaluation of Teaching

Explain how this is done and on what schedule.

(INSERT PEER EVALUATIONS FOLLOWING THIS PAGE, IT IS NOT NECESSARY TO ADD PAGE NUMBERS IN THIS SECTION.)

## B. EXTERNAL LETTERS OF REVIEW SOLICITED BY THE U.E.O./DOSSIER PREPARER

All communications pertaining to the requests for an external review of the candidate, reviewer responses, and the second communication from the UEO/Preparer, which includes the list of materials that were sent to the reviewer must be included in the candidate’s dossier, even if the reviewer’s letter is a simple statement of inability or unwillingness to serve. **For tenure system cases, 5 to 8 external review letters are required, and for non-tenure system cases, 3 to 5 external review letters are required. Review P&T Guidelines, Part I, for requirement details.**

### 1. List of Reviewers Contacted

#### a. Those Who Accepted:

 List the *Full Name, Faculty Rank/Title, and Institution* of each External Referee

#### b. Those That Declined:

#### c. Those Who Did Not Respond:

### 2. Copy of Letter(s) of Request for External Reviewer

Insert a copy of the communication requesting referee's evaluation, appended to the letter, including a copy of their acceptance, and the second communication from the UEO/Preparer, which includes the list of materials that were sent to the referee. **(**See sample letter of request included in [Part III, “Instructions” Section 7,V.B](https://uofi.app.box.com/v/pttenureandreasearchpart3)). Communication copies from those who declined should be inserted at the end, after all of the evaluation letters and corresponding communications.

### 3. List of all Materials Sent to Each Reviewer

In the case of unpublished materials, it should be clearly specified in what form and how much material was sent (outline, draft, proofs, etc.). For publications, please include a list of authors.

### 4. Reviewer’s Information and Letter

Provide the information below for each reviewer. Each letter from a reviewer should follow the Reviewer’s Information Page. Delete any unneeded Information pages.

### a. Reviewer 1

Name of Reviewer:

Brief Biographical Sketch of Reviewer:

How was this reviewer selected?

Specify reviewer's relationship to the Candidate:

\*\*Insert letters from reviewers, and required copies of communications listed it item #2 above, on the following page(s). It is not necessary to add page numbers in this section.

### b. Reviewer 2

Name of Reviewer:

Brief Biographical Sketch of Reviewer:

How was this reviewer selected?

Specify reviewer's relationship to the Candidate:

\*\*Insert letters from reviewers, and required copies of communications listed it item #2 above, on the following page(s). It is not necessary to add page numbers in this section.

### c. Reviewer 3

Name of Reviewer:

Brief Biographical Sketch of Reviewer:

How was this reviewer selected?

Specify reviewer's relationship to the Candidate:

\*\*Insert letters from reviewers, and required copies of communications listed it item #2 above, on the following page(s). It is not necessary to add page numbers in this section.

### d. Reviewer 4

Name of Reviewer:

Brief Biographical Sketch of Reviewer:

How was this reviewer selected?

Specify reviewer's relationship to the Candidate:

\*\*Insert letters from reviewers, and required copies of communications listed it item #2 above, on the following page(s). It is not necessary to add page numbers in this section.

### e. Reviewer 5

Name of Reviewer:

Brief Biographical Sketch of Reviewer:

How was this reviewer selected?

Specify reviewer's relationship to the Candidate:

\*\*Insert letters from reviewers, and required copies of communications listed it item #2 above, on the following page(s). It is not necessary to add page numbers in this section.

### f. Reviewer 6

Name of Reviewer:

Brief Biographical Sketch of Reviewer:

How was this reviewer selected?

Specify reviewer's relationship to the Candidate:

\*\*Insert letters from reviewers, and required copies of communications listed it item #2 above, on the following page(s). It is not necessary to add page numbers in this section.

### g. Reviewer 7

Name of Reviewer:

Brief Biographical Sketch of Reviewer:

How was this reviewer selected?

Specify reviewer's relationship to the Candidate:

\*\*Insert letters from reviewers, and required copies of communications listed it item #2 above, on the following page(s). It is not necessary to add page numbers in this section.

### h. Reviewer 8

Name of Reviewer:

Brief Biographical Sketch of Reviewer:

How was this reviewer selected?

Specify reviewer's relationship to the Candidate:

\*\*Insert letters from reviewers, and required copies of communications listed it item #2 above, on the following page(s). It is not necessary to add page numbers in this section.

## C. ATTESTATION FORMS FROM COLLABORATORS SOLICITED BY THE U.E.O./DOSSIER PREPARER

**(For tenure system only, and if applicable)** Unit executive officer(s)/Equivalent must solicit an attestation for candidates who have had a substantial collaboration with a senior scholar or investigator since the last personnel action period. This is required for tenure system assistant professors and for associate professors seeking tenure (i.e. associate professors with Q-appointments only). It is optional for non-tenure system faculty or those seeking promotion to full professor, but it should be considered in cases where a significant portion of the candidate’s work is carried out with collaborators. Attestations from collaborators should utilize the “Collaborator Attestation Form” outlined below and also be included in the “Instructions for the Preparer.” The form allows for documentation of the contributions of the candidate to each joint work with the collaborator that is listed in the dossier (i.e., every book, monograph, publication, patent, grant or contract).

NOTE: forms should be requested from those judged to be key collaborators; forms are not required from every author on a multi-author publication, for example.

\*\*Insert attestation forms from collaborators on following page(s). It is not necessary to add page numbers in this section.

**COLLABORATOR ATTESTATION FORM**

Please list and describe the candidate’s unique contributions and role (i.e., lead, equal, or secondary) to all past and present collaborative work. This should include work that has been published or funded, has been submitted and is under review, or is in progress but not yet submitted. If there are multiple works within any single category, please list and number them, utilizing the same set of sub-headings (i.e., “Citation of Work, Candidate’s Unique Contribution, Candidate’s Role.) If there has not been any collaborative work within one or more of these categories, please write “not applicable.”

**Invited Colloquia. Symposia, Keynotes and Peer-reviewed Presentations**

* Citation of Work:
* Candidate’s Unique Contribution:
* Candidate’s Role:

**Sponsored Research Activities**

* Citation of Work:
* Candidate’s Unique Contribution:
* Candidate’s Role:

**Peer-reviewed Publications**

* Citation of Work:
* Candidate’s Unique Contribution:
* Candidate’s Role:

**Books, Monographs, Edited Volumes, and Translations**

* Citation of Work:
* Candidate’s Unique Contribution:
* Candidate’s Role:

**Other Papers and Scientific, Creative, or Scholarly Work** *(e.g., Book Chapters, Book Reviews, Articles not peer-reviewed, including Bulletins and Technical Reports, Patents, Creative Works, and Other Works)*

* Citation of Work:
* Candidate’s Unique Contribution:
* Candidate’s Role:

## D. LETTERS OF SUPPORT SOLICITED BY THE U.E.O./DOSSIER PREPARER

(Optional)

Letters of support should be obtained with input from the candidate. Letters of support for the candidate are optional and may be included from past or present scholarly/research colleagues, former graduate and post-doctoral advisors/mentors, and any relevant others. Letters of support may also be provided, but are not required, by collaborators who have completed the collaborator attestation form and wish to elaborate on the candidate’s work.

\*\*Insert letters of support on following page(s). It is not necessary to add page numbers in this section.

## E. LETTER(S) FOR COURTESY APPOINTMENT(S) *(IF APPLICABLE)*

(If Applicable)

Dossier preparer(s) must solicit letters from the Unit Executive Officer(s) of the Unit(s) in which the candidate holds a Courtesy Appointment. Letters should document the contributions of the candidate in the courtesy unit.

\*\*Insert letters on the following page(s). It is not necessary to add page numbers in this section.

## F. EVALUATION FROM UNIT P&T COMMITTEE

(APPLICABLE IF – there is a disagreement between the Unit P&T Committee and the Unit Executive Officer, or if there is a negative (<51%) committee vote. The evaluation must include the rationale for the vote, and brief details of the deliberations.)

\*\*Insert evaluation from unit committee on the following page(s). It is not necessary to add page numbers in this section.

## G. EVALUATION FROM COLLEGE P&T COMMITTEE

(APPLICABLE IF – there is a disagreement between the College P&T Committee and the Dean, or if there is a negative (<51%) committee vote. The evaluation must include the rationale for the vote, and brief details of the deliberations.)

\*\*Insert evaluation from college committee on the following page(s). It is not necessary to add page numbers in this section.

## H. EVALUATION FROM COLLEGE’S PROCESS FOR REVIEW OF CLINICAL/TEACHING NON-TENURE TRACK FACULTY

(IF APPLICABLE – if the college has a process, include it, if not, indicate that the college does not have a separate process.)

\*\*Insert evaluation on the following page(s). It is not necessary to add page numbers in this section.

## I. MID-PROBATIONARY REVIEW FOR TENURE-TRACK FACULTY

Include Mid-Probationary Review for tenure-track cases only. If a candidate is jointly appointed in two or more units, a mid-probationary review must be included from each unit. If not available, please explain. Insert the review here, that was signed by the unit executive officer, candidate, and the dean.

\*\*Insert Mid-Probationary Review evaluation on the following page(s). It is not necessary to add page numbers in this section.

## J. EVALUATION FROM UNIT EXECUTIVE OFFICER / EQUIVALENT

Candidate:       College:       Unit:       Date:

Unit Executive Officer/Equivalent is also the Dossier Preparer: [ ] YES [ ] NO

[ ]  I support the proposed personnel action for the reasons detailed below.

[ ]  I do not support the proposed personnel action for the reasons detailed below

**JUSTIFICATION FOR RECOMMENDATION**

**Evaluation must:**

1. Address disagreements between the UEO and Unit P&T Committee

2. Address any “No” votes/discussions from the Unit P&T Committee to the best of your ability. In cases where there is no clear reasoning for a “No” vote, simply state that the reason for the “No” vote(s) is not known.

3. Not reference External Referees by name in the Evaluation. Instead, reference them as Referee 1-8.

4. Be organized under the following six subheadings.

**1. Appraisal of Candidate’s Teaching Record**

(Comment on the candidate's overall teaching ability, including the extent to which the candidate has matured in teaching effectiveness over the time period considered. Discuss how student evaluations inform the appraisal of the overall teaching record and teaching effectiveness, with an emphasis on qualitative responses from students. This assessment should be justified in a statement indicating what formal appraisal system is used in the unit, its nature, and appraisal of the candidate’s teaching record in relation to unit, college or university norms.)

**2. Appraisal of Candidate’s Contribution to Curriculum and Other Instructional Materials or Products**

(Describe and assess the candidate's contributions to curriculum.)

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

(Provide an assessment of the quality of the publication outlets, giving objective rankings of presses and

journals where available.)

**4. Appraisal of Candidate’s Service Record (Justify assessment and attach any supporting documents.)**

**5. Appraisal of Candidate’s Efforts to Promote Diversity, Equity, and Inclusion (where applicable)**

(Assess the candidate’s provided examples of scholarship, research, teaching, creative activity, or service, relevant to the institutional commitment to diversity, equity, inclusion, and the candidate’s description of future activities.)

**6. Overall Assessment and Justification for Recommendation**

U.E.O Name

Unit Executive Officer /Equivalent U.E.O./Equivalent (signature)

*(Place name and signature on the last page only)*

## K. EVALUATION FROM COLLEGE/SCHOOL DEAN

Candidate:       College:       Unit:       Date:

[ ]  I support the proposed personnel action for the reasons detailed below.

[ ]  I do not support the proposed personnel action for the reasons detailed below

**JUSTIFICATION FOR RECOMMENDATION**

**Evaluation must:**

1. Address disagreements between the Dean and College P&T Committee

2. Address any “No” votes/discussions from the College P&T Committee. In cases where there is no clear reasoning for a “No” vote, simply state that the reason for the ‘No’ vote is not known.

3. Not reference External Referees by name in the Evaluation. Instead, reference them as Referee 1-8.

Dean's Name

College/School Dean College/School Dean (signature)

(Place name and signature on the last page only)

# VII. NEW INFORMATION

New information may be submitted at any stage of the review process based on the details provided below from the P&T Guidelines. New information being submitted at the University review level should be sent by the Unit Executive Officer, with the College P&T Coordinator copied to uicpt@uic.edu, as a PDF. The PDF file should include the following text *“Candidate Name – New Information – Date of Submission”* listed at the top of the PDF. The naming convention of the PDF file should be as follows: “Candidate Last Name – New Information – Date of Submission” *(e.g. Jones New Information 2/10/25)*.

Because of the length of the review process, it is possible that the candidate's record may change significantly or that other information pertinent to a case may come to light during the course of the review. New information includes any activities that were completed after the dossier was submitted for review (e.g., the publication of a new paper, the award of a new grant). This information does not include activities that were completed before the dossier was submitted for review (e.g. service on a committee in a previous year that was not reported). If, in the judgment of the candidate, new information could affect the outcome of the case, it may be submitted at any stage of the process. In the interest of time and consistency, the unit executive officer of the originating unit must formally transmit all such material directly to the level at which the case is currently under review. The office currently reviewing the case must incorporate this new material into the candidate's dossier for submission to any further levels of review. A note must be included on or with the new material indicating at what level of review the new information became available. For new information that becomes available AFTER the dossier has left the college, please inform OVPFA.