**LAS Promotion & Tenure Spring Checklist**

**Tenure Track and Research Track**

**Committee Formation (Early Spring):**

* Committee formed
* EO(s) of department(s) in which candidate is jointly appointed contacted

**Solicitation of External Letters (As soon as possible after committee formation):**

**Materials:**

* Candidate materials collected and reviewed
* Packet including mandatory materials (below) assembled to be sent to external reviewers
	+ Representative research materials for the period **since the last personnel action** (or for past 5 years where appropriate – see key)
	+ The Candidate’s current CV
	+ The Candidate’s Research Statement
	+ The Departmental Norms for Promotion & Tenure
	+ The Departmental Norms of other departments (if any) in which the candidate has an appointment
	+ The LAS Norms for Promotion & Tenure

**Choosing External Reviewers:**

* Reviewers are from peer institutions.
* Reviewers have the rank of Full Professor or equivalent.
* EO’s of other departments in which candidate is appointed (if any) have participated in selecting external reviewers.

**Soliciting External Letters:**

* Initial request is made via required the required Campus template A which is be found here in the campus guidelines [PART III in section 7](https://faculty.uic.edu/files/2014/07/PT-18-19-Part-III-Tenure-Research-Non-Tenure-Guidelines.pdf) .
* Second contact letter is made via required LAS template B for referees who have accepted which can be found in the links in the EO Handbook under Promotion and Tenure in the section [Years 5 & 6](https://eohandbook.las.uic.edu/tenure-track-faculty/promotion-and-tenure/).
* Copies of all correspondence between potential referees and the department (both those who agree and those who decline) is maintained for inclusion in the packet.

**Please complete the checklist and return on May 15th with the candidate’s** [**Employment History Form**](https://faculty.uic.edu/files/2014/07/PT-18-19-Tenure-Contract-History-Form-Tenure-System-Research-Non-Tenure.pdf)

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Current Appointment(s)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EO Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LAS Promotion & Tenure Spring Checklist Key: Tenure Track and Research Track**

**Committee Formation: (Early Spring):**

1. A committee must be formed to review the promotion and tenure case in accordance with Departmental Bylaws and LAS and campus guidelines.
2. If candidate holds a joint appointment the EO of the department which is the candidate’s tenure home should contact the EO’s of the other department(s) in which the candidate is appointed to open lines of communication concerning the solicitation of external letters and preparation of papers.

**Solicitation of External Letters (As soon as possible after committee formation):**

**Materials:**

1. The paper preparer should collect research materials, a research statement and a current CV from the candidate in advance of sending the packet to external reviewers, and provide feedback to ensure these represent the candidate as accurately as possible.
2. The materials listed are required to be included in the packet by campus and/or college policy.
3. In rare instances materials from before the last personnel action can be included to give context, but this should be done sparingly and the College should be consulted in advance.
4. For faculty on Q contracts or who came in at T2 or above, material from the last 5 years may be included if the last personnel action was less than 5 years ago, as allowable by P&T guidelines and instructions.
5. In the case of joint appointments, the Norms for all departments in which the candidate has an appointment must be sent

**Choosing External Reviewers:**

1. External reviewers must be from peer institutions. This means that if they are not from institutions designated as Carnegie R1 research centers you should be prepared to explain why they should be considered as peers of those in these categories with respect to research stature.
2. External reviewers should have the rank of Full Professor or equivalent. If reviewers come from international institutions or other settings with a different structure of titles, you will be asked to make the case that the title of the reviewer is equivalent to that of Full Professor in the U.S. system. In some cases there may be reason to solicit reviewers at the rank of Associate Professor for cases of promotion to Associate professor. If so this should be done sparingly, and requires detailed justification. When in doubt do not hesitate to contact us.
3. Where candidates have joint appointments, the list of external reviewers should be chosen jointly by the paper-preparers in the departments in which the candidate has an appointment in consultation with whomever they wish.

**Soliciting External Letters:**

1. Letters should be solicited as early as feasible
2. The solicitation must be a two-stage process as described in the campus guidelines.
3. No materials are to be sent with the initial solicitation – including a CV.
4. The campus template letter should be used for initial contact.
5. The LAS template should be used for follow up communication with those who agree to act as external reviewers. The packet of materials should be sent with this
6. All correspondence with potential reviewers must be maintained for inclusion in the dossier.

**Preparing the Case:**

Consult all relevant Promotion and Tenure **Calendars**: 1) [LAS](http://las.uic.edu/about/administration/calendars-meetings/2018-2019-promotion-and-tenure-calendar/) and 2) [Campus](https://faculty.uic.edu/promotionandtenure/calendar/)

Consult all relevant Promotion and Tenure **Guidelines**: 1) [LAS](https://eohandbook.las.uic.edu/) and 2) [Campus](https://faculty.uic.edu/promotionandtenure/)

Contact Beth Allen 3-2504 or Marya Schechtman 6-4687with any questions at any point in the process.