

**Department of English Mid-Probation, Fifth Year, Tenure, and Promotion Reviews:
Important Dates and Required Materials**

*(Faculty should consult the Provost's website for information, policies, and forms--
<http://www.uic.edu/depts/oa/pt.html>)*

A. Mid-probation review:

The following materials should be submitted to the Associate Head by the first day of the spring semester of the faculty member's third year:

1. Copies of scholarship submitted for review, including a list of those materials.
2. A scholarship statement (of 500-750 words) describing current and planned projects, and describing the contribution of the faculty member's work to his/her field(s).
3. A teaching statement (of 500-750 words) and no more than 20 pages of teaching materials.
4. A service statement (of 500-750 words).
5. An up-to-date CV.

Note: During these first three years, the faculty member should arrange at least two observations by tenured faculty.

B. Fifth Year Review:

The following materials should be submitted to the Associate Head by August 10 of the faculty member's fifth year:

1. Copies of scholarship submitted for review, including a list of those materials.
2. A scholarship statement (of 500-750 words) describing current and planned projects, and describing the contribution of the faculty member's work to his/her field(s).
3. A teaching statement (of 500-750 words) and no more than 20 pages of teaching materials.
4. A service statement (of 500-750 words).
5. An up-to-date CV.

C. Tenure:

The following materials should be submitted to the Associate Head by the May 15th of the academic year before the faculty member comes up for tenure (usually the fifth year):

1. Copies of scholarship submitted for review, including a list of those materials.
2. An up-to-date CV.

The following materials should be submitted to the Associate Head by August 10th prior to the academic year in which the faculty member comes up for tenure (usually the sixth year):

1. A scholarship statement (of 500-750 words) describing current and planned projects, and describing the contribution of the faculty member's work to his/her field(s).
2. A teaching statement (of 500-750 words) and no more than 20 pages of teaching materials.
3. A service statement (of no more than 500-750 words).

4. An up-to-date CV.

5. During the years subsequent to the Mid-Probation Review, the faculty member should arrange two more observations by tenured faculty.

The Promotion and Tenure forms (<http://www.uic.edu/depts/oa/pt.html>) should be filled out and submitted to the Assistant to the Head by September 1st of the academic year in which the faculty member comes up for tenure.

D. Promotion:

The following materials should be submitted to the Associate Head by the May 15th of the academic year before the faculty member comes up for tenure (usually the fifth year):

1. Copies of scholarship submitted for review, including a list of those materials.
2. An up-to-date CV.

The following materials should be submitted to the Associate Head by August 10th prior to the academic year in which the faculty member comes up for tenure (usually the sixth year):

1. A scholarship statement (of 500-750 words) describing current and planned projects, and describing the contribution of the faculty member's work to his/her field(s).
2. A teaching statement (of 500-750 words) and no more than 20 pages of teaching materials.
3. A service statement (of 500-750 words).
4. An up-to-date CV.

5. *Note: During the years subsequent to promotion and tenure, the faculty member should arrange two more observations by tenured faculty.*

The Promotion and Tenure forms should be filled out and submitted to the Assistant to the Head by September 1st of the academic year in which the faculty member comes up for promotion.

General hints:

1. Arrange for periodic observation by a tenured faculty member.
2. Make sure you **always** turn in SIT scores for every course (except Independent Studies).
3. Keep track of all independent studies, as well as MA qualifying papers, and dissertations on which you have served. For the latter two, note the titles of the papers and the dates.
4. Use the annual Faculty Activity Report to help you keep track of your records on internal and external service. If those are complete, filling out the promotion forms will be relatively painless.