

Carle Illinois College of Medicine Tenure Faculty Track Appointment and Promotion Policy

Owner Department: Academic Affairs

Owner: Dean

Affected Department(s) or Parties: All Tenure Track Faculty in the Carle Illinois College of Medicine.

Effective Date: 5/15/2018

Revision Date:

Next Review Date: 5/14/2019

Policy Number: FS-2

I. Definition of Tenure Faculty Track

The Tenure Faculty Track in the Carle Illinois College of Medicine (CIMED) exists for those faculty who constitute a vital component of the teaching programs of the medical school, or serve as collaborative partners in the University's research portfolio, or provide service to the College through administrative activities.

While CIMED will have two departments (the Department of Biomedical and Translational Sciences and the Department of Clinical Sciences) it is anticipated that most faculty in the tenure track will have an appointment split between the Department of Biomedical and Translational Sciences and a department (herein called the other department) in another college at the University of Illinois at Urbana-Champaign. Appointment must be at least 51% in one of the departments, deemed the home department.

The following procedures and criteria provide a structure for appointing, evaluating, and promoting faculty members in the Tenure Faculty track. Promotion policies for these faculty are detailed in Provost Communications #9 and #23. Policies described in this document are meant to augment, and do not supersede, these University policies.

II. Process for Appointments and Promotions

Tenure track faculty appointed in CIMED are contributing to the educational, research, or administrative missions of the college. Initial appointment in the CIMED is based on the anticipated contribution to our mission based on the recommendation of the CIMED Dean with

consultation and permission from the Dean and Department Head from the proposed faculty member's other department. Appointments are approved by the Appointments, Promotion, and Tenure (APT) Committee and reviewed by the Faculty Executive Committee. Tenure track faculty with a 5% or greater appointment in the COM will undergo an annual review by CIMED Department Head and Associate Dean for Academic Affairs.

The criteria and timing for promotion of the tenure track faculty are defined by the home department and university statutes. For those faculty with less than a 5% FTE appointment in CIMED, at the time of third-year review or promotion, the COM will contribute to the review/promotion package, ensuring that the contributions to the college are appropriately documented in the faculty member's dossier. For example, the Associate Dean for Academic Affairs will provide a written evaluation of teaching contributions.

For those faculty with 5% or greater appointment in the CIMED, both the third-year review and promotion demands cooperation, input, and approval from both departments as defined in Provost Communication #23. In all cases, the home department should initiate the process and take responsibility for preparation of the dossier. For promotion, both departments can suggest names of external evaluators. In the case of the third-year review, the dossier will be reviewed by the APT Committee and the CIMED Department Head will work with the Department Head in the other unit to provide consistent and holistic feedback to the faculty member. For promotions, the review of the dossier and vote for promotion can be done in one of two ways.

1. The two units can form an ad hoc joint promotion and tenure committee, which will review the dossier and vote. The recommendation will be reviewed by the Faculty Executive Committee in the CIMED and then forwarded to the Dean of CIMED. The two Deans, upon agreement on the decision, will forward their joint recommendation to the Provost.
2. The two units individually review and vote on the promotion package. In CIMED, the dossier will be reviewed and voted on by the APT Committee. Recommendations of the APT are reviewed by the Faculty Executive Committee, and ultimately transmitted to the Dean. The Deans will work together to make their recommendation to the Provost. In the case of disagreement in the promotion recommendations of the two colleges, the Deans can either come to agreement, or provide their independent recommendations to the Provost.

Appointment in CIMED generally requires that the faculty member maintains their appointment and good standing in the other department. Should the faculty member lose their position in the other department because of a negative tenure decision or for any other reason, their appointment in CIMED shall be reviewed by the APT Committee in consultation with the Dean. Usually, the appointment in CIMED will be terminated concurrently with their appointment in the other department. Alternatively, the appointment in the CIMED could be adjusted to appropriate percent appointment.

Governing Body: Appointments, Promotions and Tenure Committee

History:

Created: James M. Slauch, PhD., February 18, 2018

Revised:

Approved By/Date:

Appointments, Promotions and Tenure Committee, 4/19/2018