

April 23, 2008

**UIC (University Institutes and Centers)  
Process for Hiring Authority of Non-Tenure Track Regular Rank Faculty**

1. Prior to submitting a proposal to appoint non-tenure track regular rank faculty, the UIC bylaws, which articulate the process by which non-tenure track regular rank faculty will be appointed and reviewed, and which explain rights and responsibilities of non-tenure track regular rank faculty in the UIC home, must be approved by the Vice Provost for Interdisciplinary Studies (VPIS).
  2. For a UIC to become a trustee-authorized faculty hiring unit, a proposal must first be approved by the VPIS and Provost, and then submitted and presented to the following committees in sequence for approval:
    - Academic Programs Committee (APC)
    - Executive Committee of the Academic Council (ECAC), upon recommendation of the Provost
    - Academic Council (AC)
    - Committee on Faculty, Graduate and Professional School Affairs of the Board of Trustees
- The Committee on Faculty, Graduate and Professional School Affairs will recommend approval to The Board of Trustees for final approval.
3. Principles and guidelines for hiring non-tenure track regular rank faculty are attached and must be incorporated into the UIC proposal and/or accompanying by-laws.

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## ***Principles and Guidelines for Hiring Non-Tenure Track Regular Rank Faculty***

### **General Principles**

- A non-tenure track regular rank faculty appointment can be made only after approval of appointment authority by the Board of Trustees.
- A non-tenure track regular rank faculty appointment can be made only after authorization by the Provost for an appointment to be made.
- UICs will appoint non-tenure track regular rank faculty directly into the institutes/centers and their affiliates in cases in which the primary focus of an individual's scholarship is more relevant to a UIC's interdisciplinary mission than to the defined, generally disciplinary focus of any department.
- A non-tenure track regular rank faculty appointment in a UIC or affiliate shall be awarded only in recognition of extraordinary merit. For example, scholars interested only in performing term-limited research, or those who will not fulfill teaching or service responsibilities, are not eligible for such a faculty appointment.
- UICs will also have authority to appoint non-regular rank faculty directly into the institutes/centers, and their affiliates, when appropriate. These appointments will be short-term, for not more than three years at a time.
- UIC faculty appointments may be accompanied by one or more appointment(s) in an academic department. Although often desirable, such secondary or joint appointments will not be required.

### **Faculty Search and Review Committees**

- After receiving authorization from the Provost to make a specific faculty appointment, the UIC Faculty Director(s) shall have the authority to appoint a Faculty Search or Faculty Review committee with apposite expertise from within or outside the UIC, whose members shall be chosen in consultation with the UIC advisory committee stipulated in UIC by-laws.
- UIC Faculty Director(s) can petition the Provost to waive the requirement for a national search in cases where the highly specific needs of a program of research or the unique opportunity to employ a scientist of unusual talent necessitate that an appointment be made without a national search.
- If a national search is waived or if a faculty member is being considered for appointment at a new rank and for re-appointment at existing rank, a Faculty Review Committee will be constituted to conduct a review of the candidate.
- The Faculty Search Committee or Faculty Review Committee will conduct its evaluation and issue its recommendation to the UIC Faculty Director(s), who will then issue their recommendation to the UIC faculty governing body.

### **Faculty Governing Body**

- The UIC faculty governing body must be composed entirely of faculty, the majority of whom, and no fewer than five, are tenured or tenure-track faculty.

### **Voting on Appointments**

- Recommendations from the Faculty Director(s) will be voted on by the faculty governing body by secret ballot. The vote can also be taken electronically by email votes if the votes

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are collected and stored in a manner that ensures that each faculty member's decision is confidential and does not become known to the other members of the committee, to the faculty directors, or to other faculty colleagues.

- Consistent with the voting rules for faculty appointments outlined in the Faculty Handbook, all tenured and tenure-track faculty who are members of the UIC faculty governing body will be eligible to vote on non-tenure track, regular rank appointments. Non-tenure track, regular rank faculty who are members of the UIC faculty governing body and of an equivalent or higher rank than the appointment being considered are also eligible to vote.
- A two-thirds vote in favor of the candidate among those present and voting is required for initial faculty appointment.
- A majority vote in favor of the candidate among those present and voting is required for appointment at a new rank and for re-appointment at existing rank.
- The Faculty Director(s) will transmit the results of the vote and all relevant materials, along with his or her recommendation, to the Provost for approval and, where approved, recommendation to the Board of Trustees.

#### **Faculty Review and Renewal**

- UIC faculty contracts will be for a specified time, not to exceed five years.
- Career mentoring and annual performance reviews normally will be initiated and conducted by the UIC or affiliate center Faculty Director(s).
- Consideration for renewal should be undertaken in the penultimate year of the faculty member's existing contract (no less frequently than once every five years) and in accordance with faculty review procedures.

#### **Financial Security of Appointments**

- A UIC, in conjunction with the director of a relevant affiliate center (when applicable), will be responsible for establishing a plan to ensure financial security for each faculty position for the duration of the appointment, in accordance with the Faculty Handbook.