

Promotion of
Lecturer & Instructor



Office of the Vice Provost for Faculty Affairs (MC 103)
2715 University Hall
601 South Morgan Street
Chicago, Illinois 60607

July 29, 2014

Dear Deans, Department Heads, Chairs, and Directors of Collective Bargaining Units*:

Thank you for your continued attention to the faculty union contract implementation process. I am writing in regard to a provision of the non-tenure track system agreement between the University and UIC United Faculty Local 6456, IFT-AFT, AAUP, on the establishment of senior rank titles for lecturers and instructors.

In accordance with Article IX.C.1,

Promotion. Procedures for promotion of NTT bargaining unit faculty within the ranks identified in University of Illinois Statutes (as such *Statutes* may be amended from time to time) shall be as provided in the bylaws of the bargaining unit member's academic unit. By the conclusion of the 2014-15 academic year, procedures for promotion of NTT bargaining unit faculty in Lecturer and Instructor positions to a senior-rank title (e.g. Senior Lecturer, Senior Instructor) shall be developed by Colleges, Departments, and the Campus, in order to be implemented for the 2015-16 academic year. Such procedures shall be reflected in the bylaws of the respective academic units.

In developing these procedures, Departments and Colleges that utilize the titles of lecturer and/or instructor and senior lecturer and/or instructor, must also establish norms and criteria for these titles that are specific to their units. The format and content of the supporting documentation should be determined at the discretion of the college and department. At a minimum, the supporting documentation should demonstrate that the established norms and criteria have been met by the candidate. In proposing and reviewing the criteria for appointment or promotion for non-visiting lecturers and instructors to a senior rank title, special consideration shall be given to teaching ability and performance.

The procedures, criteria, and documentation should be reviewed and, if appropriate, updated annually consistent with any changes in curriculum and teaching-related objectives within departments. College and Departmental bylaws should be updated to refer to the establishment of these procedures and norms for senior-rank titles for lecturers and/or instructors. Updated documents specifying any changes to the bylaws and/or other documents reflecting norms and procedures associated with appointments to lecturer and instructor titles must be submitted to the Office of the Vice Provost for Faculty Affairs on or before the campus deadline by which supporting documentation for other types of faculty promotions (i.e., promotion and tenure dossiers) are due each year. This deadline is updated annually and is available on the "Promotion and Tenure Dates and Deadlines" calendar at: <http://www.uic.edu/depts/oa/ptdocs/PT%20Calendar%20of%20Dates%20%20Deadlines.pdf>. Beginning this year, a copy of updated departmental and/or college bylaws along with norms and criteria for appointments to senior-rank lecturer and instructor titles must be received in the office of Faculty Affairs **no later than Monday, January 5, 2015**.

Beginning in the 2015-16 academic year and based on this calendar, Deans should notify in writing the Vice Chancellor for Academic Affairs and Provost (via the Office of Faculty Affairs) of any lecturers and instructors that have been endorsed by the College for a senior rank title by the deadline upon which the Deans are to submit all other promotional candidates to campus. A template letter is provided on the Faculty Affairs Web Guide (http://www.uic.edu/depts/oaafaculty/guide_policies.html) for use by colleges/departments. This letter must be delivered to the Office of the Vice Provost for Faculty Affairs, with all relevant parties copied.

Review materials for appointment or promotion to a senior rank title are to be retained at the college and departmental levels, as the final disposition is made at the college level. Units are responsible for submitting salary adjustments and for initiating multi-year reappointments in accordance with all other campus policies and procedures as well as any applicable collective bargaining agreements.

If you have any questions, please email them to FacAgrmtQuestns@uic.edu.

Thank you.



Renée Taylor
Vice Provost for Faculty Affairs

Cc: Lon S. Kaufman, Vice Chancellor for Academic Affairs and Provost
Labor Relations
Office of Budget & Resource Planning
Office of Budget and Program Analysis

*This communication has been sent to administrators of collective bargaining faculty units.
