

**UIC Department of History:  
Procedures for Mid-Probationary Review**

- 1.) When the Department of History has a candidate, regardless of her or his percentage appointment, the Department Chair will appoint a committee of three members of the tenured faculty who will review the candidate's record of research, service, and teaching, paying specific attention to the candidate's progress toward promotion and tenure. If possible, at least one member of the committee will have expertise relevant to the candidate's research field.
- 2.) The committee will consult with the candidate, who is invited to submit all pertinent materials, including publications, manuscript in progress, course syllabi, and any other evidence of merit in teaching, service and research. The candidate will complete the appropriate College or Campus forms, which shall include statements about teaching, research, and service to the Department.
- 3.) The committee will obtain copies of all teaching evaluations, in the form of SIT student surveys, university-administered online student evaluations, and peer reviews by faculty members. If possible, the committee will seek additional peer reviews by faculty members.
- 4.) The committee then will review all of the materials presented and prepare a report on teaching, research, and service for presentation to the tenured faculty of the Department.
- 5.) When the committee review is complete, its report is given to the Chair of the Department, who will organize a meeting of the tenured faculty to discuss the case. The candidate's file is made available to the tenured faculty at least one week in advance of the meeting.
- 6.) At the meeting of the tenured faculty, the committee members will present their report on the candidate's teaching, research, and service. The tenured faculty then can pose questions to the committee and discuss the report. At the end of the general discussion, a motion will be made to endorse the committee report and its recommendations. The vote is recorded and figures in the Chair's report. In some cases, where warranted by concerns, the Department votes to carry out a fourth year review of the candidate as a follow up on the mid-probationary review.
- 7.) The Chair will draft a formal report on the candidate, based on the committee's report and the discussion and vote of the faculty.
- 8.) The Chair will hold an individual meeting with the candidate in which the candidate is informed of the contents of the mid-probationary review. The candidate acknowledges of the mid-probationary review by the Chair and the committee. In extraordinary cases, and if deep shortcomings exist in the candidate's performance, the Chair upon the recommendation of the tenured faculty may recommend termination of the candidate's employment pursuant to university regulations.

**Revised and Approved by Department Executive Committee Sept. 10, 2014**