**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

**School of Earth, Society, and Environment**

**— Policies Concerning Specialized Faculty —**

**April 7, 2017 (revised July 26,2017)**

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**I) INTRODUCTION**

Provost Communication #25 provides general descriptions of specialized faculty tracks (instructor; lecturer; teaching professor; clinical professor; research professor), and Provost Communication #26 provides general campus guidelines for appointment to, and promotion within, the specialized faculty titles. The purpose of the document below is to provide details of these criteria tailored for appointments anchored in the School of Earth, Society & Environment (SESE). Our intent is to: (1) clarify the background that a candidate must have to qualify for each title; (2) describe the job expectations associated with each title in SESE; and (3) identify the materials that must be submitted to be considered for an appointment to, or promotion to, a specialized faculty title. These criteria are specific for SESE-anchored positions, and do not necessarily apply to positions anchored in the School’s academic Departments. The SESE-anchored positions described below report to the SESE Associate Director responsible for academic affairs, or to the Director of SESE, rather than to a Department Head of a SESE department. The Director of SESE will define the reporting hierarchy for each specialized faculty member on an individual basis. Unless otherwise stated or negotiated, specialized faculty appointments are 9-month appointments (payable over 12 months). Subject to approval of the SESE Director, individuals holding a specialized faculty appointment may earn summer salary (either by teaching during the summer, or by obtaining grants), or by receiving teaching overloads. Such additional payment is contingent on availability of funding and on school need.

Note that in this document, the term "***Referee***" is used for a letter writer selected by the candidate. The names and addresses of referees are entered by the candidate into HireTouch. Any potential new hire is required to submit the names and contact information of 3 referees. The term "***Reviewer of Dossier***" indicates a letter writer selected by SESE to evaluate a dossier prepared by the candidate and School, and sent to the letter writer. Relevant Provost Communications require that reviewers of dossier be scholars or professional specialists outside the University. Any appointment of Specialized Professors (any prefix) at a rank above "assistant," or any promotion of a Specialized Professor (any prefix) to a rank above assistant requires letters from 3 reviewers of dossier. Where specified, the "***interview committee***" is a group selected by the SESE Director.

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**II) INSTRUCTORS AND SENIOR INSTRUCTORS**

**II-1) Definition of and Duties of an Instructor or Senior Instructor**

Instructors and Senior Instructors are individuals who serve SESE primarily in the role of teaching undergraduate students. These titles apply to individuals whose highest degree is a Master’s degree. The basic teaching load for an Instructor in SESE is 3 courses per semester. This teaching load may be reduced by agreement with the Associate Director or Director, if the individual's responsibilities include: teaching large-enrollment classes with added administrative responsibilities; substantial course-development; substantial student advising; or other substantive duties. In general, Instructors or Senior Instructors teach only introductory courses (100- or 200- level), but they may teach or contribute to an upper-level class if there is a need and the SESE Director approves. Instructors or Senior Instructors may be responsible for an entire class, may co-teach a class, may assist another faculty member in class lectures, or may teach laboratory or discussion sections of a class that is under the overall supervision of another faculty member.

**II-2) Initial Appointment of an Instructor**

The initial hiring of an Instructor follows relevant hiring guidelines specified by the College and University. Candidates for this position must submit, or participate in, the following for consideration:

a. A current CV. (Copies of transcripts may be requested, in addition.)

b. A 1- to 3-page statement of teaching experiences, interests, and philosophy.

c. *Optional:*  A 1-page statement describing outreach or other academic interests and accomplishments.

d. Names and contact information of three referees. SESE may seek additional letters, or may contact references by phone.

e. A personal interview, during which the candidate will meet with members of an interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

f. A presentation to the interview committee and others. This can be a sample class or a research presentation, as agreed upon in advance with the Director or designate. In special circumstances, this presentation can be done via the internet.

Selection of a candidate will involve review of the above information by the SESE Director and the interview committee. The interview committee will make a recommendation about appointments to the SESE Director, who will decide whether to make an offer, after consultation with the SESE Executive Committee. (The EC and the interview committee may be the same group, but does not have to be.) The recommendation will be forwarded to the College for approval. Criteria for selection include, but are not limited to, evidence that the candidate: Has appropriate academic credentials, has the knowledge base and ability to teach assigned courses at the college level; is enthusiastic about disciplines taught in SESE programs; has strong communication skills and organizational abilities; and, has strong interpersonal skills.

**II-3) Initial Appointment of a Senior Instructor**

The initial hiring of an individual into a Senior Instructor position follows relevant hiring guidelines specified by the College and University. Initial appointment at the “Senior” level is appropriate when candidates have had at least 6 years of experience as an Instructor in another unit on campus, or at another institution. Exceptions can be made with appropriate justification. There is no maximum time in a rank. Candidates for this position must submit, or participate in, the following for consideration:

a. A current CV. (Copies of transcripts may be requested, in addition.)

b. A 1- to 3-page statement of teaching experiences, interests, and philosophy.

c. *Optional:*  A 1-page statement of outreach or other academic interests.

d. A complete longitudinal record of ICES scores (or equivalent teaching evaluations, if

coming from another institution). Candidates may also submit copies of written evaluations by students.

e. Names and contact information of three referees. SESE may seek additional letters, or may contact references by phone.

f. A personal interview, during which the candidate will meet members of the interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

g. A presentation to the interview committee and others. This can be a sample class or a research presentation, as agreed upon in advance with the Director or designate. In special circumstances, this presentation can be done via the internet.

Selection of a candidate will involve review of the above information by the SESE Director and the interview committee. The interview committee will make a recommendation about appointments to the SESE Director, who will decide whether to make an offer, after consultation with the SESE Executive Committee. (The EC and the interview committee may be the same group, but does not have to be.) The recommendation will be forwarded to the College for approval. Criteria for selection include, but are not limited to, evidence that the candidate: Has appropriate academic credentials, has the knowledge base and ability to teach assigned courses at the college level; is enthusiastic about disciplines taught in SESE programs; has strong communication skills and organizational abilities; and, has strong interpersonal skills.

**II-4) Promotion from Instructor to Senior Instructor**

The designation “Senior” is appropriate when an Instructor “has made significant contributions to the School’s teaching mission, including contributions to the curriculum.” Promotion to the “Senior” level can be considered when candidates have had at least 6 years of experience as an Instructor, of which at least three are at UIUC. Typically, a person should have held the position of Instructor for at least three years at UIUC before being considered for promotion. Exceptions can be made with appropriate justification. There is no maximum time in a rank. Candidates for promotion must submit the following for consideration.

a. A current CV.

b. A 1- to 3-page statement describing accomplishments as an instructor so far, and plans for future contributions.

c. A complete longitudinal record of ICES scores (or equivalent teaching evaluations, if coming from another institution). Candidates may also submit copies of written evaluations by students.

d. Samples of syllabi, assignments, and other teaching materials.

e.  *Optional:* Copies of relevant published academic materials.

f. Dates on which one or two faculty members can observe a class. Evaluations should be submitted to the Director in written form.

Promotion requires evidence of a sustained excellent teaching record, and evidence of having made substantial contributions to SESE's mission, and strong reviews by faculty observers. Promotion materials will be evaluated by the SESE EC, who will make a recommendation to the SESE Director concerning whether or not to proceed with the promotion. The decision to recommend or not to recommend promotion comes from the SESE Director. Promotion to Senior Instructor will come with a salary increase that is consistent with LAS norms. Multi-year contracts will be considered for Senior Instructors if determined to be appropriate following guidelines in the Union Agreement with the University.

In the event of an unsuccessful request for promotion, the candidate must wait at least two years before requesting evaluation for promotion again, except under exceptional circumstances. This provision is intended to encourage candidates to ensure that their case for promotion is a strong one before requesting a promotion review. If they are unsure about their prospects, individuals are encouraged to discuss their record and the expectations for promotion with the SESE Director and Associate Director.

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**III) LECTURERS AND SENIOR LECTURERS**

**III-1) Definition and Duties of a Lecturer or Senior Lecturer**

Lecturers and Senior Lecturers are individuals who serve SESE primarily in the role of teaching undergraduate students, and whose highest degree is a Ph.D. or equivalent terminal degree. The basic teaching load for a Lecturer or Senior Lecturer in SESE is 3 courses per semester. This teaching load may be reduced by agreement with the Associate Director or Director, if the individual's teaching load includes: large-enrollment classes with added administrative load; substantial course-development; substantial student-advising; substantive supervision of undergraduate research; or other substantive duties. Lecturers typically focus on teaching introductory courses (100- or 200-level), but will also teach upper-level courses (300- and 400-level) as needed. They are generally to be responsible for all aspects of a course, but on occasion may be asked to co-teach a course or to teach in or manage discussions or labs in a course supervised by another faculty member.

**III-2) Initial Appointment of a Lecturer**

The initial hiring of a Lecturer follows relevant hiring guidelines specified by the College and University. Candidates for these positions must submit the following for consideration:

a. A current CV. (Copies of transcripts may be requested, in addition.)

c. A 1- to 3-page statement of teaching experiences, interests, and philosophy.

d. *Optional:*  A 1-page statement of outreach or other academic interests and accomplishments.

e. Optional: Copies of relevant published academic materials.

f. The names and contact information of three referees. SESE may seek additional letters, or may contact references by phone.

g. A personal interview during which the candidate will meet members of an interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

h. A presentation to the interview committee and others. This can be a sample class or a research presentation, as agreed upon in advance. In special circumstances, this presentation can be done via the internet.

Selection of a candidate will involve review of the above information by the SESE Director and the interview committee. The interview committee will make a recommendation about appointments to the SESE Director, who will decide whether to make an offer, after consultation with the SESE Executive Committee. (The EC and the interview committee may be the same group, but does not have to be.) The recommendation will be forwarded to the College for approval. Criteria for selection include, but are not limited to, evidence that the candidate: Has appropriate academic credentials, has the knowledge base and ability to teach assigned courses at the college level; is enthusiastic about disciplines taught in SESE programs; has very strong communication and organizational abilities; and has strong interpersonal skills.

**III-3) Initial Appointment of a Senior Lecturer**

The initial hiring of an individual into a Senior Lecturer position follows relevant hiring guidelines specified by the College and University. Initial appointment at the “Senior” level is appropriate when candidates have had at least 6 years of experience as a Lecturer in another unit on campus, or at another institution. There is no maximum time in a rank. Exceptions can be made with appropriate justification. Candidates for this position must submit the following for consideration:

a. A current CV. (Copies of transcripts may be requested, in addition.)

b. A 1- to 3-page statement of teaching experiences, interests, and philosophy.

c. *Optional:*  A 1-page statement of outreach or other academic interests and accomplishments.

d. *Optional:* Copies of relevant published academic materials

e. The names and contact information of three referees. SESE may seek additional letters, or may contact references by phone.

f. A personal interview is required during which the candidate will meet members of an interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

g. The candidate may be asked to give a presentation to the interview committee and others. This can be a sample class or a research presentation. In special circumstances, this presentation can be done via the internet.

Selection of a candidate will involve review of the above information by the SESE Director and the interview committee. The interview committee will make a recommendation about appointments to the SESE Director, who will decide whether to make an offer, after consultation with the SESE Executive Committee. (The EC and the interview committee may be the same group, but does not have to be.) The recommendation will be forwarded to the College for approval. Criteria for selection include, but are not limited to, evidence that the candidate: Has appropriate academic credentials, has the knowledge base and ability to teach assigned courses at the college level; is enthusiastic about disciplines taught in SESE programs; has strong communication skills and organizational abilities; and, has strong interpersonal skills.

**III-4) Promotion from Lecturer to Senior Lecturer**

The designation “Senior” is appropriate when a Lecturer has made sustained and significant contributions to the School’s teaching mission, including contributions to the curriculum. Promotion to the “Senior” level can be considered when candidates have had at least 6 years of experience as a Lecturer, of which at least three are at UIUC. Exceptions can be made with appropriate justification. There is no maximum time in a rank. Candidates for promotion must submit the following for consideration.

a. A current CV.

b. A 1- to 3-page statement describing accomplishments as a Lecturer so far, and plans for future contributions.

c. A complete longitudinal record of ICES scores (or equivalent teaching evaluations, if coming from another institution). Candidates may also submit copies of written evaluations by students.

d. Samples of syllabi, assignments, and other teaching materials.

e. *Optional:*  Copies of any relevant published academic materials.

f. Dates on which one or two faculty members can observe a class. Evaluations should be submitted to the Director in written form.

Promotion requires evidence of a sustained excellent teaching record, and evidence of having made substantial contributions to SESE's mission. Promotion materials will be evaluated by the SESE EC, who will make a recommendation to the SESE Director concerning whether or not to proceed with the promotion. The decision to recommend or not to recommend promotion comes from the SESE Director. Promotion to Senior Lecturer will come with a salary increase that is consistent with LAS norms. Multi-year contracts will be considered for Senior Lecturers if determined to be appropriate following guidelines in the Union Agreement with the University.

In the event of an unsuccessful request for promotion, the candidate must wait at least two years before requesting evaluation for promotion again, except under exceptional circumstances. This provision is intended to encourage candidates to ensure that their case for promotion is a strong one before requesting a promotion review. If they are unsure about their prospects, individuals are encouraged to discuss their record and the expectations for promotion with the SESE Director and Associate Director.

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**IV) TEACHING PROFESSORS**

**IV-1) Definition and Duties of a Teaching Professor (any rank)**

Provost Communication #25 states that *Teaching Professors* (of any rank) must hold a Ph.D. or equivalent terminal degree and must make “an instructional and curricular impact both within the School and beyond, either through scholarly publications, invited talks, or other related activities involving their discipline, pedagogy and student interactions.” In the context of SESE, activities that can help fulfill expectations, and justify the title of a Teaching Professor (of any rank), include but are not limited to: (a) developing new courses and improving the quality of education; (b) regularly teaching 300- and 400-level courses in addition to 100- or 200-level courses; (c) training and supervising teaching assistants, instructors, or lecturers; (d) demonstrably improving the way existing courses are structured or taught and/or in the way the curriculum is structured; (e) taking a leadership role in planning and offering new courses (including on-line courses), field experiences, and/or active-learning experiences; (f) supervision of undergraduate research, (g) organizing and conducting outreach; (h) arranging or supervising internships; (i) participating in School, College, and/or University-level committees; (j) advising or supervising student groups; (k) contributing substantially to service needs; (l) serving as a journal editor or as an officer in an external disciplinary group; (m) carrying out disciplinary research and/or pedagogical research that is published and/or presented at conferences; and (n) organizing workshops or sessions at conferences.

In SESE, Teaching Professors (of any rank) will be expected to devote most of their time to teaching, but will be expected to make contributions in service, research, outreach, and curriculum development as described above. Typically, Teaching Professor (of any rank) appointments will carry a teaching load of 2 or 3 courses per semester (5 per year), in addition to other responsibilities, but this can be reduced if the School concludes a reduction is appropriate based on the individual’s total duties. Reductions can occur if an individual's teaching load includes large-enrollment classes with added administrative load, or if making a substantial service contribution (such as through advising or research supervision) and/or research and outreach contribution. Multi-year contracts will be considered for Teaching Professors if determined to be appropriate following guidelines in the Union Agreement with the University.

**IV-2) Initial Appointment of a Teaching Assistant Professor**

To be appointed to a Teaching Assistant Professor, there must be evidence that the candidate has the potential to make valuable contributions in most of the activities listed above. In this regard, the role of a Teaching Assistant Professor includes broader responsibilities than that of a Lecturer. However, because the position of Teaching Assistant Professor does not require the establishment of a nationally visible externally funded research program, the responsibilities are different from those of tenure-track faculty. To be considered for appointment as a Teaching Assistant Professor, candidates must provide:

a. A current CV. (Copies of transcripts may be requested, in addition.)

b. A 1- to 3-page teaching statement that summarizes their teaching accomplishments, interests, and philosophy, including contributions to the curriculum beyond one’s own classroom.

c. Sample syllabi, assignments, and other teaching materials that provide evidence of the quality of their instruction so far, or of instruction that they hope to do.

d. A 1- to 3-page narrative that describes current and/or future plan for contributing scholarship that enhances the School and University and make an impact beyond the campus. Note that research discussed can be disciplinary, pedagogical, or both.

d. Copies of relevant published works.

e. Names and contact information of three referees. At least two of these must be able to comment on the candidates teaching or presentation skills.

f. A personal interview during which the candidate meets members of the interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

g. A presentation, to the interview committee and others. This can be a sample class or a research presentation. In special circumstances, this presentation can be done via the internet.

Potential appointments to the rank of Teaching Assistant Professor will be reviewed and evaluated by the SESE Executive Committee, and the Committee will make a recommendation to the SESE Director, who will make the final School-level decision about making an offer. Successful applications will be forwarded to the College for approval.

**IV-3) Initial Appointment of a Teaching Associate Professor or Teaching Full Professor**

In general, initial appointment to the rank of Teaching Associate Professor can be considered if the candidate has held the rank of Teaching Assistant Professor or equivalent for at least 6 years at another unit or institution. Initial appointments can be made to the rank of Teaching Full Professor if the candidate has held the position of Teaching Associate Professor or equivalent for at least 6 years in another unit or institution. In general, initial appointment at the rank of "Full" requires at least 12 years of employment after a Ph.D. (not including post-doctoral years). Exceptions can be made with appropriate justification. There is no maximum time in a rank. All appointment cases of the specialized professor ranks will be evaluated by the SESE Executive Committee. Information for evaluation beyond the School level can be found in Provost Communication 26.

Candidates for Teaching Associate Professor or Teaching Full Professor must demonstrate that they are excellent teachers, have made contributions as researchers (either in their discipline or in pedagogy) and that they have made a substantial "instructional impact both within the School and beyond." Based on Provost Communication #26, *Teaching Associate Professors* must have a proven record of appropriate contributions for the rank. Based on Provost Communication #26, *Teaching Full Professors* must meet the same criteria as specialized associate professors and must demonstrate that they have made a significant impact beyond what would be expected for the associate level. Specifically, they must demonstrate "fulfilled promise" of: (a) offering high quality teaching and have made advancements that led to innovative strategies and course improvement; and (b) are making broader contributions by sharing creative and scholarly work at conferences and in publications.

To be considered for appointment to the position of Teaching Associate Professor or Teaching Full Professor, candidates must provide:

a. A current CV.

b. A complete longitudinal record of ICES scores or equivalent measures of teaching excellence. Student comments may also be submitted. If the candidate has not been on the faculty at the University of Illinois, they may submit comparable documents from other University's as well as the names and contact information of two referees who have observed the candidate's teaching and can comment on it.

c. A 1- to 3-page teaching statement that summarizes the candidates teaching philosophy and teaching accomplishments, including contributions to the curriculum beyond one’s own classroom.

d. Sample syllabi, assignments, and other teaching materials that provide evidence of the quality of their instruction.

e. A 1- to 3-page narrative that describes their current scholarly agenda, and contributions in scholarship, service, and outreach that can have impact beyond SESE.

f. Copies of any published works.

g. Names and contact information of three referees.

h. SESE will seek 3 external letters from reviewers of dossier selected by SESE.

i. Dates on which one or two faculty members can observe a class. Evaluations should be submitted to the Director in written form.

j. A personal interview during which the candidate will meet members of the interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

k. A presentation to the interview committee. This can be a sample class or a research presentation. In special circumstances, this presentation can be done via the internet.

According to Provost Communication 26, promotion within the ranks of teaching professors (or appointment above the rank of teaching assistant professor) requires external review by a minimum of “three scholars or professional specialists outside the University.” The external reviewers must come from comparable institutions and must not have any conflict of interest in doing an evaluation. If recent letters of reference are otherwise available to the committee (e.g., the prospective appointment is part of a current search for which letters of reference were required), those letters will suffice so long as they address the qualifications related to the respective rank. If viewed as helpful in a particular case, the Director may also ask for letters of evaluation from individuals outside the School but on campus. Such internal letters would be in addition to the three external review letters.

**IV-4) Promotion to Teaching Associate Professor, or to Teaching Full Professor**

In general, promotions from one level to another in the specialized professorial track will be considered only after a candidate has held a given rank for 6 years. Therefore, promotion to the rank of "associate" generally requires 6 years of employment after a terminal degree (not including years of post-doctoral appointment) and promotion to "full" generally requires at least 12 years of employment after a terminal degree (not including years of post-doctoral appointments). Exceptions can be made with appropriate justification. All promotion cases of the specialized professor ranks will be evaluated at the School level by the Executive Committee of SESE. Information for evaluation beyond the School level can be found in Provost Communication 26. There is no maximum time in a rank.

Candidates for Teaching Associate Professor or Teaching Full Professor must demonstrate that they are excellent teachers, have made contributions as researchers (either in their discipline or in pedagogy) and that they have made a substantial “instructional impact both within the School and beyond.” Based on Provost Communication #26, *Teaching Associate Professors* must be able to demonstrate contributions to the school, college, campus, and broader discipline. Based on Provost Communication #26, *Teaching Full Professors* must meet the same criteria as teaching associate professors and must demonstrate that they have made a significant impact beyond what would be expected for the associate level. Specifically, they must demonstrate "fulfilled promise" of: (a) offering high quality teaching and have made advancements that led to innovative strategies and course improvement; and (b) making broader contributions by sharing creative and scholarly work at conferences and in publications. Promotion to Teaching Associate or Full Professor will come with a salary increase that is set by the SESE Director and is consistent with LAS norms.

To be considered for promotion to the position of Teaching Associate Professor or Teaching Full Professor, candidates must submit:

a. Current CV.

b. Measures of teaching effectiveness: a complete longitudinal record of ICES scores is sufficient but material evidence of excellence based teaching practices and/or progress in student learning are also acceptable.

c. A 1- to 3-page teaching statement that summarizes their teaching philosophy and teaching accomplishments, including contributions to the curriculum beyond one’s own classroom.

d. Sample syllabi, assignments, and other teaching materials that provide evidence of the quality of their instruction.

e. A narrative that describes their current scholarly agenda, and contributions in scholarship, service, and outreach that has enhanced the School and university and made an impact beyond the campus.

f. Copies of relevant published works completed since their last promotion (or initial hire).

g. Dates on which one or two faculty members can observe a class. Evaluations should be submitted to the Director in written form.

h. SESE will seek 3 letters from external dossier evaluators.

According to Provost Communication 26, promotion within the ranks of teaching professors (or appointment above the rank of teaching assistant professor) requires external review by a minimum of “three scholars or professional specialists outside the University.” The external reviewers must come from comparable institutions and must not have any conflict of interest in doing an evaluation. If viewed as helpful in a particular case, the Director may also ask for letters of evaluation from individuals outside the School but on campus. Internal to University of Illinois letters would be in addition to the three external review letters.

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**V) CLINICAL PROFESSORS**

**V-1) Definition and Duties of a Clinical Professor (any rank)**

In the SESE, the title of clinical professor (at any rank) is appropriate for individuals who have significant practical experience outside of academia that contributes to the effectiveness of their activities in SESE. Examples of external experience include, but are not limited to: (a) professional writing; (b) working in industry; (c) working in a government agency, think tank, or NGO; (d) working as a practitioner of a specific relevant skill; and (e) working as a consultant or expert. A Ph.D. is expected for individuals holding the title of Clinical Professor (of any rank). Exceptions can be made in exceptional circumstances to the Ph.D. requirement. Examples of exceptions include: an individual has many years of experience practicing the discipline outside of the University; an individual holds a terminal degree in a discipline that does not offer a Ph.D.; or an individual holds a degree that is deemed appropriate for tenured faculty appointments in other units at the University.

Typically, clinical professors (of any rank) will carry a teaching load of 2 to 3 courses per semester (5 per year) in addition to other responsibilities, but this can be reduced if the SESE Associate Director and/or Director concludes a reduction is appropriate based on the individual’s total duties. Clinical professors must have “an instructional and curricular impact both within the School and beyond, either through scholarly publications, invited talks, or other related activities involving their discipline, pedagogy and student interactions.” In the context of SESE, activities that can help fulfill expectations, and justify the title of a Clinical Professor (of a given rank), include but are not limited to: (a) developing new courses and improving the quality of education; (b) regularly teaching 300- and 400-level courses in addition to 100- or 200-level courses; (c) training and supervising teaching assistants, instructors, or lecturers; (d) demonstrably improving the way existing courses are structured or taught and/or in the way the curriculum is structured; (e) taking a leadership role in planning and offering new courses (including on-line courses), field experiences, and/or active-learning experiences; (f) supervision of undergraduate research or capstone experiences, (g) organizing and conducting outreach; (h) arranging or supervising internships; (i) participating in School, College, and/or University-level committees; (j) advising or supervising student groups; (k) contributing substantially to service needs; (l) serving as a journal editor or as an officer in an external disciplinary group; (m) carrying out disciplinary research and/or pedagogical research that is published and/or presented at conferences; and (n) regularly publishing and/or producing contributions to media that reaches the general public.

The difference between clinical and teaching faculty lies in the type of experience and background that the individual brings into the position, and the utilization of this experience and background in their University duties. For example, Clinical Faculty may be more involved in teaching practical skill sets, and/or in providing students practical experiences to students, whereas teaching faculty may be more involved in teaching foundational concepts and theory and in doing research. Multi-year contracts will be considered for Clinical Professors if determined to be appropriate following guidelines in the Union Agreement with the University.

**V-2) Initial Appointment of a Clinical Assistant Professor**

To be appointed to a *Clinical Assistant Professor*, there must be evidence that the candidate has the potential to make valuable contributions to most of the activities listed above. To be considered for appointment as a *Clinical Assistant Professor*, candidates must provide:

a. A current CV. (Copies of transcripts may be requested, in addition.)

b. A narrative that describes how their experience and qualifications relates to their potential instructional assignments.

c. Sample syllabi, assignments, and other teaching materials that provide evidence of the quality of their instruction so far, or of instruction that they hope to do.

d. A narrative that describes their experience and contributions outside the University.

e. A record of student evaluation scores from past teaching duties.

f. Representative copies of any published works completed.

g. Names and contact information of three referees.

h. A personal interview during which the candidate meet members of the interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

i. A presentation to the interview committee (selected by the SESE Director). This can be a sample class or a research presentation. In special circumstances, this presentation can be done via the internet.

Potential appointments to the rank of clinical assistant professor will be reviewed and evaluated by the SESE Executive Committee, and the Committee will make a recommendation to the SESE Director, who will make the final School-level decision about making an offer. The successful application will be forwarded to the College for approval.

**V-3) Initial Appointment of a Clinical Associate Professor or Clinical Full Professor**

In general, initial appointment to the rank of Clinical Associate Professor can be considered if a candidate has held the rank of Clinical Assistant Professor or equivalent for at least 6 years at another unit or institution. Initial appointments can be made to the rank of Teaching Full Professor if the candidate has held the position of Teaching Associate Professor or equivalent for at least 6 years in another unit or institution. In general, appointment at the rank of "Full" requires at least 12 years of employment after a Ph.D. (not including post-doctoral years). Exceptions can be made with appropriate justification. There is no maximum time in a rank. All appointment cases of the specialized professor ranks will be evaluated by the SESE Executive Committee. Information for evaluation beyond the School level can be found in Provost Communication 26.

Candidates for Clinical Associate Professormust demonstrate that they are excellent instructors in the classroom, and that they have taken a substantial role in conducting and improving instruction in their area of clinical specialty within the School and beyond, and that they have maintained their external visibility, and have carried out significant service and/or outreach. Evidence of clinical- and/or classroom-based instructional contributions should include activities such as: (a) leading, developing or improving clinical, field or experiential courses; (b) taking a leadership role in maintaining and improving curricula and programs of study; (c) demonstrably improving the way an existing course is structured or taught; and (d) supervision of original undergraduate research or internship projects.

Candidates for Clinical Full Professor must meet the same criteria as Clinical Associate Professors and must demonstrate that they have made a significant impact beyond what would be expected for the associate level. As stated in Provost Communication 26, “the rank of Clinical Professor should be based upon promise fulfilled . . . including evidence of appropriate accomplishments in the relevant field."

To be considered for appointment as Clinical Associate Professor or Clinical Full Professor, candidates must submit:

a. A current CV.

b. A complete longitudinal record of ICES scores. If the candidate has not been on the faculty at the University of Illinois, they may submit comparable documents from other University's as well as the names and contact information of two referees who have observed the candidate's teaching and can comment on it.

c. A narrative that describes their qualifications. This should include a description of their plan for contributing clinical practice or scholarship that enhances the School and university and make an impact beyond the campus.

d. Sample syllabi, assignments, and other teaching materials that provide evidence of the quality of their instruction.

e. Copies of published works.

f. Name and contact information of three referees. At least two of these letters must come from individuals who can comment on teaching or presentation ability of the candidate.

g. SESE will request letters from 3 reviewers of dossier.

h. A personal interview is required during which the candidate will meet members of the interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

i. The candidate may be asked to give a presentation to the interview committee (selected by the SESE Director). This can be a sample class or a research presentation. In special circumstances, this presentation can be done via the internet.

Finally, according to Provost Communication 26, promotion within the ranks of clinical professors (or appointment above the rank of clinical assistant professor) requires external review by a minimum of “three scholars or professional specialists outside the University.” The external reviewers must come from comparable institutions and must not have any conflict of interest in doing an evaluation. If viewed as helpful in a particular case, the Director may also ask for letters of evaluation from individuals outside the School but on campus. Such letters would be in addition to the three external review letters.

**V-4) Promotion to Clinical Associate Professor, or to Clinical Full Professor**

In general, promotions from one level to another in the specialized professorial track will be considered only after a candidate has held a given rank for 6 years. Therefore, promotion to the rank of "associate" generally requires 6 years of employment after a terminal degree (not including years of post-doctoral appointment) and promotion to "full" generally requires at least 12 years of employment after a terminal degree (not including years of post-doctoral appointments). Exceptions can be made with appropriate justification. All promotion cases of the specialized professor ranks will be evaluated at the School level by the Executive Committee of SESE. Information for evaluation beyond the School level can be found in Provost Communication 26. There is no maximum time in a rank.

Candidates for Clinical Associate Professor must demonstrate that they are excellent instructors in the classroom, and that they have taken a substantial role in conducting and improving instruction in their area of clinical specialty within the School and beyond, and that they have maintained their external visibility, and have carried out significant service and/or outreach. Evidence of clinical- and/or classroom-based instructional contributions should include activities such as: (a) leading, developing or improving clinical, field or experiential courses; (b) taking a leadership role in maintaining and improving curricula and programs of study; (c) demonstrably improving the way an existing course is structured or taught; and (d) supervision of original undergraduate research or internship projects. Promotion to clinical associate professor will come with a salary increase, set by the SESE Director, that is consistent with LAS norms.

Candidates for Clinical Full Professor must meet the same criteria as Clinical Associate Professors and must demonstrate that they have made a significant impact beyond what would be expected for the associate level. As stated in Provost Communication 26, “Promotion to the rank of Clinical Professor should be based upon promise fulfilled . . . including evidence of appropriate accomplishments in the relevant field." Promotion to clinical full professor will come with a salary increase, set by the SESE Director, that is consistent with LAS norms.

To be considered for promotion to clinical associate professor or Clinical Full Professor, candidates must submit:

a. A current CV.

b. A complete longitudinal record of ICES scores.

c. A narrative that describes their accomplishment related to field-based instruction and other instructional assignments.

d. Sample syllabi, assignments, and other teaching materials that provide evidence of the quality of their instruction.

e. A 1- to 3-page narrative that describes their current clinical and/or research agenda and plan for contributing clinical practice or scholarship that enhances the School and university and make an impact beyond the campus.

f. Copies of published works completed since their last promotion (or initial hire).

g. Dates on which one or two faculty members can observe a class. Evaluations should be submitted to the Director in written form.

h. SESE will request letters from 3 reviewers of dossier.

According to Provost Communication 26, promotion within the ranks of clinical professors (or appointment above the rank of clinical assistant professor) requires external review by a minimum of “three scholars or professional specialists outside the University.” The external reviewers must come from comparable institutions and must not have any conflict of interest in doing an evaluation. If viewed as helpful in a particular case, the Director may also ask for letters of evaluation from individuals outside the School but on campus. Such letters would be in addition to the three external review letters.

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**VI) RESEARCH PROFESSORS**

**VI-1) Definition and Duties of a Research Professor (any rank)**

The primary function of a Research Professor (of any rank) in SESE should be research, with significant autonomy. These individuals are making research contributions that are visible outside the University, are actively participating in obtaining research funding, may be supervising a laboratory facility, and may be teaching students and advising student research (at undergraduate and/or graduate levels). In some cases, the position may include contributions to public engagement (e.g., outreach to schools or communication of research advances). The position may include service at the School, campus, or national levels (e.g., service on School committees or grant review panels). Research faculty primarily focused on disciplinary research in one of the areas covered by SESE Departments, should have their positions anchored in the relevant departments. Research faculty primarily focused on interdisciplinary research related to the environment and sustainability, and/or to related pedagogy, may be considered for appointments anchored at the School level.

Research professorial positions require a Ph.D. It is expected that research faculty members are seeking and obtaining funding for this research from outside of SESE. Ideally, the positions are funded by soft money, though in some cases, partial funding may come from a unit. The teaching load for a Research Professor is 0 to 2 courses. The number of courses that an individual teach will be determined through discussion with the Associate Director and/or Director and will depend on the amount of research and, if relevant, the amount of funding from sources outside of SESE that the individual has obtained. Multi-year contracts will be considered for Research Professors if determined to be appropriate following guidelines in the Union Agreement with the University.

**VI-2) Initial Appointment of a Research Assistant Professor**

Appointment as a Research Assistant Professor, requires evidence that the person has the potential to make valuable contributions in the activities listed above. Candidates must submit:

a. A current CV. (Copies of transcripts may be requested, in addition.)

b. A 1- to 3-page research statement that summarizes their research accomplishments, interests, philosophy, and future plans. This statement should also include an indication of where the candidate's research may be published or presented, so as to have an impact beyond the campus.

c. *Optional:* a 1- to 3-page statement that summarizes teaching interests and accomplishments.

d. A brief statement identifying funding agencies or programs to which the candidate anticipates applying to for research funding.

e. Copies of scholarly works completed.

f. Names and contact information for three referees.

g. A personal interview during which the candidate will meet members of the interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

h. A research presentation to the interview committee and others. In special circumstances, this presentation can be done via the internet.

Potential appointments to the rank of research assistant professor will be reviewed and evaluated by the SESE Executive Committee, and the Committee will make a recommendation to the SESE Director, who will make the final School-level decision about making an offer. Successful applications will be forwarded by the Director to the College for approval.

**VI-3) Initial Appointment of a Research Associate Professor or Research Full Professor**

In general, initial appointments at the rank of Research Associate Professor will be considered only after a person has held the equivalent of the previous rank for at least 6 years (not-counting years of post-doctoral appointments, if relevant). Similarly, initial appointment at the rank of Research Full Professor requires at least 12 years of employment after a terminal degree (not-counting years of post-doctoral appointments, if relevant). Exceptions can be made with appropriate justification. All appointment cases of the specialized professor ranks will be evaluated at the School level by the SESE Executive Committee. Information for evaluation beyond the School level can be found in Provost Communication 26. There is no maximum time in a rank.

Candidates for *research associate professor* must demonstrate that they have established a productive externally funded research program, that they are involved in writing publications, and are giving presentations at conferences. Candidates for *research full professor* must meet the same criteria as research associate professors and must demonstrate that they have made a significant impact beyond what would be expected for the associate level. As stated in Provost Communication 26, “the rank of research professor should be based upon promise fulfilled . . . including evidence of appropriate accomplishments in the relevant field."

To be considered for appointment as research associate professor or research full professor, candidates must submit:

a. A current CV.

b. Copies of scholarly works.

c. 1- to 3-page research statement that summarizes their research philosophy and accomplishments and if relevant, their previous supervision of student research.

d. *Optional:* a 1- to 3-page statement that summarizes teaching interests and accomplishments and copies of their syllabi.

e. The names and contact information for three referees.

f. SESE will request letters from 3 reviewers of dossier.

g. A personal interview during which the candidate meets members of the interview committee. In special circumstances, this interview may be carried out by phone or via the internet.

h. A research presentation to the interview committee and others. In special circumstances, this presentation can be done via the internet.

Finally, according to Provost Communication 26, promotion within the ranks of research professors (or appointment above the rank of research assistant professor) requires external review by a minimum of “three scholars or professional specialists outside the University.” The external reviewers must come from comparable institutions and must not have any conflict of interest in doing an evaluation. If viewed as helpful in a particular case, the Director may also ask for letters of evaluation from individuals outside the School but on campus. Such letters would be in addition to the three external review letters.

**VI-4) Promotion to Research Associate Professor, or to Research Full Professor**

In general, promotions from one level to another in the specialized professorial track will be considered only after a candidate has held a given rank for 6 years. Therefore, promotion to the rank of "associate" generally requires 6 years of employment after a terminal degree (not including years of post-doctoral appointment) and promotion to "full" generally requires at least 12 years of employment after a terminal degree (not including years of post-doctoral appointments). Exceptions can be made with appropriate justification. All promotion cases of the specialized professor ranks will be evaluated at the School level by the Executive Committee of SESE. Information for evaluation beyond the School level can be found in Provost Communication 26. There is no maximum time in a rank.

Candidates for Research Associate Professor or Research Full Professor must demonstrate that they are making a substantial impact in a research area, as demonstrated by publications, external funding, invited talks, and other related activities. Part of the rationale for promotion may include contributions to supervision of graduate student research, instruction, service, and public engagement.Promotion to research associate professor will come with a salary increase that is consistent with LAS norms. Based on Provost Communication #26, *Research Associate Professors* must be able to demonstrate contributions to the school, college, campus, and broader discipline, or, if this is to be the person’s first appointment on campus, have a proven record of making such contributions. Based on Provost Communication #26, *Research Full Professors* must meet the same criteria as research associate professors and must demonstrate that they have made a significant impact beyond what would be expected for the associate level. As stated in Provost Communication 26, “Promotion to the rank of research professor should be based on a fulfilled promise of quality research, including making discoveries that lead to grant funding and publications in leading peer-reviewed journals or publications." Promotion to research full professor will come with a salary increase that is set by the SESE Director and is consistent with LAS norms. To be considered for promotion to the position of Research Associate Professor or Research Full Professor, candidates must submit:

a. A current CV.

b. 1- to 3-page research statement that summarizes their research philosophy and accomplishments.

c. Copies of scholarly works completed since their last promotion (or initial hire).

e. If the candidate is teaching courses, they should submit a complete longitudinal record of ICES scores.

f. If the candidate is teaching courses, they should submit copies of their syllabi, and a 1- 3-page statement describing their teaching accomplishments. They should also submit the times at which a faculty member can observe their teaching. Results of this teaching evaluation should be provided to the SESE Director in writing.

g. SESE will request letters from 3 reviewers of dossier.

According to Provost Communication 26, promotion within the ranks of research professors (or appointment above the rank of research assistant professor) requires external review by a minimum of “three scholars or professional specialists outside the University.” The external reviewers must come from comparable institutions and must not have any conflict of interest in doing an evaluation. If viewed as helpful in a particular case, the Director may also ask for letters of evaluation from individuals outside the School but on campus. Such letters would be in addition to the three external review letters.