

**SCHOOL OF
PUBLIC HEALTH**



Faculty Handbook

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A Message from the Dean

Welcome to the University of Illinois at Chicago School of Public Health (UIC SPH)! We're pleased that you've chosen to join our community of accomplished faculty who are committed to shaping the future of public health through action-based teaching, collaborative research, and engaged service and practice.

Our students choose the field of public health because they're passionate about social justice and want to build a healthier world. Why do they choose UIC SPH? In addition to us being the only accredited school of public health in Illinois, and being located in a world-class city, I'm proud to say many of our students attend UIC SPH because of the inspiring work of our faculty, and the strong reputation their achievements have helped us build.

The dynamic and diverse urban environment of Chicago affords us countless opportunities for building interdisciplinary partnerships in delivering public health interventions to local and global communities. In fact, our faculty have developed collaborative solutions in such areas as violence prevention, HIV/AIDS prevention and awareness, maternal and child health, water quality, health disparities, asthma education and intervention and many others for which our location offers a distinct perspective.

As faculty you are preparing the public health leaders to respond to evolving social and environmental challenges: from global population growth, urbanization and increasing health inequities, to wealth disparities, declining ecosystems and climate change. Training the next generation of public health professionals to address these challenges requires an integration of interdisciplinary knowledge across research, teaching, service and practice. In addition to the core disciplines of public health, our faculty represent a diverse range of disciplines including: molecular biology, medicine, psychology, sociology, anthropology, economics, administration and management, law, politics and policy, engineering, and social work.

Along with academic excellence and engaged community-based service, UIC SPH faculty are on the cutting-edge of public health research and scholarly practice. We consistently rank among the top 20 public health schools and programs in the U.S. receiving NIH funding and among the top 3 in grant expenditures among UIC colleges.

UIC SPH faculty continually break new ground as researchers, accomplished authors, engaging teachers, community leaders and advocates. Their vision, resolve and ingenuity have built the foundation for a rich UIC public health legacy. By joining us, you have become a part of a proud tradition. I hope this handbook serves you well in navigating our policies, facilities, and services as you are acclimated to the UIC SPH and what it means to be part of our community.

Sincerely,
Wayne Giles, MD, MS
Dean, UIC School of Public Health

The School of Public Health

1.1 UIC HISTORY

The University of Illinois was chartered in 1867 in Champaign-Urbana as the state's land-grant university, designated by the Illinois State Legislature to receive the benefits of the Morrill Acts of 1862 and 1890, which sought to make liberal and classical education accessible to the working class.

The Colleges of Medicine, Dentistry, and Pharmacy became fully incorporated into the University of Illinois in 1913, leading to the dramatic expansion of medical education and research in the succeeding decades, and eventually to the development of several other health science colleges. During the early 1930s, the University consolidated its professional colleges, including Pharmacy, Medicine, Dentistry and others on the Near West Side as the Chicago Professional Colleges of the University of Illinois, later redesignated the University of Illinois at the Medical Center (UIMC) in 1961.

In 1946, the University of Illinois opened a two-year undergraduate campus at Navy Pier for the purpose of educating veterans returning from World War II. As demand for public university education grew among veterans and civilians alike, the University made plans to create its first permanent degree-granting campus in the Chicago area. Thanks to a 105-acre site at the Harrison and Halsted streets offered by Mayor Richard J. Daley, the new campus, University of Illinois at Chicago Circle (UICC), opened in February 1965.

Following the creation of the Chicago Circle Campus of the University of Illinois, the colleges of the Medical Center and the Circle Campus were joined in 1982, creating the University of Illinois at Chicago. This merger strengthened the University's potential for scholarly excellence, and pushed UIC to Carnegie Research 1 institution status in 1987.

Today, UIC is comprised of 15 academic colleges and is one of the top 200 research-funded institutions in the world. UIC employs 2,574 instructional faculty members, and instructs nearly 16,911 undergrads and 10,669 graduate and professional students, which make up one of the most diverse student bodies in the United States. Through its history, UIC has positioned itself as one of the nation's premier urban public research universities, an institution that is intimately connected to its home in one of the nation's largest and most diverse cities.

1.2 SPH HISTORY

In 1967, the University of Illinois presented to the Illinois Board of Higher Education (IBHE) *Proposals for the Expansion of Education in the Health Professions—1967–1980*, which recommended the development of graduate degree programs in public health at the master's and doctoral levels. This proposal was prepared in the wake of significant social change and legislative initiatives, including passage of Medicare and Medicaid in 1965, and

responded to an increased demand for schools of public health to provide the scientific basis for decision-making in health services delivery and training for public health administrators, managers, and workers.

The following year, IBHE recommended the initiation of graduate programs in public health at the University of Illinois in its 1968 report, *Education in the Health Fields for State of Illinois*. IBHE's recommendation was reported to the 76th Illinois General Assembly in 1969, and by 1970, the University of Illinois Board of Trustees approved the establishment of a School of Public Health at the Medical Center. The UIC School of Public Health, under the leadership of Dean Paul Q. Peterson, MD, MPH, former Deputy Surgeon General of the United States Public Health Service, opened its doors with 22 faculty members, 38 students, and one degree program, the Master of Public Health (MPH).

Today, the UIC School of Public Health ranks among the top 20 public health programs in the country and is the only accredited school of public health in the state of Illinois. UIC SPH currently offers six degrees across four academic divisions: Bachelor of Arts in Public Health (BA), Master of Public Health (MPH), Master of Science (MS), Master of Healthcare Administration (MHA), Doctor of Public Health (DrPH) and the Doctor of Philosophy (PhD), along with certificate programs and non-degree continuing education opportunities to both full and part-time students and professionals practicing in the field.

1.3 MISSION

The UIC School of Public Health is dedicated to excellence in protecting and improving the health and well-being of the people of the metropolitan Chicago area, the State of Illinois and the nation, and of others throughout the world.

The School achieves this mission by:

1. educating scientists, professionals and the public;
2. conducting research to develop solutions to public health problems;
3. providing public health service; and
4. formulating public health policy

1.4 STATEMENT OF VALUES

Ours is a community of scholars, students and staff dedicated to creating a healthy society. In achieving this goal, we are committed to:

COMMUNITY:	The basic unit of analysis for public health, enabling communities to address their own problems, sharing skills, lowering barriers to action, and acting as a catalyst for progress.
KNOWLEDGE:	The pursuit, development and dissemination of information and skills that will improve the health of the public.
PROFESSIONALISM:	The spirit of integrity and collegiality in learning, teaching, research and public service.

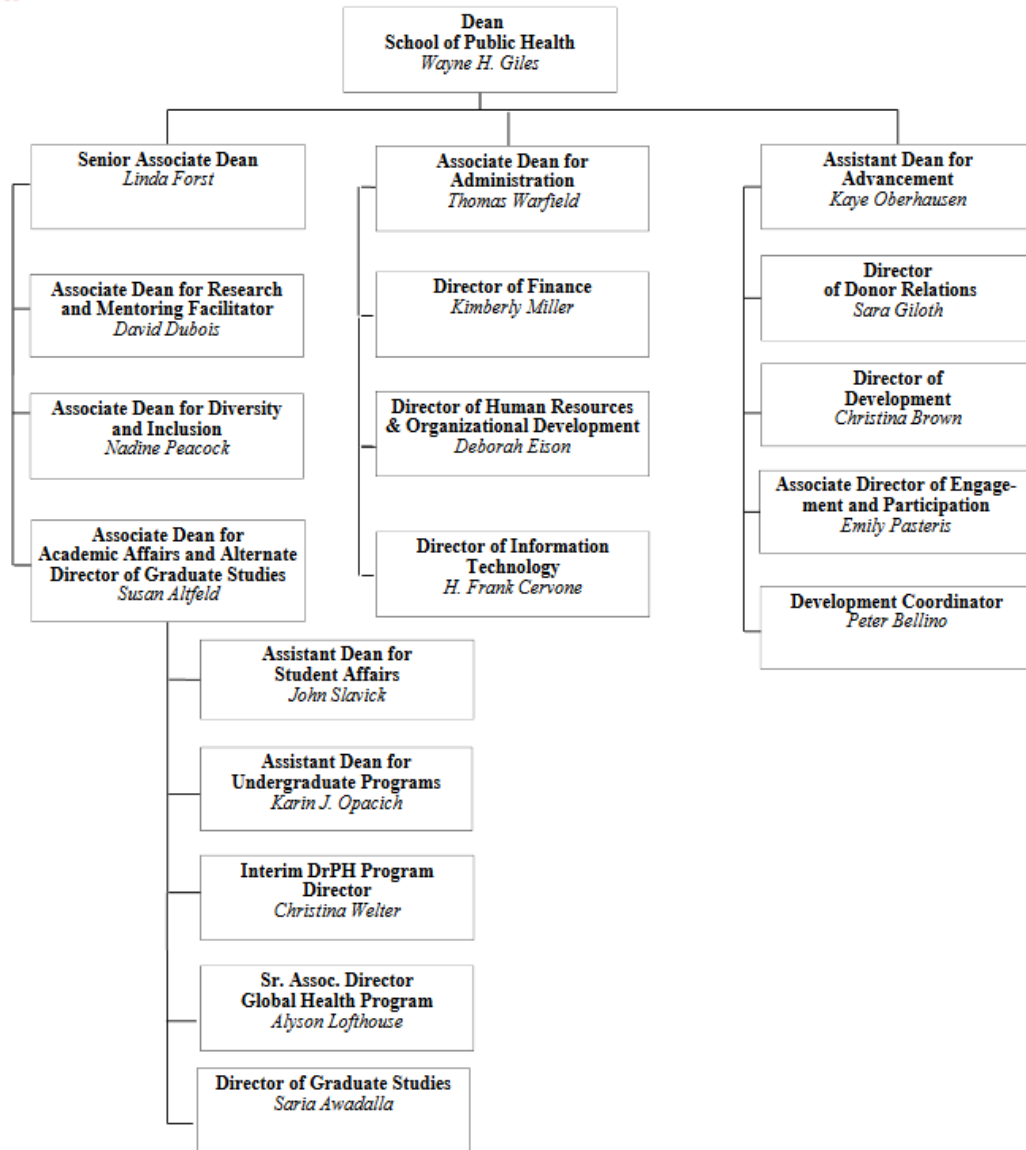
STEWARDSHIP:	The investment of natural, human and financial resources.
IDEALISM:	The pursuit of transcendent principles, whether secularly or spiritually motivated.
CARING:	The promotion of compassion for and action on behalf of others.
JUSTICE:	The advocacy of conditions whereby everyone is given access to the resources necessary to live a humane life and fulfill his or her full potential.
DIVERSITY:	The celebration of unique contributions to the fabric of our community.
RESPECT:	The esteem held for the members of this community and for those whom our efforts are intended to serve.
HUMILITY:	The grounded sense of deference exercised as we set our goals, work together to achieve them, and address the inevitable conflicts produced by those joint efforts.

1.5 ORGANIZATIONAL STRUCTURE

The Dean, the four Division Directors, and the Directors of the centers and institutes provide administrative oversight and leadership, and are responsible for the allocation of resources pertaining their unit. Policy-making is vested in the faculty (through the Executive Committee), and implementation of policy is vested in the administration.

1.5.1 Organizational Chart (Dean's Office)

Dean's Office Organizational Chart



1.5.2 Responsibilities of the Dean

The Dean is the chief executive officer of the college (School), responsible to the chancellor/vice president for its administration, and is the agent of the college faculty for the execution of college educational policy.

The following 12 points represent the defining elements of a dean's performance, and should be used as guidelines for evaluating a dean or candidates for the position of dean. At UIC, the activities of a dean include:

1. Provide leadership to the college by articulating an inspiring vision for the college's future, translating that vision into specific goals, and obtaining the support necessary to achieve those goals.
2. Foster student intellectual development and college's academic mission through sound educational policy and a contemporary curriculum.
3. Promote the recruitment, retention and academic progress of undergraduate, graduate and professional students.
4. Recruit and retain faculty of the highest caliber; promote excellence among the faculty; set a standard personally for academic scholarship, engagement and integrity.
5. Recruit and retain staff of the highest quality and promote their development; build an effective and reputable leadership team.
6. Foster and promote gender equity and ethnic diversity among students, faculty and staff to enrich the university environment.
7. Consult and communicate regularly with the faculty on policy, planning and actions significant to the college.
8. Manage resources wisely, through the allocation of space and budget in support of defined priorities and the continuous development of new sources of revenue.
9. Promote the creation of new knowledge and the cultivation of funding sources appropriate to that endeavor.
10. Represent and advance the interests of the college and UIC by skillfully developing relationships with parties external to the college, both on and off campus.
11. Increase the external financial support for the college through fundraising efforts and through the relationships referenced in item 10.
12. Align the college's activities and goals with the greater interests of the campus and university.

- originated by Vice Chancellor for Academic Affairs and Provost R.M. Tanner, 2005

1.5.3 Dean Review Process

The University of Illinois Statutes, Article III, Section 3b, states that the Dean is appointed annually by the Board of Trustees on recommendation by the Chancellor and the President. In preparing his or her annual recommendation, the Chancellor typically charges the

Provost with seeking advice from the Executive Committee of the college regarding the performance of the Dean. Each spring, the Provost attends a scheduled meeting of the SPH Executive Committee for this purpose. Although the Dean is considered the chair of this committee, s/he is not present during the evaluation.

In addition to annual reviews, the Statutes also call for more rigorous evaluation of the Dean's performance at least once every five years. Though no University guideline or policy exists regarding a process for the fifth year review of a Dean, there are "customary procedures" which serve to document how reviews have been handled over time at UIC.

The internal process is determined and administered by the Executive Committee. The review process is conducted within an academic year results in a confidential written advisory report to the Provost. The contents of the report are typically shared with the Dean by the Provost. Reports may draw on the following sources:

- Surveys of faculty, staff (academic and civil service) and students. There may also be surveys of alumni, department heads, college senior leadership, external affiliates (e.g. clinical sites, community organizations), UIC Deans, peer Deans outside of UIC, and other professional leaders in the field. The committee may invite any of these groups or individuals to participate in voluntary interviews. The committee may choose to solicit a written evaluation rather than using a survey instrument in those instances when surveys may be less effective.
- The Dean's self-evaluation, solicited by the committee or the provost
- A college-level financial audit (conducted one year prior by the University Auditor)
- Performance indicators measuring the college's success in the past five years
- The report of an external evaluator. In some instances an external evaluator may be invited to provide a report as part of the review. External evaluators, if engaged, are typically chosen by the reviewers in consultation with the Provost

The Executive Committee's final report usually provides an analysis in terms of strengths and weaknesses. In addition to the committee' conclusions, the report may provide explicit recommendations as to reappointment or the need for specific improvements if the committee is comfortable with these types of recommendations or the Provost specifically requests them.

1.5.4 Responsibilities of the Senior Associate Dean

The Senior Associate Dean (SAD) serves as the senior academic officer responsible for the day-to-day administration of the School. Specifically, the SAD provides direct supervision of all associate deans, the Assistant Dean for Diversity and Inclusion, and the Director of IT.

S/he also coordinates school-wide initiatives, such as strategic planning and implementation and represents SPH on campus and in external activities as appropriate on behalf of the Dean.

The SAD is responsible for devising, implementing, and evaluating faculty development and productivity activities, which includes oversight of promotion and tenure processes, the mentoring program, annual productivity reporting, and sabbaticals.

The SAD also serves as the School's Director of Graduate Studies (DGS), who, in addition to managing all aspects of graduate programs within the School of Public Health, serves as the liaison between those programs and the Graduate College.

1.5.5 Administrative Units and Leadership

UIC SPH administrative units housed within the Office of the Dean help support the teaching, learning, service, and research activities that take place within the school and community.

OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs monitors the content, quality, and enhancement of the school's academic programs, including academic, professional, and joint degrees, continuing education, distance learning, and certificate programs.

The Associate Dean for Academic Affairs oversees the functions of the Office of Academic Affairs including curriculum development, academic grievances, student academic progress, distance learning, and continuing education. These duties include serving as an ex-officio member of the Committee on Educational Programs, the Committee on Academic Progress, and the Academic Strategic Planning Committee.

The Associate Dean for Academic Affairs also serves as the School's Alternate Director of Graduate Studies (DGS). This position reports to the Senior Associate Dean

OFFICE OF STUDENT AFFAIRS

Student Affairs provides direct services spanning the student's entire career at the school, beginning with admissions and continuing with registration, financial aid, and records through graduation. The Assistant Dean for Student Affairs is responsible for overseeing and directing the activities of this office. This position reports to the Associate Dean for Academic Affairs.

OFFICE OF RESEARCH SERVICES

The SPH Office of Research Services (ORS) provides a range of pre-award services and resources to faculty. The SPH ORS works collaboratively with investigators to facilitate and support investigator-led proposal development and submission. The Associate Dean for

Research is the administrator responsible for overseeing and directing the activities of this office. This position reports to the Senior Associate Dean.

OFFICE OF DIVERSITY AND INCLUSION

The Office of Diversity and Inclusion actively works to reinvigorate SPH's commitment to justice, respect, and humility for the communities served by the public health field. The ODI focuses on recruiting and retaining a diverse student body and faculty who represent the populations we serve, as well as developing leaders who recognize diversity as a business imperative. The Assistant Dean for Diversity and Inclusion is responsible for overseeing and directing the activities of this office. This position reports to the Senior Associate Dean.

OFFICE OF ADVANCEMENT

The Office of Advancement manages fund-raising events and campaigns, the school's publications, and alumni relations.

The Assistant Dean for Advancement oversees this office, and is responsible for all activities related to advancing the College's mission by soliciting support from alumni, friends, corporations and foundations in building strategic philanthropic relationships. The Assistant Dean for Advancement is also a key player in the communication of the School's mission, vision, and achievements to key constituencies. S/he provides counsel to the Dean and other faculty and staff on fundraising, constituent relationships, and communication and marketing matters. This position reports dually to the Dean of the College and the Assistant Vice Chancellor for Development.

ASSOCIATE DEAN FOR COMMUNITY AND PUBLIC HEALTH PRACTICE

The Associate Dean for Community and Public Health Practice provides leadership, direction and support for the School's community and public health practice programs including inter-governmental relations, career services and practicum site development, continuing education and professional development.

Specifically, the Associate Dean for Community and Public Health Practice facilitates agreements with external agencies for practicum sites, identifies opportunities to strengthen relationships with partners and other organizations, assists the Dean in establishing goals for community and public health practice, and helps to align the programs and activities of relevant SPH enterprises with those goals. This position reports to the Senior Associate Dean.

ASSOCIATE DEAN FOR FINANCE AND RESOURCE PLANNING

The Associate Dean for Finance and Resource Planning provides day-to-day financial, human resource, and facilities management operations for the Office of the Dean.

The Associate Dean for Finance and Resource Planning advises and collaborates with the Dean and Unit heads to establish and implement policies and procedures relating to finance

and resource allocation for the School. Evaluate, formulate and implement policies for the allocation and utilization of resources for the School. This includes policies that govern the School's space utilization and maintenance, human resources, and budget matters. S/he also serves as liaison to university offices, such as Central HR, the Office of Business and Financial Services (OBFS), and the Office of Budget and Planning, and represents the School on relevant campus committees as needed. This position reports to the Senior Associate Dean.

OFFICE OF INFORMATION TECHNOLOGY (IT)

Information Technology's primary function is to support the development, implementation and use of technology within SPH. The unit consists of teams that manage network and server support, application development, data administration, helpdesk support (includes computer and peripheral purchasing, troubleshooting, hardware and software), and website/intranet development. The Director of Information Technology oversees and directs the activities of these units. This position reports to the Senior Associate Dean.

1.5.6 Academic Units – The Divisions

The divisions are administrative units with responsibilities for teaching, research and service activities. SPH has four divisions: Epidemiology and Biostatistics, Environmental and Occupational Health Sciences, Health Policy and Administration, and Community Health Sciences. The divisions are organized around the five core disciplines of public health: Biostatistics, Epidemiology, Environmental Health Science, Health Policy and Management, and Social and Behavioral Sciences.

COMMUNITY HEALTH SCIENCES

The Community Health Sciences (CHS) Division focuses on public health practice aspects of community health as they relate to the interaction of individuals, families and community structures. The behavioral sciences form the theoretical basis for community interventions to enhance health and well-being.

ENVIRONMENTAL AND OCCUPATIONAL HEALTH SCIENCES

The Environmental and Occupational Health Sciences (EOHS) Division prepares students to protect the environment and improve the health of workers and the general public. EOHS students learn to anticipate, identify and assess environmental and workplace health hazards, recommend corrective measures, institute programs to reduce morbidity and mortality, and evaluate these efforts. A highly inter-disciplinary area of study, EOHS students draw upon the fields of toxicology, epidemiology, engineering, industrial hygiene and other sciences to identify and control risks.

EPIDEMIOLOGY AND BIostatISTICS

The disciplines of Epidemiology and Biostatistics are housed within the same division (Epi-Bio). Epidemiology studies the distribution and determinants of disease and other health-related events in populations. Epidemiologic methods are used to establish links between risk factors and disease, clarify the distribution of disease locally, regionally, nationally, and

internationally, elucidate the natural history of many diseases, assess the effectiveness of public health interventions and evaluate health resource utilization.

Biostatistics is the development and application of statistical methods to problems in biology, medicine, public health and other life sciences. Solutions are sought through management, analysis, and interpretation of data; through study design and the acquisition of data analysis knowledge.

HEALTH POLICY AND ADMINISTRATION

The Health Policy and Administration (HPA) Division provides students with the conceptual and analytical tools needed to: analyze the implications of proposed policies; influence their formation; evaluate them once implemented; and manage private and/or public health care organizations so as to improve the health of the population.

1.5.7 Division Director Responsibilities

Each division is headed by a director, appointed by the Dean upon recommendation of the faculty. The Division Director is the academic officer directly responsible for: the operation of the division, including budget, personnel, curriculum and planning; maintenance of the overall quality and standards of the programs of the division; developing and implementing new initiatives; and selecting and mentoring faculty, staff and students. In this regard, the Division Director is expected to maintain a collegial climate that is open and accepting of different ideas or perspectives; set strategic priorities; develop and implement new initiatives; provide vision and leadership for research, teaching, service and other scholarly activities of the division; recruit, supervise, evaluate and mentor faculty, staff and students; manage personnel and resources for the maximal benefit of the division and the school.

The director serves a three-year renewable term and is evaluated annually.

1.5.8 Division Director Review Process

The Dean of the School of Public Health, at least once every five years initiates the process of evaluation of the Division Director. The responsibility for implementing the evaluation lies with the Senior Associate Dean.

The evaluation includes a self-assessment from the division director, a solicitation of input from faculty, staff, students, and alumni in a division via a survey instrument, and a one-day site visit and evaluation report from an external reviewer (two for the Division of Epidemiology & Biostatistics). The Dean reviews all materials and meets with the Division Director to discuss the evaluation. Following the discussion with the Dean, the Division Director may choose to provide a written response to the evaluation. This response must be filed within 10 days of the meeting with the Dean.

1.5.9 Centers & Institutes

COMMUNITY OUTREACH INTERVENTION PROJECT

The Community Outreach Intervention Projects (“COIP”), School of Public Health, University of Illinois at Chicago was founded in 1986 to address HIV/AIDS, particularly among people who use drugs. COIP operates from storefront sites in Austin, Humboldt Park, West Englewood, South Chicago, and Uptown. Other neighborhoods are served by COIP’s motorhome and mobile van units. COIP’s interventions are known for their use of the Indigenous Leader Outreach Model, which employs former drug users to deliver services and assist in conducting research.

COIP’s services include street outreach; counseling and testing for HIV, syphilis and other infectious diseases associated with substance use; case management for people who are HIV positive; syringe exchange; drug abuse and risk reduction counseling; support groups; educational activities; and a program that enhances linkages to care for HIV positive women exiting jail. COIP also makes many referrals to other providers such as drug treatment programs. Through a collaboration with UIC’s Community Clinic Network, all COIP’s storefront sites provide free medical, mental health, and pharmacy care for people living with HIV, and one site offers free dental care. COIP also conducts research to better understand HIV/AIDS in Chicago communities.

Recent studies have examined or evaluated 1) an intervention to prevent hepatitis C transmission among young people who inject drugs, 2) mental health problems and their relation to HIV risk behaviors among young people who inject drugs, 3) transitions into drug injection by young people who ‘snort’ heroin, 4) the impact of syringe exchange on preventing HIV infection, 5) early stage hepatitis C infection and treatment, 6) an intervention that engages the parents of young injection drug users to help their children reduce the risk of HIV infection, and 7) the sexual transmission of HIV in metropolitan Chicago among and between injection drug users, substance-using men who have sex with men, and the sex partners of both groups.

COIP has conducted trainings in over 30 states, Canada, Australia, and in countries in South America, Southeast Asia, and Europe. A manual documenting COIP’s intervention methods was commissioned and published by the National Institutes of Health. When the Congressional Black and Latino Caucuses developed an initiative in the late 1990s to deliver proven HIV prevention interventions to high-risk communities of color in the US, COIP’s Indigenous Leader Outreach Model was the intervention model chosen by 85% of the newly funded programs.

COIP has been cited as a model program by, the World Health Organization, the National Institutes of Health, the Secretary of Health and Human Services, a Carnegie Foundation commission, and the Chicago Department of Public Health.

CURE VIOLENCE

Cure Violence began (as CeaseFire Chicago) in 2000 with the goal of reducing shootings and homicides in Chicago. Cure Violence launched in West Garfield Park, one of the most violent communities in Chicago, and was quick to produce results reducing shootings by 67% in its first year. From 2000-2008, Cure Violence (then CeaseFire Chicago) focused its activities in the United States, starting in Chicago but quickly expanding to Baltimore, New York, New Orleans, Oakland, Puerto Rico, and other sites. In 2008, Cure Violence began its first international adaptation and replication of the methodology in Basrah, Iraq. Since then, international programs have been added in South Africa (Hanover Park), United Kingdom (London), Kenya (Nairobi and Rift valley), Honduras (San Pedro Sula), and Colombia (Barranquilla). The Cure Violence sites in Chicago, Baltimore, and New York have all been externally evaluated, demonstrating strong results across the board. In June 2009, U.S. Attorney General Eric Holder, Jr. referenced Cure Violence as an example of “a rational, data-driven, evidence-based, smart approach to crime – the kind of approach that this Administration is dedicated to pursuing and supporting.” The vision of Cure Violence is “To reduce violence globally using disease control and behavior change methods and is guided by clear understandings that violence is a health issue, that individuals and communities can change for the better, that community partners and strategic partnerships are keys to success, and that rigorous, scientific, professional ways of working are essential for effectiveness.”

INSTITUTE FOR HEALTH RESEARCH AND POLICY (IHRP)

The IHRP was established with support from university administration to advance the development of health promotion, health policy, and health services research in Illinois and beyond. The IHRP stimulates and supports a broad range of high-quality research to improve health practices and policies from an interdisciplinary perspective. Together, the institute’s centers form a comprehensive research-to-application-to-policy structure that focuses on and supports improvements in the development and delivery of community-based prevention and health promotion programs, as well as health services. The IHRP has an infrastructure that provides technical support and staffing to make cross-disciplinary research and service projects highly attractive to collaborators from the School’s divisions and other units on campus. Involvement of outside organizations, including many community groups, is facilitated by the faculty’s long history of community commitment.

1.5.10 Affiliated Units

CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE (CCTS)

The CCTS was established in 2008 to provide an integrated home dedicated to improving clinical and translational research at UIC by coordinating resources and services that facilitate health research and advance knowledge across the translational spectrum. While the CCTS is administratively housed within the College of Medicine, much of the research and education core are housed in SPH, including the MS-CTS degree program. Some SPH faculty members engage in interdisciplinary population-based research through the CCTS. The goal of the CCTS is to accelerate the translation of scientific discoveries into innovative

diagnostics and therapies, disease prevention, and improved healthcare delivery with special emphasis on reducing health disparities.

INSTITUTE FOR ENVIRONMENTAL SCIENCE AND POLICY (IESP)

The IESP was created to promote collaboration across colleges and departments at UIC, catalyze the formation of interdisciplinary research groups on campus, and increase efforts to obtain external funding in various environmental areas. The IESP is administratively housed in the Vice Chancellor for Research office, but faculty and students have opportunities to engage in interdisciplinary research; several EOHS have joint appointments. The mission of IESP is to advance multidisciplinary research and scholarship within the environmental and health sciences, engineering, economics, and the social sciences; prepare the next generation of environmental scientists and decision-makers; and transmit workable solutions for environmental problems to the public sector.

INSTITUTE FOR GOVERNMENT AND PUBLIC AFFAIRS (IGPA)

The IGPA is a public policy research organization based in Chicago and Urbana-Champaign. IGPA's mission is to improve public policy and government performance by:

- producing and distributing cutting-edge research and analysis
- engaging the public in dialogue and education
- providing practical assistance in decision-making to government and policymakers

The institute's work not only advances knowledge, but also provides real solutions for the state's most difficult challenges. IGPA plays an important role in assisting government to better serve the public good. IGPA provides access to top-quality University of Illinois research to improve decision-making at every level of government.

IGPA is distinct among premier policy research units because of its dedication to public engagement. IGPA's programming includes seminar series, public lectures, leadership training, and conferences.

Faculty Governance

The UIC School of Public Health is governed by the University of Illinois Statutes, the constitution and bylaws of the UIC Senate, and the constitution and bylaws of the School of Public Health. According to the Statutes, the School is governed in its internal administration by its faculty. From the university perspective, the School is classified as a college.

2.1 DEFINITION OF FACULTY

According to Article II, Section 3 of the University of Illinois Statutes, the faculty consists of members of the academic staff with the rank or title professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure, and those administrators in the direct line of responsibility for academic affairs (i.e., dean and division directors). Administrative staff members who are not in direct line of responsibility for academic affairs, but who hold faculty appointments are also considered

members of the faculty.

The Statutes also allow for the academic units to extend, through its bylaws, specified faculty privileges, such as voting rights, to academic staff who have the rank or title of professor, associate professor, assistant professor, instructor, or lecturer modified by the terms “research,” “adjunct,” “clinical,” “visiting” and/or “emeritus” (e.g., “research professor,” “adjunct assistant professor,” “clinical associate professor,” “visiting professor”). Therefore, those individuals enfranchised by the Statutes plus those enfranchised by the Executive Committee (i.e., granted college-level voting rights) comprise the Faculty of The School of Public Health.

At the School of Public Health, the faculty must hold an appointment in one of four academic units, or divisions, and may have secondary appointments in other departments outside of the School.

2.2 SPH FACULTY MEETINGS

The SPH administration and faculty share in the responsibility of identifying needs and planning, implementing, and evaluating program changes for the School. Faculty input on general policy making occurs through participation in strategic planning efforts and through faculty meetings.

The School of Public Health faculty meets three times during the calendar year. Typically these meetings are held on the third Mondays of September, January, and April. Notices of the meetings with the agendas are circulated at least five days prior to each meeting. The Dean chairs these meetings and prepares the agenda with the Executive Committee. Faculty members can request the addition of agenda items by submitting them in writing in advance to the Dean for inclusion in a subsequent meeting. New business may be presented from the floor at any meeting without advance notice, but action on the item then requires a two-thirds vote of those present and voting.

In addition to School-wide faculty meetings, each division holds regularly scheduled faculty meetings. These focus on issues specific to each division, although the impact that division-specific issues may have or are having on the School is often discussed.

2.3 SPH FACULTY COMMITTEES

The Constitution and Bylaws of the UIC SPH Faculty establish a Committee on Elections, Executive Committee, and Appointment, Promotion and Tenure Committee. In addition, the following standing committees have been authorized by the Faculty:

1. Committee on Admission and Recruitment Policies
2. Committee on Educational Programs
3. Committee on Academic Progress
4. DrPH Oversight Committee

5. MPH Oversight Committee
6. Undergraduate Program Oversight Committee
7. Committee on Research

The charges and membership of these committees are described further in section 4.1 of this handbook and in full detail in the UIC SPH Bylaws and Policies Manual.

2.4 FACULTY VOTING RIGHTS

The voting rights of SPH faculty are as follows:

Statutory voting rights

The University Statutes enfranchise the following faculty:

- All faculty in the tenure system (tenured/tenure track) regardless of the % FTE
- Administrators in the direct reporting line to the Provost and Vice Chancellor for Academic Affairs (i.e. Dean and Division Directors)

College-level voting rights

The SPH Faculty Bylaws require the Executive Committee to determine the voting rights of individuals with faculty-level appointments in SPH who are not automatically enfranchised by the University Statutes. In executing this responsibility, the Executive Committee has approved the following criteria for college-level voting rights:

- All faculty who hold an appointment in the School of Public Health at 50% time or greater with the rank or title of:
 - Professor
 - Associate professor
 - Assistant professor
 - Instructor
- This includes individuals whose rank or title is modified by:
 - Research
 - Clinical
 - Adjunct
 - Emeritus
- Faculty at the above ranks and titles who hold administrative appointments at 50% or greater with responsibility over an academic program (includes those with 0% faculty appointments).

College-level voting rights allow enfranchised faculty to vote in elections for candidates seeking election to position on SPH standing committees or as UIC Senators representing SPH. Only enfranchised faculty (statutory and college-level) may serve on SPH standing committees and as UIC Senators.

Department-level voting rights

Anyone who does not meet the criteria for statutory or college level rights may be granted department level rights by vote of eligible faculty within the division. This includes:

- Non-tenure system SPH academic faculty who hold less than 50% time appointments with the rank or title of:
 - Professor
 - Associate professor
 - Assistant professor
 - Instructor
 - Lecturer
- This includes individuals whose rank or title is modified by:
 - Research
 - Clinical
 - Adjunct
 - Emeritus

2.5 UIC FACULTY SENATE

The University of Illinois Statutes, Article II, Section 1, provide for a senate to be constituted at each campus of the University, to exercise legislative functions in matters of educational policy, such as requirements for admission to colleges and schools, requirements for degrees and certificates, and the academic calendar. Several subcommittees exist within the senate, including public service, research, and budget and planning.

At UIC, the Senate consists of two hundred faculty, fifty student members, and three academic professional members elected as specified in the Senate Bylaws. Faculty senators serve three-year terms, which may be served consecutively without limitation.

2.5.1 Eligibility to Serve

Members of the faculty electorate are qualified to vote for faculty senators and to serve as senators. The faculty electorate are members of the academic staff with rank of lecturer, instructor, assistant professor, associate professor, or professor, including clinical, research, adjunct or emeritus titles, who hold appointments funded at least 50 percent time by the University. Not included are teaching and research associates, teaching and research assistants, and visiting faculty members.

2.5.2 Election Process

The election process for the UIC Senate is held every Spring by the SPH Committee on Committees. The procedure is outlined in the SPH Faculty Bylaws

More information on the UIC Faculty Senate, its members, subcommittees, and its policies may be found here: <http://www.uic.edu/depts/senate/index.html>

2.6 GRADUATE COLLEGE

The Graduate College has jurisdiction over all programs leading to graduate degrees as determined by Senate action, approved by the Board of Trustees, and documented in The Statutes of the University of Illinois. It is the responsibility of the Graduate College to develop and safeguard standards of graduate work and to promote and assist in the advancement of research in all fields.

The Graduate College is made up of faculty members from various disciplinary colleges in the University. In conjunction with their disciplinary colleges and under the guidelines of the Graduate College, these faculty members offer advanced academic and research programs for highly qualified post baccalaureate students.

2.6.1 Graduate College Faculty Eligibility

All faculty at the rank of assistant professor and above are eligible for appointment to the Graduate College. The levels of membership are as follows:

1. **Full Membership:** granted to tenured or tenure track faculty for their full term of employment.
2. **Associate Membership:** granted to non-tenure system faculty who will serve as primary advisors to students and, in exceptional circumstances, to distinguished non-UIC individuals. Associate Membership continues for as long as the member meets the criteria.
3. **Adjunct Membership:** granted to UIC employees (faculty or staff) who possess expertise that is desirable for service as a member on graduate student committees. Adjunct members are appointed for three-year renewable terms.
4. **Courtesy Membership:** granted to non-UIC employees who possess expertise that is desirable for service as a member on a graduate student committee. Courtesy members must be reappointed each time they serve on a committee.

Retired faculty with Full or Associate membership automatically retain their memberships at the same level for three years after retirement. Membership may be extended upon request by the Division Director.

2.6.2 Graduate College Appointment Process

All membership appointments are subject to the Graduate College standards for admission, which are determined jointly by its Dean and Executive Committee subject to Graduate Faculty review. Recommendations for appointment to the Graduate College are made by the Division Director on the *Nomination Form for Membership to the Graduate College*

Faculty accompanied by a copy of the faculty member's current curriculum vitae. Nomination materials for Associate membership must include the results of a vote of the unit's Full members of the Graduate Faculty. Appointment to the Graduate College faculty is usually made when a faculty member is first hired by the university.

More information on the Graduate College, its Faculty, committees, and policies may be found here: <http://grad.uic.edu/>

Faculty Appointments

3.1 FACULTY RANKS AND TITLE DISTINCTIONS

Assistant, Associate and Professor titles are reserved for individuals with a doctorate and who meet the criteria described in Part II. The responsibilities of full-time members of the academic staff to the university are fulfilled by the performance—appropriate to rank and terms of appointment—of teaching, scholarly research, continuing education and service and committee work and special assignments. Faculty within these ranks may be appointed within the tenure system (tenured/tenure-track), or within the non-tenure system on the clinical or research track.

Tenure implies reciprocal responsibilities on the part of the University and the faculty member. To that end the University provides academic freedom and the faculty members are obligated to provide and maintain high standards of teaching, research, professional service, and the communication of information and knowledge to others. All tenure-track/tenured faculty must be appointed as the result of a search and hired through the procedures established for tenure-track/tenured faculty.

Clinical faculty are appointed on a fixed term basis and hold positions through which they contribute to the teaching (including research that supports teaching) and/or service missions of the University. A doctorate degree is required. Ranks held by clinical faculty include assistant professor, associate professor, and professor. All titles of clinical faculty must contain the term “clinical” as a modifier to the title, for example, Clinical Associate Professor. Clinical faculty are not eligible for tenure, but are eligible for promotion in the clinical track. Salaried clinical faculty at 50 percent time or greater must be appointed as the result of a search and hired through the procedures established for non-tenure track faculty.

Research faculty are appointed on a fixed-term basis to work on research projects either independently or in collaboration with other UIC faculty. A doctorate degree is required with experience to develop a substantial research and publication record. Ranks held by research faculty include assistant professor, associate professor, and professor. All titles of research faculty must contain the term “research” as a modifier to the title, for example, Research Associate Professor. Research faculty are not eligible for tenure, but are eligible for promotion in the research track. Salaried research faculty at 50 percent time or greater

must be appointed as the result of a search and hired through the procedures established for non-tenure track faculty.

Emeritus titles are typically reserved for senior faculty (i.e. Associate and Full Professors) with extraordinary contributions to UIC. The UIC faculty handbook describes emeritus status as “bestowed on only those individuals who have contributed measurably to the University.” Within SPH this means extraordinary teaching, research or scholarly practice, as well as service.

Joint appointments may be made for faculty within UIC who have formal responsibilities with more than one department or unit. Joint appointments involve salary from all involved units and all units are involved in the appointment, promotion and tenure process for these faculty. Joint appointments generally carry voting rights and tenure status in each department or unit (if appropriate).

Departmental/Institute Affiliate are reserved for faculty who have an academic appointment in another UIC department and who will be appointed on a non-salaried basis to the SPH faculty. These appointments are less formal than a regular joint appointment (which generally carries voting rights and tenure status in each department). SPH faculty rank will be assumed at the level of appointment in the home/principal UIC department of the faculty member.

Adjunct appointments are assigned at a rank appropriate to the criteria identified for all faculty tracks. Adjunct appointments are appropriate for individuals who are primarily employed outside the university. These individuals are recognized in their field; while they have limited responsibilities to the academic unit, they are involved in various levels of teaching, research, practice, or service activities as defined by the division. Adjunct faculty are generally non-salaried (0%) and/or do not receive a regular salary from the appointing academic unit but may in some instances receive compensation for specific services or activities performed. The use of adjunct as a prefix to faculty ranks excludes eligibility for tenure. Adjunct faculty who will receive salary at 50 percent time or greater for more than a semester must be appointed as “visiting” faculty, and therefore must be appointed as the result of a search and hired through the procedures established for visiting faculty.

Visiting faculty titles are used when the individual is to be a temporary appointee of one year or less. Such appointments may be renewed for a period generally not longer than three years when the funding source is non-state. Appointments beyond one year (if state funded) or three years (if non-state funded) imply permanent status. If these individuals are to continue, their appointments should be converted to permanent appointments in accordance with established campus policies. The use of visiting as a prefix to faculty ranks excludes eligibility for tenure. Visiting faculty who will receive salary at 50 percent time or greater for more than a semester must be appointed as the result of a search and hired through the procedures established for visiting faculty.

Instructor and Lecturer positions. All other individuals asked to teach at UIC-SPH should be given lecturer or instructor titles. Lecturers and instructors are appointed on a fixed-term basis for teaching duties.

- a. The Instructor title is reserved for those individuals with a doctorate degree and professional experience or expertise in the area of instruction.
- b. The Lecturer title is reserved for those individuals for whom typical faculty ranks are not appropriate due to the lack of doctorate degree, but whose distinct practice or professional experiences are suited to advancing the curriculum.

The Appointment, Promotion, and Tenure Committee reviews all appointments with the above titles within the School of Public Health. Please refer to the SPH Guidelines for Appointment, Promotion, and Tenure Policies at UIC School of Public Health for criteria for promotion to the ranks of associate professor and full professor.

3.2 COMPENSATION AND SALARY

3.2.1 Standard Service and Pay Period Definitions

The standard service definitions for faculty at the University of Illinois are provided below.

Service Periods	Dates
Appointment Year	8/16-8/15
Academic Year	8/16-5/15
Fall Term	8/16-12/31
Spring Term	1/01-5/15
Summer Term	5/16-8/15
Monthly Pay Period	MM/16-MM/15

For partial month service, pay is calculated based on the number of actual days worked (Monday-Friday) compared to the total number of work days (Monday-Friday) in the pay period.

Service dates are the dates that an employee actually works or provides service. Pay periods are the corresponding dates for which the employee is paid for those services. A brief explanation of the service basis and the standard period of service versus period of payment are listed in the table below:

Service Basis	Service Dates	Pay Periods
9/9: 9 months service paid over 9 months	8/16-5/15 <i>Fall:</i> 8/16-12-31 <i>Spring:</i> 1/1-5/15	8/16-5/15 <i>Fall:</i> 8/16-12/31 <i>Spring:</i> 1/1-5/15
9/12: 9 months of service paid over 12 months	8/16-5/15 <i>Fall:</i> 8/16-12-31 <i>Spring:</i> 1/1-5/15	8/16-8/15 <i>Fall:</i> 8/16-2/15 <i>Spring:</i> 2/16-8/15

12/12: 12 month service paid over 12 months including allowable vacation	8/16-8/15	8/16-8/15
Summer Appointment	Up to 2 summer months between 5/16-8/15	Summer Pay Periods: 5/16-6/15 6/16-7/15 7/16-8/15
<i>Summer Session: 4-week session</i>	4 weeks - Dates Vary	5/16-6/15
<i>Summer Session: 8-week session</i>	8 weeks - Dates Vary	6/16-8/15

3.2.2 Faculty Appointment Types

The types/terms of faculty appointments may vary according to a number of factors, including duration of appointment, permanent or temporary, etc. The most common appointment types offered in the School of Public Health are as follows:

ACADEMIC YEAR APPOINTMENTS (ALSO CALLED “9-MONTH” APPOINTMENTS)

Service Expectations: Faculty with 9-month appointments are expected to provide service for the Fall and Spring academic terms over the period August 16 through May 15 (9 months). Such faculty are not entitled to vacation days other than officially recognized University holidays, but do receive 25 days of sick leave per academic year.

Compensation: Nine-month salaries are paid in twelve equal monthly installments over a period beginning August 16 and ending August 15. Exceptions may be made for the following appointments: 1) Initial-partial term appointment (details below) or if financial hardship is determined; 2) final term appointment; and 3) temporary/single academic term/visiting appointments. Under these circumstances, payment on a 9/9 service basis is allowed.

Summer Appointments: Nine-month faculty may receive additional appointments, not to exceed the equivalent of two ninths of their annual salary, during the summer months. Appointments beyond two ninths not to exceed 2.5 ninths are subject to Dean approval and may be requested by completing a *Request for Exception to the Limit on Summer Appointments Form*. Any request in excess of 2.5 ninths must be approved by the Provost. Summer ninths are paid as earned.

Initial-partial Term Appointment: In accordance with the University of Illinois General Rules, Article IV, faculty appointed after August 16th of the academic year receive a percentage of their annual salary determined by actual days in service in relation to the academic year. The prorated salary is then divided in equal installments over the period remaining in the appointment year. Faculty serving on a 9/12 service basis are advised that they will not be paid the full annual salary amount in the first partial year of service. In cases where the faculty member elects to be paid on a 9/9 service basis for the initial

partial-term year, they are advised that, unless they hold a summer appointment, they will receive no compensation during the three-month summer, and that they will be billed for health insurance costs during that period. The employee is required to convert to a 9/12 service basis in their second year.

ANNUAL APPOINTMENTS (ALSO CALLED “11-MONTH” APPOINTMENTS)

Service Expectations: Faculty with 11-month appointments are expected to be available throughout the academic year. Such faculty are entitled to 24 workdays of paid vacation and 12 days of sick leave per appointed year at the percentage of their appointments, in addition to officially recognized University holidays. A maximum accumulation of 48 vacation days may be carried over from one appointment year to the next.

Compensation: Eleven-month salaries are paid in twelve equal monthly installments over a period beginning August 16 and ending August 15.

Summer Appointments: Eleven-month faculty are not eligible to receive additional compensation during the summer months.

Initial-partial Term Appointment: In accordance with the University of Illinois General Rules, Article IV, faculty appointed after August 16th of the academic year receive a percentage of their annual salary determined by actual days in service in relation to the academic year. The prorated salary is then divided in equal installments over the period remaining in the appointment year.

3.2.3 Other Compensation

EFFORT BUYOUT

Faculty members often contribute effort or leadership on initiatives outside of their home units. Examples of this service include teaching in a school-wide program (Bachelor of Arts or DrPH), serving in a senate leadership position or one of many other campus funded activities requiring a significant commitment of time. Duties such as these require a dedicated effort and limit the faculty member’s ability to continue their teaching duties within their home unit at the same level as they had prior to this service. The home unit should not incur additional costs as a result of the service of their faculty. As an incentive to encourage a unit to release the service of a faculty member for a common good, the School or campus will reimburse the unit for costs incurred during this service to include the percentage of the released time (FTE) or another percentage appropriate to an agreed upon dollar amount. Faculty on 9-month appointments may buy out up to two (2) courses for 20% of their salary per course. Faculty on 11-month appointments may buy out up to three (3) courses for 20% of their salary per course. Faculty may not buy out of advising and student supervision.

OVERCOMPENSATION

In support of the University of Illinois Statutes and General Rules, the campus has established guidelines to compensate faculty for services provided outside the scope of their regular position in excess of full-time efforts. Reasonable expectations or limitations of pro bono service obligations are expected to be established within the employee's department and college that are consistent with the research, instructional, and public service commitment of the college. Requests are for irregular, temporary service and cannot interfere with the faculty member's normal full-time position. All full-time tenured, tenure-track, and non-tenured faculty are eligible. The unit must submit a *Request for Faculty Compensation of Services Beyond Full Time* form signed by the faculty member, and all involved unit heads and deans. Compensation above \$2500 must also have approval from the Office of Faculty Affairs.

ADMINISTRATIVE APPOINTMENTS

Faculty are often hired or designated to perform work directly related to the management of the educational and general activities of the division, School, or University. Administrative stipends (at zero FTE) are an internal processing mechanism used to distinguish and maintain a faculty member's base salary as separate from any administrative salary and to reflect the increased level of responsibility assigned to the administrative appointment. Faculty may move in and out of such administrative roles during the course of an academic career. Upon leaving an administrative position and returning to the faculty or staff, the stipend helps to simplify the reduction to an individual's salary to reflect the removal of administrative responsibility and, in some cases, a return to a nine-month academic year appointment. When an administrative appointment is provided, a written record of the appointment is made and the stipend is reflected on the Notification of Appointment (NOA).

All stipends are divided over the appointment year and paid in monthly installments concurrent with the base salary. In cases where the administrative appointment requires service during the summer, the monthly salary amount should be one-ninth of the combined annual base and administrative salaries. In addition, the summer administrative appointment should not exceed two months. If the faculty member will be providing service only on the administrative appointment, the summer job must be added on a percent time appointment.

MERIT INCREASES

On occasion, a unit may have an exceptional case for a mid-year salary increase recommendation. Requests will be considered for cases involving well-defined circumstances. Such circumstances include:

- Responding to a demonstrable salary inequity
- Countering an immediate written offer to an employee either from outside the University or from another unit.
- Recognizing a significant change in an employee's duties and level of responsibility. A change in title in is not in itself sufficient.

Merit increases must be requested by the unit head, endorsed by the Dean, and submitted to the Office of Faculty Affairs for Provost approval.

Faculty members covered by the tenure system and non-tenure system bargaining units of the UIC United Faculty Association (also known as the “Faculty Union”) are not eligible for the merit increase program. Merit or equity pay increases are mandatory subjects of bargaining and will be negotiated between the University and the union. The principle of good-faith bargaining precludes an employer from making unilateral changes to mandatory subjects of bargaining for union-represented faculty. This concept is referred to as “no unilateral changes to the status quo.”

Under the concept of “status quo”, bargaining unit faculty are eligible to receive increases to base salary only under the following policies:

1. Promotional increases as provided for in the Salary Guidelines based on promotions in academic rank and change in tenure status.
2. Awards that specify a salary increase be provided to the recipient.
3. Counter-offers and pre-emptive offers as defined in the Faculty Handbook, Section IX.G.

For more information on the faculty union, please see section 3.5 Faculty Unions of this handbook.

3.2.4 Benefits

Benefits-eligible faculty participate in a comprehensive set of State of Illinois and University of Illinois group benefits programs. In addition to the State and University benefits, eligible employees are required to participate in one of three retirement plans offered through the State Universities Retirement System (SURS). The State’s Department of Central Management Services (CMS) has the authority and responsibility to design, administer, negotiate and/or contract benefits. Any change in these benefits is decided upon by CMS and becomes effective for all State of Illinois employees.

A brief summary of selected benefits offered by the State of Illinois is provided below. The University offers some optional benefits that supplement the State of Illinois benefits. These benefits are approved by the Board of Trustees and managed by the University. For the complete list of benefits and benefit forms listed in the narrative below, access the University Human Resources’ employee interactive website, otherwise known as NESSIE at: <https://nessie.uihr.uillinois.edu/cf/index.cfm>.

INSURANCE AND HEALTH CARE

The University provides free and low cost health, dental, and life insurance to all faculty members who are on appointments of 100% time and for at least nine continuous months. Those with appointments of 50% through 99% time and for at least nine continuous

months may participate by sharing proportionally in the premium cost. Part-time faculty must either elect to participate in the Group Insurance Program or waive group insurance coverage.

Failure to complete the part-time waiver form or make your election on NESSIE will result in automatic enrollment in the Quality Care Health and Dental Plans with no dependent coverage and hundreds of dollars in insurance premium.

Faculty who change from full-time to part-time status, or current part-time employees whose insurance premiums increase 30% or greater when changing to a lower part-time work percentage, may elect to waive coverage within 60 days of change. Additionally, faculty with full-time appointments may elect to opt out of the State of Illinois health, dental, and vision coverage with proof of other comprehensive major medical indemnity or managed care health coverage from a source other than CMS.

Several health insurance plans and dental plans are available; coverage may be extended to dependents at the faculty member's expense.

RETIREMENT

New faculty must become participants in the State Universities Retirement System (SURS) immediately upon employment if they are employed at least 1% time and continuously for at least four months, except for employees with F-1 or J-1 visas and SURS annuitants. Contributions of 8% to SURS are deducted from the employee's earnings.

Employees who terminate their employment may elect to receive a refund. Those faculty who are not eligible to participate in SURS will be enrolled in Social Security (except employees with F-1 and J-1 visas or annuitants), but will have the option of electing to contribute at least 7.5% to a tax-sheltered annuity instead, thus eliminating the payment of Social Security taxes. Faculty with J-1 visas who are classified as "Resident Aliens" must participate in SURS or Social Security, as appropriate. Faculty may choose between three retirement plans: Traditional or Portable (defined benefits) Plans or the Self-Managed (defined contributions) Plan.

SAME-SEX DOMESTIC PARTNER INSURANCE COVERAGE

Eligible same-sex domestic partners of benefit-eligible University faculty may be covered under the State of Illinois Health, Dental, and Vision plans. The faculty member and his/her domestic partner must be unrelated, same-sex individuals who reside in the same household and have a financial and emotional interdependence, consistent with that of a married couple for a period of not less than one year and continue to maintain such arrangements.

LIFE INSURANCE/OPTIONAL TERM LIFE INSURANCE

All benefits-eligible faculty receive basic term life insurance in an amount equal to their annual salary, at no cost to the employee. Faculty under age 60 have the option to purchase

additional life insurance through Minnesota Life Insurance Company equal to eight times their annual salary with a maximum of \$3,000,000 when combined with basic life coverage. Life insurance may be purchased for a spouse and/or children at the faculty member's expense. Life insurance enrollment is guaranteed during the 10-day enrollment period. Thereafter, evidence of good health is required to increase your life insurance and to add coverage for your spouse and/or children.

DISABILITY PLANS

SURS Disability: Disability benefits for University faculty are provided through SURS. SURS participation is required for all faculty who meet the appointment criteria for SURS participation. The disability benefits are the same regardless of which of the three SURS retirement plans you select.

WORKERS' COMPENSATION

A faculty member who suffers an injury as a result of his or her employment at the University may be entitled to benefits under the Illinois Workers' Compensation Act. This act requires the faculty member to notify their academic administrator of the occurrence of the accidental injury and of the fact that the faculty member believes the injury occurred as a result of his or her employment. Failure to give this notice may result in a loss of workers' compensation benefits. The procedure for reporting on-the-job accidental injuries: (1) report the accidental injury, however slight, to the supervisor; (2) seek medical treatment; (3) complete the Injury Report form. Benefits are unaffected by visiting or part-time status as long as salary is provided by the University. The Office of Claims Management administers the workers' compensation benefits.

EMPLOYEE TUITION WAIVERS AND FEE EXEMPTIONS

All faculty members who register for University courses are eligible for a tuition waiver if they hold an appointment of 25% or more, provided that services are required for not less than 3/4 of a term. Faculty members who qualify for tuition waivers are exempt from all fees. Tuition is not waived for spouses but may be for dependent children (see Child of Employee Tuition Waiver).

CHILD OF EMPLOYEE TUITION WAIVER

A waiver for 50% of tuition is available for up to four years for children of current faculty. Children must be enrolled in and making satisfactory progress toward an undergraduate degree at an Illinois state institution of higher education, be younger than 25 years of age at the beginning of the academic year, and fall under one of the following relationship categories: natural child, adopted child, child of current spouse, or child under court-appointed guardianship. Parents must be employed in a position that makes them eligible for University-paid insurance and have seven years of U of I (or other Illinois state university) service in positions that made them eligible for University-paid insurance. Illinois State Survey, Alumni Association, and UI Foundation employees who are paid on UIUC payroll are not eligible for this waiver. SURS annuitants are also not eligible.

3.2.5 Holidays, Vacation, and Other Leave

HOLIDAYS/FLOATING HOLIDAYS

Holidays recognized by the University include New Year's Day, Martin Luther King Jr. Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving, Christmas, and two other days as may be determined by the President of the University. Eligible faculty also receive two floating holidays which can be used at any time during the year. The total of all holidays is 11.

REDUCED SERVICE DAYS

The UIC campus operates under a holiday and reduced service schedule from Dec. 25 through Jan. 2. On reduced service days, general administrative offices are closed and doors to academic buildings are locked. Consequently, the School of Public Health is closed during this period. Although UIC is not officially closed (essential services, including security, will be provided), employees are encouraged to use vacation time or floating holidays on the designated reduced services days.

VACATION

Faculty appointed for an academic year service basis (9 month salary paid over 12 months) have no vacation benefits except for specifically approved holidays. Faculty appointed on a 12-month service basis receive 24 workdays of paid vacation per appointment year at the percentage of their appointments. Vacation is arranged to accommodate the faculty member but must be in the best interests of the department. A maximum accumulation of 48 vacation days may be carried over from one appointment year to the next.

SICK LEAVE

For each appointment year, 12 workdays (cumulative, if unused) can be used for sick leave. If these 12 days are used, up to 13 additional (non-cumulative) workdays are available. When the current year's 25 days are exhausted, any balance of non-compensable accrued leave earned prior to the current appointment year may be used. After that amount is depleted, any balance of accrued compensable sick leave may be used (earned and accrued between Jan. 1, 1984 and Dec. 31, 1997). Upon termination of employment, an employee may be paid for ½ (one-half) the cumulative unused sick leave earned between 1/1/84 and 12/31/97. Faculty members who are not eligible to participate in the State Universities Retirement System and/or who are appointed for less than 50% time or less than a continuous 9-month period are eligible for the 13 workdays of non-cumulative sick leave per appointment year.

LEAVE WITHOUT PAY

With appropriate approvals, a member of the faculty may be granted a leave of absence without pay for a period of one year or less. Such a leave may be renewed in special circumstances, ordinarily for not more than one year and must have prior approval from the Provost. Visiting faculty are not eligible for leaves without pay. See also Family and Medical Leave (below).

FAMILY AND MEDICAL LEAVE

Each academic appointment year, eligible faculty will be entitled to up to 12 weeks of unpaid family and medical leave at the percentage of their appointments. Faculty may substitute paid vacation and/or sick leave, in accordance with existing University policy, for any portion of this leave. Such leaves will be granted to eligible faculty for the birth or adoption of a child; for the care of a child, spouse, or parent who has a serious health condition; or when an employee is unable to perform the function of his or her position due to a serious health condition. Family and medical leave may run concurrently with workers' compensation.

PARENTAL LEAVE

Paid leave of up to two weeks per academic year immediately following the birth or adoption of the eligible faculty member's child. To be eligible, the faculty member must have completed six continuous months of employment. Hourly appointments are not eligible. Leave is counted as part of the 12-week FMLA leave for FMLA-eligible employees (see Family and Medical Leave).

FAMILY MILITARY LEAVE

A faculty member who is a spouse or parent of a person called to military service lasting longer than thirty days may be granted up to thirty days unpaid leave during the time federal or state deployment orders are in effect for the faculty member's spouse or child. To be eligible, faculty must have been employed for at least 12 months and worked 1,250 hours in the preceding 12 months. Additionally, faculty must exhaust all accrued vacation, if applicable. Sick and disability leave prior do not have to be exhausted. Family Military Leave is provided for under State of Illinois Public Act 094-0589 - Family Military Leave Act

FUNERAL/BEREAVEMENT LEAVE

Paid leave of up to three workdays due to the death of a member of the faculty member's immediate family or household including: father, mother, sister, brother, spouse, or child of the employee. Also included as immediate family is mother-, father-, brother-, sister-, son-, and daughter-in-law, as well as grandchildren and/or grandparents. Paid leave of one day due to the death of a relative outside the immediate family including aunt, uncle, niece, nephew, or cousin of the faculty member.

3.3 SPH FACULTY GROUPS

SPH DEFINITION OF PRIMARY FACULTY

Primary, or core faculty, are those who are assigned to teach courses in the five areas of knowledge basic to public health (also called "core courses"), but they may also teach courses and/or advise students in a specific area of concentration, electives, etc. They must be full-time (100% FTE) employees of the University who dedicate at least half of their time and effort (ie, at least 50% FTE) to the School of Public Health. These faculty members have been designated by their unit head into the ASPPH faculty types of "teaching, research, service" or "teaching only".

Occasionally it is appropriate for persons who are salaried full-time as academic professionals to also be granted 0% faculty appointments. Such a faculty appointment is typically associated with a position that carries teaching responsibilities along with the operational or administrative duties of the academic professional component. Persons making identifiable contributions to the teaching program at a level of responsibility consistent with a faculty appointment are classified as primary faculty. (expanded from [CEPH definition](#) for “primary faculty”)

SPH DEFINITION OF SECONDARY FACULTY

Secondary faculty members are those who are less than full-time employees, but who contribute effort greater than 0% FTE in a public health program. These faculty members may be designated by their unit head into any one of the four ASPPH faculty types. (expanded from [CEPH definition](#) for “secondary/other faculty”)

SPH DEFINITION OF OTHER FACULTY

Other faculty members are those who have non-salaried (0% FTE) appointments in the School of Public Health. These faculty members typically hold “adjunct” titles and may be designated by their unit head into any one of the four ASPPH faculty types. (expanded from [CEPH definition](#) for “secondary/other faculty”)

SPH DEFINITION OF AFFILIATE FACULTY

Affiliate faculty are those who contribute to research, teaching, and/or service missions of the School of Public Health, but have primary faculty appointments in another academic unit of the University. They are typically given the title of “Departmental Affiliate” within SPH, but may also contribute efforts under an administrative title, another SPH faculty title, an academic professional title, or title from their primary unit.

ASPPH FACULTY TYPE

The Association for Schools and Programs in Public Health (ASPPH) has designated the following faculty types for the purpose of standardized annual reporting across all schools of public health:

- Teaching, Research, Service
- Teaching Only
- Research Only
- Service/Practice

These faculty types are assigned by the Division Director upon hire based on expectations outlined in an offer letter, and are subject to change upon agreement between the Division Director and faculty member. Such changes are reported during an annual review process administered by the Dean’s Office.

FTE GROUPS

The full time effort (FTE) groupings within the School of Public Health are as follows:

- Full Time, 100%
- Part-Time I, 50-99%
- Part-Time II, 1-49%
- Non-Salaried, 0%

FTE groupings are based on combined, permanent effort, or permanent FTE, in the School of Public Health. Permanent FTE is not affected by effort contributed in other non-SPH academic units except in cases where a formal joint appointment or split tenure agreement exists. The FTE of tenure system faculty who have partially tenured/tenure track appointments (e.g. Associate Professor, 67%; Research Associate Professor, 33%) is the combined effort of the tenure/tenure-track and non-tenure system titles within SPH.

Faculty Group Matrix

		1	2	3	4
		Teaching, Research, Service	Teaching Only	Research Only	Service/Practice
A	Full Time, 100%	100% Teaching, Research, Service	100% Teaching Only	100% Research Only	100% Service/Practice
B	Part-Time I, 50-99%	50-99% Teaching, Research, Service	50-99% Teaching Only	50-99% Research Only	50-99% Service/Practice
C	Part-Time II, 1-49%	1-49% Teaching, Research, Service	1-49% Teaching Only	1-49% Research Only	1-49% Service/Practice
D	Non-Salaried, 0%	0% Teaching, Research, Service	0% Teaching Only	0% Research Only	0% Service/ Practice

Primary – Groups A1 and A2

Secondary – Groups A3, A4, B1-B4, and C1-C4

Other - Groups D1-D4

3.4 FACULTY HIRING

Faculty hiring processes are guided by policies set by the campus Office of Access and Equity and facilitated by the Office of the Vice Chancellor for Faculty Affairs. Recruitment of new faculty begins with a request from the division director to the Dean. If such a request is approved, the Division Director designates a search committee. The committee includes majority representation from the division requesting the appointment, along with individuals from other divisions in the school and may include individuals from other departments within the university as appropriate.

The Committee ensures that the search is aligned with the requirements of the UIC Office of Access and Equity with regard to federal Equal Employment Opportunity guidelines, and that it meets SPH diversity goals as determined by the SPH Office of Diversity and Inclusion.

The Committee meets to establish selection criteria; screens applicants and selects candidates that meet the minimum qualifications as posted in the job advertisement; and selects finalists for interview.

After a short list of individuals has been identified by the committee, candidates are brought to campus for interviews and seminar presentations. The committee forwards its recommendation to the division director. The division director negotiates with the candidate with final approval within SPH being made by the Dean.

3.5 FACULTY UNIONS

Effective June 28, 2012, the Illinois Educational Labor Relations Board (IELRB) certified the UIC United Faculty Association as the exclusive bargaining representative of two bargaining units:

- *Tenure System Unit*: All full-time (i.e., employees who have .51 or greater appointment as a faculty member) tenured or tenure-track faculty.
- *Non-Tenure System Unit*: All full-time (i.e., employees who have .51 or greater appointment as a faculty member) non-tenure system faculty who possess a terminal degree appropriate to the academic unit in which the faculty member is employed, and all full-time non-tenure system faculty without the appropriate terminal degree who have been employed for four consecutive semesters, excluding summer terms.

Exclusions from the bargaining units: 1) Faculty who do not meet the above definitions 2) faculty members of the College of Pharmacy, the College of Medicine, and the College of Dentistry, and all supervisors, managerial and confidential employees as defined under the Illinois Educational Labor Relations Act (IELRA). 3) deans, department heads and chairs, and certain other administrative positions.

Membership in the union is a private voluntary decision on the part of a faculty member. Membership in the bargaining unit was decided by the IELRB as noted above.

More information on the faculty union may be found at the following sites:

UIC Faculty Collective Bargaining site: <http://facultycollectivebargaining.uic.edu/>

UIC Office of Faculty Affairs site: <http://www.uic.edu/depts/oaa/faculty/facunionfaq.html>

UIC United Faculty Local 6456 site: <http://uicunitedfaculty.org/>

More information on the policies governing faculty appointments may be found in the UIC Faculty Handbook located here: <http://www.uic.edu/depts/oaa/fachandbook/toc.html>

Teaching Responsibilities

4.1 TEACHING OBLIGATIONS

Eleven-month Faculty

Faculty on 11-month appointments are expected to teach four (4) courses plus one "course" consisting of master's and doctoral supervision.

Nine-month Faculty

Faculty on 9-month appointments are expected to teach three (3) courses plus one "course" consisting of master's and doctoral supervision.

Faculty may buy out courses for 20% of their salary per course. They may not buy out advising and student supervision. Please see the "Effort Buyout" section in 3.2.3 for more details.

4.2 CLASSROOM INSTRUCTION

ACADEMIC FREEDOM IN THE CLASSROOM

Faculty members are expected to teach their assigned courses in a manner consistent with the scheduled time, course content, and course credit as approved by the faculty. Within these constraints, they are entitled to freedom in the classroom in developing and discussing—according to their areas of competence—the subjects that they are assigned. Faculty members who are unable to meet their classes have the obligation to offer alternate instruction to meet the course requirements. If they are unable or unwilling to do so, their department or college must assume this responsibility.

DEVELOPING A COURSE

Curriculum development begins at the division level for the division specific programs (MPH, MHA, MS, and PhD). For the DrPH and the BAPH, curriculum development begins with the respective oversight committees. Once new courses or programs are drafted, they are forwarded to the Committee on Educational Programs (CEP) for review and comment. Assuming no changes are required and CEP approves the new items, new programs are forwarded to the Executive Committee (EC). New programs and courses are then forwarded to the Campus Senate Committee on Educational Programs. Formally approved courses have a defined set of learning objectives and assessment methods which are incorporated into the course syllabus by the instructor. Instructors provide students with the course syllabus at the beginning of the term.

GRADING

University policy calls for the comparison of a student's performance with those of other students in the university for the several purposes that grades serve. Faculty members have the responsibility to provide the university with an evaluation of the work of each student in their classes. Students are evaluated by the extent to which they have successfully achieved the stated learning objectives through the identified assessment means, including a combination of mechanisms such as class participation, individual and

group presentations, examinations, and written reports. Progress in meeting the learning objectives is reflected in the assigned course grade.

CANCELING A CLASS

In accordance with campus policy, only the campus administration is permitted to cancel classes. If a faculty member is not able to meet with a class, he or she must notify his or her Division Director and assist in finding a replacement for that day. If faculty are unable to do so, then their Division Director must assume this responsibility. If, after working to find a replacement, no replacement is found, then all students registered in the class must be informed of its cancellation and make up the class later in the semester.

CANCELING A COURSE

University policy prohibits a faculty member from canceling a course once five or more students have registered for it. At the beginning of each semester, usually at the end of the first week of classes, all courses with fewer than 5 students are evaluated to determine whether they should be cancelled. (To give additional students an opportunity to register, no course should be cancelled before the class meets for the first time.) The evaluation process includes 1) notification of the Division Director by the Dean's Office, 2) discussion between the Division Director and the faculty member regarding the potential cancellation, and 3) notification of the Dean's Office of the decision. If a course proceeds with less than 5 students, the faculty member may receive less than full credit for purposes of the SPH policy on teaching load.

4.3 STUDENT ADVISING

ROLE OF THE MAJOR ADVISOR

A continuing relationship between student and advisor is considered to be an integral part of the educational experience of the SPH. For undergraduate students, the major advisor is the Undergraduate Program Coordinator. For graduate students, the major advisor is a faculty advisor who is assigned to students upon admission based on educational background, experience, and career goals as indicated in the application for admission. As persons with experience and with broad knowledge of the School and the University, the advisors have specific responsibility to:

- Participate in the orientation program for the entering class
- Provide information and guidance to advisees on a continuing basis
- Assist advisees with understanding the curriculum and developing an appropriate program of study
- Ensure advisees are acquainted with and correctly follow academic policies and procedures, with particular reference to grading practices, standards of performance, graduation requirements, registration and change in registration, prerequisites, waivers, transfers of credit, and timely submission of the program proposal

- Provide continued surveillance of the academic progress of advisees and counsel those experiencing academic problems
- Be actively involved in the selection and implementation of independent studies, independent research, the field practicum, or internship, as appropriate
- Refer advisees, as indicated and appropriate, to other faculty, the Office of the Dean, or other points of assistance at the School or on campus for student needs. See description of additional resources below.

Nine-month faculty must be available for advising throughout the Fall and Spring academic terms, with the exception of enumerated University holidays. (The Fall term begins with New Student Orientation and ends with Commencement). They need not be available to students during the summer months but must meet with each thesis or dissertation advisee during the Spring term to create a plan for the student's summer research activities and accomplishments. Where appropriate, faculty should indicate how students may contact them during the summer in the event of emergency. Early in the advisor-advisee relationship, faculty should alert students to their nine-month appointment and their availability for advising during the calendar year. Eleven-month faculty are expected to be available for student advising throughout the calendar year, with the exception of University holidays and paid vacation days.

ADVISORS FOR CREDIT NON-DEGREE STUDENTS

In most instances, students participating in SPH courses through Credit Non-Degree status are advised by the Assistant Director of Admissions and Recruitment. Students enrolled in division specific Credit Non-Degree programs or those with strong interest in a specific division are referred to the appropriate academic coordinator for advisement.

CHANGE OF ADVISOR

A request for change of advisor should be submitted to the Academic Coordinator of the division to which students are assigned.

ADDITIONAL ADVISING SERVICES

- Career development advising is provided through the SPH Office of Career Services which is housed within the SPH Office of Student Affairs. The SPH Office of Career Services provides individualized career development sessions, resume/CV and cover letter reviews, video-taped mock interviews, and career-related workshops. Students also have access to the services, programs, and workshops provided at the campus-level Career Services Office.
- Academic Center for Excellence provides academic coaching, courses, workshops, and academic advising to assist students in achieving their academic goals
- University Counseling Center provides staff psychologists who are experts in both clinical or counseling psychology and academic learning skills
- Disability Resource Center provides accommodations to students with documented disabilities
- Study Abroad Office assists students in selecting and applying for approved credit-

- bearing international study experiences (primarily an Undergraduate focus)
- Undergraduate Success Center which provides additional supportive services to complement college/school advising (for students in the BA degree)

4.4 ACADEMIC PROGRAMS

UIC SPH houses four academic divisions, offers six degrees: Bachelor of Arts in Public Health (BA), Master of Public Health (MPH), Master of Science in Public Health (MS), Master of Science in Clinical and Translational Sciences (MS-CTS), Master of Healthcare Administration (MHA), Doctor of Public Health (DrPH) and the Doctor of Philosophy (PhD). In addition to degree programs, the School also offers certificate programs and non-degree continuing education opportunities to both full and part-time students and professionals practicing in the field. Descriptions of these programs may be found in the student handbooks located here: <http://publichealth.uic.edu/sphstudenthandbooks/>

4.5 STUDENT GRIEVANCE AND DISCIPLINARY PROCEDURES

The Student Academic Grievance Procedures define an administrative process through which students may seek resolution of complaints or Grievances regarding academic standing during their enrollment at UIC. The procedures are based upon the [Student Academic Grievance Procedures](#) adopted by the University of Illinois at Chicago eff. March 1, 2007

The policies and procedures specific to the School of Public Health's Student Academic Grievance process are provided in the SPH Academic Policies and Procedures Handbook located here: <http://publichealth.uic.edu/sphstudenthandbooks/>

Research

The SPH recognizes research as a critical factor in the pursuit of our mission of “excellence in protecting and improving the health and well-being of people” locally, regionally, nationally, and globally. The School is committed to advance science and understanding in public health disciplines and to disseminate research findings to practitioners, academicians, policy-makers, health departments and institutes, other appropriate groups, and the public. Research is an integral component of the School's education and service functions. As an academic institution preparing individuals for careers in public health, the School encourages interdisciplinary, methodologically rigorous, and innovative research with direct application to evidence-based practice. The School actively engages relevant communities in our research endeavors and integrates community-based participatory research in these endeavors where appropriate.

Principles of SPH Research Activity:

1. Commitment to faculty autonomy in developing a research agenda.
2. Research is an important factor in consideration for promotion and tenure.
3. Faculty participation in interdisciplinary research that includes faculty in other academic units within the university, faculty outside the university, and collaborators affiliated with public or private agencies and organizations outside academia is encouraged. Collaboration is fostered through the School's centers and institute that serve as loci for interdisciplinary initiatives and collegial – as well as community -- partnerships.
4. Student participation and training in research methods as appropriate to their academic program and career interests is encouraged.
5. Commitment to the protection of human subjects.

The divisions, centers, programs, institutes, the SPH Office of Research Services, and the UIC Office of the Vice Chancellor provide research support for faculty and students.

5.1 RESEARCH INTEGRITY

Research is a central and highly valued element of the mission of the University of Illinois at Chicago. As such, priority is placed protecting the integrity of the research conducted at UIC.

Research misconduct is defined as fabrication, falsification or plagiarism. Research misconduct may also include conduct that seriously deviates from accepted ethical guidelines and professional standards in scholarship and research. Honest error or difference of opinion does not constitute research misconduct. In the event that allegations of research misconduct are reported, the Office of the Vice Chancellor for Research (OVCR) is responsible for implementing the established procedures for impartial fact finding that leads to the fair adjudication of the allegations. These procedures are described in the university *Policy and Procedures on Integrity in Research and Publication* (located here: <http://www.vpaa.uillinois.edu/policies/Integrity-Policy.pdf>) and were established to be in compliance with federal regulations found in the Public Health Service Policies on Research Misconduct (42 CFR Parts 50 and 93).

More information and training on research integrity may be found on the OVCR website: <http://research.uic.edu/compliance/research-integrity>

5.2 RESEARCH SUPPORT SERVICES

SPH OFFICE OF RESEARCH SERVICES

The goal of the ORS is to encourage, facilitate, and support SPH investigator-led proposal development and to increase the success of submitted proposals. The SPH ORS offers a menu of services (ranging from scientific grant review to budget development to one-stop shopping) for investigators to meet their proposal development needs. The SPH ORS also provides educational programming, weekly funding announcements, and an updated website to enhance research activity in the School. More specifically, the SPH ORS offers the following resources for faculty and student research:

1. Principal Investigator (PI) Orientation Manual: The SPH ORS maintains a PI orientation manual to provide a guide to the research process at the UIC and the SPH. The manual lists intramural and extramural funding opportunities, SPH and Campus grant submission requirements, and SPH resources and services (See Resource File Criterion 3/Research Resources for Researchers (folder)).
2. Bi-annual Seed Funding Initiative: Awards of up to \$60,000 are available to faculty and other researchers in the SPH to support preliminary research (e.g., demonstrate feasibility of research protocols, pilot test novel methodologies, explore translational research methods) or initiate new interdisciplinary research. Proposals with a high likelihood of leading to external (e.g., NIH) funding will be most successful. Priority is given to junior investigators (see <http://publichealth.uic.edu/research/seedfundingcompetition/>).
3. Library of successful grant proposals: The SPH ORS maintains a library of successful federal grant proposals for SPH investigators to guide application development.
4. Peer review of federal grant applications: The SPH ORS offers three opportunities for peer review to assist investigators submitting applications to federal agencies: 1) review and feedback by the Associate Dean of Research on the scientific aspects of the proposal; 2) two expert peer reviews by senior NIH-funded investigators (one internal and one external to UIC); and 3) an NIH-style mock review with two senior NIH-funded investigators. For options 2 and 3, the investigator chooses the reviewers, and reviewers complete the NIH grant application critique template. Reviewers receive \$250 for the written review, and \$275 for both a written review and participation in the mock review.
5. Grant resources and templates: The SPH ORS provides templates of each component of federal grant applications to facilitate preparation of proposals, including budget-related documents, consortium arrangements, facilities and resources, data sharing, and biosketches. Budget templates mirror the categories found on the Research and Related Budget section of the SF424 budget electronic grant application. Other grant resources include proposal checklists, sample logic models, and timelines.
6. Research website: The SPH ORS maintains and updates the research section of the SPH website. Several important resources are available to facilitate research:
 - a. Faculty research interests: The website provides a search engine to identify faculty with specific research interests. Faculty members' names are linked to their faculty profile, providing information about ongoing studies, recent publications, and specific areas of expertise.
 - b. Abstracts of funded sponsored activities: The website maintains complete project abstracts for sponsored activities from FY2010 to the present, accessible through searchable keywords or the name of the investigator.

- c. Mapping research collaborations and projects: The SPH ORS maintains a city, state, national, and international map of collaborative projects and community partnerships. The maps showcase the breadth of SPH research (see <http://publichealth.uic.edu/research/communityconnections/>).
 - d. New awards: New research awards are highlighted on the research section of the SPH website at <http://publichealth.uic.edu/research/newawards/>. Information includes the name of the investigator, project title, and primary goals of the study. Researchers' information is linked to their faculty profile.
 - e. Getting-To-Know SPH Investigators: Each quarter, a different SPH researcher is profiled on the website to share his/her research interests, current projects, and advice for new researchers (see
 - f. <http://publichealth.uic.edu/research/gettingtoknowuicsphresearchers/>).
7. Grantsmanship workshops: SPH ORS provides monthly grantsmanship workshops for faculty, students, and staff. Workshops are announced regularly on the events calendar (<http://www.publichealth.uic.edu>), the SPH and other campus listservs, and the SPH website. Workshop presentations are conducted in a classroom and recorded to offer as webinars for those unable to attend in person. Slides and webinar presentations are housed in the SPH intranet and are available to the campus at-large. For a complete list of workshops and archived materials, please visit the SPH ORS intranet site, which is open to all UIC faculty: <http://intranet.sph.uic.edu:6079/sites/team-sites/Grantsmanship%20Workshops/SitePages/Home.aspx>. As a sampling, workshops include searching and reviewing funding opportunities, packaging NIH grant applications, developing and sustaining collaborations, crafting the specific aims, writing a research strategy, and working with a statistician. The SPH ORS also organizes a mock NIH peer review session with five senior faculty who review and discuss a real grant application.
8. Weekly funding announcements: SPH ORS provides weekly funding announcements via e-mail and on the website (see <http://publichealth.uic.edu/research/announcements/>
9. Submission of grant proposals: The SPH ORS follows several steps to optimize successful grant applications following an initial meeting with Principal Investigators to review Funding Opportunity Announcements (FOA), clarify requirements, identify tasks, and establish a timeline for proposal completion. Each investigator is assigned a pre-awards sponsored projects specialist who manages and coordinates the proposal process as follows:
- a. Reviews and clarifies RFP/RFA/PA specifications
 - b. Manages and coordinates the proposal development process
 - c. Helps develop a timeline for proposal preparation and submission to SPH ORS

- d. Organizes receipt of third party information (biosketches, letters of support, etc.)
- e. Arranges scientific/technical team meetings as needed
- f. Coordinates grant peer review with external and internal expert reviewers
- g. Develops and finalizes budget and budget justification
- h. Collects and collates the research documents
- i. Checks the format of proposal documents to meet grant specifications (i.e., abstract, graphs, images, tables, appendices, etc.)
- j. Completes and routes the Proposal Approval Form (PAF), including securing the necessary signatures and obtaining approval from the campus Office of Research Services
- k. Submits the proposal to the sponsor by the deadline
- l. Helps prepare and submit “Just-In-Time” documents (e.g., revised budgets, “other support” for key personnel, human subjects education of key personnel)
- m. Provides weekly updates to proposal timelines and outstanding documents
- n. Provides templates for non-grant specific components, including facilities and resources, data sharing, inclusion of women and children

OFFICE FOR THE VICE CHANCELLOR FOR RESEARCH

The Office for the Vice Chancellor for Research (OVCR) provides support to the research enterprise and the committees responsible for the review and oversight of research. The units of OVCR collaboratively assist faculty, staff and students in complying with the complex research regulatory requirements, laws, and University policies through education, review and quality improvement activities. The organizational units of OVCR are as follows:

UIC Office of Research Services

The University’s Office of Research Services (ORS) handles all pre-award and non-financial post-award activities. Pre-award activities include activities from the pre-proposal stage to the receipt and processing of the award, up to the point of account set up. ORS assists faculty and staff in proposal development, review and endorsement of proposals, submission of electronic proposals, negotiation and execution of contracts, reporting, receipt and processing of the Notice of Awards (NOA), interpretation of sponsor guidelines, and ensuring compliance with and communication of both agency and University policies.

More information on this office may be found here:

http://research.uic.edu/sponsored_programs

Office for the Protection of Research Subjects

The Office for the Protection of Research Subjects (OPRS) provides administrative support for the review and approval of research protocols (experiments) involving humans and human embryonic stem cells (hES). OPRS helps to ensure that regulations are adhered to for the protection and welfare of subjects, investigators, and the University. For more

information on this office and the policies governing human subjects research and the institutional review board (IRB), please visit: <http://research.uic.edu/compliance/irb>

Office of Animal Care and Institutional Biosafety

The Office of Animal Care and Institutional Biosafety (OACIB) administers the functions of the Institutional Animal Care and Use Committee (IACUC), also known as the Animal Care Committee (ACC). The ACC is responsible for the review and approval of all research, testing and teaching using animals in UIC facilities, or conducted by UIC students and/or paid personnel, or using funds administered by UIC. The goal of the OACIB is to facilitate the protocol writing/review process for the investigator and to ensure compliance of all research, testing and teaching involving animals with federal regulations. OACIB accepts all protocol submissions, coordinates protocol review for the ACC, notifies the investigator of the outcome of protocol review and works with investigators during the protocol writing/review process.

The collaborative mission of the OVCR units is to facilitate and foster the highest ethical standards in the conduct of research. For more information on the areas of research compliance and their respective policies, please visit:

OFFICE OF BUSINESS AND FINANCIAL SERVICES – GRANTS AND CONTRACTS

The Office of Business and Financial Services (OBFS) supports the business and financial operations of the University and assists units in their daily operations. The OBFS Office of Grants and Contracts at each campus supports University faculty and their departments in the post-award administration of sponsored research, teaching, and other activities funded by sponsors outside the University. Grants and Contracts is responsible for developing and disseminating policies and procedures, managing the financial interactions with sponsors, and assuring compliance with university and sponsor policies, while minimizing the administrative burden on faculty and protecting the interests of the faculty and the University. The Essentials of Post-award Administration section of the OBFS website provides an introduction and quick reference for individuals responsible for the administration of grants and sponsored projects.

<https://www.obfs.uillinois.edu/grants/essentials-post-award-administration/chicago/>

Service

In addition to service to the profession, faculty have many opportunities to serve within the University and in SPH.

6.1 SPH FACULTY COMMITTEES

The Bylaws of the Faculty of the School of Public Health establish three standing faculty committees:

EXECUTIVE COMMITTEE (EC)

EC advises the Dean on matters of educational policy, faculty appointments, promotions, tenure and dismissals, and represents the faculty on matters of policy and budget. This committee receives the recommendations of all other standing committees and initiates actions on behalf of the faculty. It determines the effectiveness of standing committees and recommends the establishment or dissolution of other standing committees. The committee is empowered to establish a mechanism to hear and evaluate grievances by faculty, staff members and students with regard to policies, programs and operations within the school.

COMMITTEE ON COMMITTEES (COC)

COC supervises and conducts all nominations and elections of Faculty members to standing committees of the School, the Senate of the University of Illinois at Chicago, and other bodies as necessary in accordance with procedures established by the COC and approved by the Executive Committee.

APPOINTMENT, PROMOTION AND TENURE COMMITTEE (AP&T)

The AP&T Committee reviews and enters the vote of record for the SPH faculty on faculty appointments and cases of promotion and tenure. This committee also advises Dean on these matters.

The Faculty of the School of Public Health has authorized six standing faculty committees:

COMMITTEE ON ACADEMIC PROGRESS (CAP)

CAP is charged with overall guidance for student academic progress and formulating policy and procedures for monitoring academic progress, academic advising, matters pertaining to enrollment, registration requirements, time-to-degree requirements for MPH and DrPH students, the DrPH preliminary examination, academic retention, student dismissals, academic grievances. CAP recommends to the Executive Committee the granting of degrees of all students who have fulfilled the degree requirements.

COMMITTEE ON ADMISSIONS AND RECRUITMENT POLICIES (CARP)

CARP is charged with establishing overall policy for school admissions for the six degree programs to assure quality and diversity of the student body and minimum admissions criteria. The committee is also charged with developing an appropriate protocol to ensure school wide adherence to the admissions policy and with developing and overseeing recruitment policies.

COMMITTEE ON EDUCATIONAL PROGRAMS (CEP)

CEP is charged with making recommendations to the Executive Committee on behalf of the faculty with respect to the quality and appropriateness of the school curricula in all degree programs. The committee reviews the structure and content of curricula within the school. This includes new curricula, new programs and new modalities (e.g., distance learning), as well as periodic review of established

curricula. It makes recommendations regarding the evaluation of faculty teaching performance and periodically reviews the methods used to evaluate teaching performance.

COMMITTEE ON RESEARCH (COR)

COR advises the Executive Committee and Office of the Dean on all aspects of policy regarding research activities within the School. It assists the Office of the Dean in establishing policies and procedures for research by: reviewing strengths and weaknesses of SPH research policies and activities; identifying areas for future development of research within the School; developing recommendations regarding infrastructure support; and enhancing integration of research into the educational mission.

DRPH OVERSIGHT COMMITTEE

The DrPH Oversight Committee is charged with establishing the DrPH curriculum and with formulating policy and developing procedures with regard to DrPH admissions, academic advising and monitoring academic progress of DrPH students.

UNDERGRADUATE OVERSIGHT COMMITTEE

The Undergraduate Oversight Committee is charged with reviewing the Bachelor of Arts (BA) in public health degree curriculum and with formulating policy and developing procedures with regard to BA admissions, academic advising, and monitoring academic progress of BA students.

The membership requirements and election procedures for all SPH standing committees may be found in the Faculty Bylaws.

6.2 SENATE COMMITTEES

Faculty members of standing committees are elected annually at the organizational meeting of the newly elected Senate. Members serve two-year terms. Elected committee members need not be members of the Senate, except where specified in the Bylaws. The following committees have been authorized by the UIC Faculty Senate.

Governance Committees of the Senate

Executive Committee
Academic Freedom and Tenure Committee
Budget, Planning and Priorities Committee

Program Committees of the Senate

Educational Policy Committee
Research Committee
Student Recruitment, Retention and Admissions Committee

Faculty and Student Resource Committees of the Senate

Faculty Affairs Committee
Student Affairs Committee

Services Committees of the Senate

Academic Services Committee
External Relations and Public Service Committee
Support Services Committee

Please review the Senate Bylaws for more information:
<http://www.uic.edu/depts/senate/documents.html>

6.3 CHANCELLOR'S STATUS COMMITTEES

UIC established the Chancellor's Status Committees to assist the campus community in supporting our diverse students, faculty and staff. Every year, faculty, staff, and students are nominated by existing committee members and appointed annually by the Chancellor as an official executive committee member. Their participation reflects the diversity of our campus and its importance of service to the university and reflects the diversity of our campus.

COMMITTEE ON THE STATUS OF ASIAN AMERICANS (CCSAA)

CCSAA is dedicated to promoting the academic, social, cultural and professional welfare of UIC's Asian American faculty, staff and students. CCSAA addresses and makes recommendations to the chancellor regarding issues related to employment practices, climate, representation, recruitment, and retention issues that are of concern to the Asian American campus community. The committee is dedicated to working collaboratively with diverse communities on campus and building relationships with off campus Asian American community organizations. More information may be found here: <http://www.uic.edu/depts/ccsaa>

COMMITTEE ON THE STATUS OF BLACKS (CCSB)

CCSB serves as an advisory body on matters pertaining to the academic, professional, and social aspects of African and African American life at UIC. CCSB addresses issues relating to campus governance, employment practices, public relations, student affairs and other issues that affect the well being of Blacks on campus. The committee works collaboratively with UIC's diverse community. More information may be found here: <http://www.uic.edu/depts/ccsb>

COMMITTEE ON THE STATUS OF LATINOS (CCSL)

CCSL was established to promote the development of educational, professional and career opportunities among UIC Latinos. The committee addresses issues of general concern to Latinos at UIC. More information may be found here: <http://www.uic.edu/depts/ccsl>

COMMITTEE ON THE STATUS OF LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER PEOPLE AND ALLIES (CCSLGBTQPA)

The mission of CCSLGBTQPA is to address issues and concerns of the gay, lesbian, bisexual, transgender, and queer community at UIC. This includes addressing needs of faculty, staff, students and alumni of diverse sexual orientations. The goal is to enhance a supportive environment, which will foster full participation by all members of the university's communities in teaching, public service, and research. More information may be found here: <http://www.uic.edu/depts/ccslgbi>

COMMITTEE ON THE STATUS OF PERSONS WITH DISABILITIES (CCSPD)

The mission of CCSPD is to promote empowerment and inclusion of faculty, staff and students with disabilities at UIC. CCSPD recognizes that people with disabilities are a diverse group, including individuals with visible and non-visible disabilities. This mission is motivated by the belief that people with disabilities are assets to the university, not liabilities. More information may be found here: <http://www.uic.edu/depts/ccspd>

COMMITTEE ON THE STATUS OF WOMEN (CCSW)

CCSW works to improve the status of women at UIC with a primary objective to advise and make recommendations to the Chancellor regarding attitudes, policies, and procedures that affect women faculty, staff and students. The committee will undertake projects and will also recommend changes in campus structures, policies and programs as appropriate. For more information, visit: <http://www.uic.edu/depts/ccsw/>

Faculty Development and Evaluation

7.1 FACULTY DEVELOPMENT

7.1.1 Mentoring

The University of Illinois at Chicago School of Public Health is committed to academic excellence, maintaining a positive work climate, and to the career development of members of the faculty. Specifically, the School of Public Health is committed to:

- Providing needed resources to maintain the mentoring program
- Implementing, monitoring, and conducting regular evaluations of the program
- Considering mentoring as a criteria for merit recognition and advancement
- Providing mentoring resources and training mentors

The academic division, the School, and the campus each bear responsibility for mentoring and have programs in place to assist in the mentoring process.

DIVISION LEVEL

In order to facilitate professional progress of new assistant professors, faculty members are initially given a reduced teaching load and lowered expectations for service on SPH and campus committees. Division Directors closely monitor the progress of new faculty and may suggest a mentor within the division or a mentoring committee of faculty members from both inside and outside of the division. Mentoring of faculty above the assistant

professor level is accomplished through annual review of faculty progress by the Division Director.

SCHOOL LEVEL

At this level, faculty development is the main responsibility of the Senior Associate Dean. In coordination with the Senior Associate Dean and the Division Director, the Mentoring Facilitator is responsible for providing oversight of the implementation and continued development, support, and evaluation of the SPH Faculty Mentoring Program.

The overall goal of the University of Illinois at Chicago School of Public Health 's (UIC-SPH) Faculty Mentoring Program is to enhance academic excellence by providing an environment and resources to ensure faculty success. The specific objectives of this program are to:

- Define expectations and responsibilities for all parties
- Develop and implement an orientation program for new faculty members
- Develop and implement a mentoring training program for both mentors and mentees
- Match all assistant professors or all newly appointed faculty with one or more mentors
- Evaluate the mentoring program.

All assistant professors, as well as all newly appointed faculty at any rank, are assigned a mentor and/or mentoring team. In addition, any other faculty wishing to have a mentor or mentoring team may make this request of the Senior Associate Dean or Mentoring Facilitator. As the goal of the mentorship program is career and professional development, mentorship will be provided for as long as the mentee desires. At a minimum, junior faculty will receive mentorship until they are promoted to associate professor. However, as the emphasis of the program is career development, and not promotion, it is expected that faculty will take advantage of the program until such time as they no longer find it useful.

CAMPUS LEVEL

The Office of the Vice Provost for Faculty Affairs (OVPFA) administers a Faculty Mentoring Program that is based on a group mentoring model. The OVPFA assembles mentoring groups of 3-5 junior faculty members and 1-2 two senior colleagues based on academic interests such as discipline or methodology. These groups meet at least 2-3 times each semester to set goals, identify challenges, and discuss teaching, research, promotion and tenure, and more.

The OVPFA is also responsible for providing training workshops for mentors, at least once a year. All newly-assigned or first-time mentors are expected to attend the training during the first year of mentoring.

Persons interested in being mentees or mentors in this program should contact the OVPFA at (312) 413-3472 or visit: <http://www.uic.edu/depts/oaafaculty/facment.html>

7.1.2 Faculty Recognition Programs

UIC AWARD FOR EXCELLENCE IN TEACHING

In general, candidates for this Award must be tenured or tenure-track faculty with a full-time appointment at the University of Illinois. All candidates must have taught at UIC for a minimum of ten (10) years. One faculty member will be identified through College nominations to be put forward for the award. Awardees receive an incremental salary increase and are recognized and presented with the award at the May Commencement ceremonies. A maximum of five awards are given in any one year. This award is administered by the Office of the Provost and Vice Chancellor for Academic Affairs. More information about this program may be found on the website: <http://www.uic.edu/depts/oaafaculty/awards.html>

UNIVERSITY SCHOLARS

The University Scholars Program is designed to identify outstanding members of the faculty who have demonstrated superior performance in scholarly activities in both research and teaching and who show great promise for future achievements. The program provides a modest amount of funds annually for three years. Recipients may use the funds at their discretion to enhance their scholarly work, except for salary rate increases, which are not permitted. The awards are granted through nominations. This award is administered by the Office of the Provost and Vice Chancellor for Academic Affairs. More information about this program may be found on the website: <http://www.uic.edu/depts/oaafaculty/awards.html>

TEACHING RECOGNITION PROGRAM

The Teaching Recognition Program (TRP) is UIC's self-nominated, faculty-administered teaching award administered through CETL. Nominees must submit three years of documented excellence in their teaching activities, which include individual classroom efforts, new course development, and participation in planning and implementing new curricula. The TRP is open to tenured, tenure-track, and clinical faculty as well as lecturers, instructors, and adjunct faculty who have teaching appointments of 50% or more and have been teaching at UIC for at least three years. Awardees receive a permanent one-time incremental increase to base salary (or a percentage thereof for part-time appointments). More information about this program may be found here: www.uic.edu/depts/oaafaculty/cetl/

RESEARCHER OF THE YEAR AWARD

The purpose of the Researcher of the Year Award is to recognize the efforts and commitment of those researchers who are advancing knowledge in their area of scholarship and inspire and promote continued excellence in research at UIC. The award is segmented for senior and early career faculty:

The Distinguished Researcher Award is given to 5 senior UIC researchers (i.e. researchers who are 10 years or more from their first full time faculty appointment) who have demonstrated outstanding research achievements in their field of expertise.

The Rising Star Award is given to 5 UIC early career researchers (i.e. researchers who are within 10 years of their first full time faculty appointment) who have demonstrated outstanding promise to become future leaders in their area of expertise.

Each of these awards are presented to individuals selected from each of the following 5 categories (i.e. one recipient per category per award): Basic Life Sciences, Clinical Sciences, Natural Sciences & Engineering, Social Sciences, and Humanities, Art, & Architecture. Awardees receive a one-time monetary award and a commemorative award, which will be presented at a ceremony in their honor.

This award is open to all faculty with a full appointment at UIC. Nominees must have been at UIC for at least the past 3 consecutive years and made significant contribution within 3 years prior to application in one of the five categories of research listed above. More information about this program may be found on the OVCR website: <http://research.uic.edu/funding-opportunities/faculty-awards/researcher-year-award>

WOMAN OF THE YEAR AWARD

The Woman of the Year Award is sponsored annually by the Chancellor's Committee on the Status of Women (CCSW) which honors a woman who consistently works on women's issues beyond the call of duty and who is an exemplary role model. Award criteria includes: providing service to women at UIC while on the job, responding to issues affecting women, and offering service to women through voluntarism and public support of women's programs. A committee of CCSW officers and former award winners make the final selection from among the nominees. Winners are honored with a cash award and a reception officiated by the Chancellor.

ANNUAL FACULTY AWARDS RECEPTION

Each year, the Provost solicits from each college a list of faculty who have received "major external awards" for the purpose of extending invitations to eligible recipients for recognition at the Annual Faculty Awards Reception. To maintain uniformity of recognition across the campus, the most prominent awardees, as determined by the Provost's office, are selected for this event. Faculty members who are to be recognized are contacted directly by the Provost's office.

Examples of nominations recognized:

Fellow, National Society, Foreign
Academies
Important National Committee

AIA Award
1-Year Fellowship (prestigious)
Hall of Fame (e.g., Reading Hall of Fame)

Major National Award
Major Local Award
NSF Career
DOE Early Career
President of National Society
Outstanding Book Award
National Award Named for Faculty Member

Paper of the Year Award
Distinguished Lecture Award
Editor of Journal
NIH Merit Award
Honorary Degree Doctorate (or equivalent)

Examples of nominations not recognized:

Distinguished Alumnus
Grants
Foundation Funding
1-Year Fellowship (not prestigious)

Invited or Visiting Professorship
Editorial Board/Associate Editor
Vice President, etc., of National Society
UIC internal awards

INSPIRE AWARD

INSPIRE Awards recognize individuals who consistently, and over long periods of time based their every action on UIC's Core Values: Integrity, Nurture, Service, Pride, Intellect, Respect, and Excellence. An annual UIC Luminary Award is also given to the INSPIRE candidate who represents the pinnacle of service to the campus and its constituents. This award is sponsored through the Office of the Chancellor and is recognized at the annual Employee Recognition Award Ceremony held each November. All UIC employees (faculty, staff, student workers) are eligible to receive the INSPIRE Award

GOLDEN APPLE AWARD

The Bernard H. Baum Golden Apple Award is presented each year to a faculty member in recognition of outstanding teaching and extraordinary service to students at the School. The recipient is chosen by the student body and the award is presented by the Public Health Student Association President at the May Commencement ceremony. The recipient also receives a one-time monetary award from the SPH Alumni Association.

ASSOCIATION OF SCHOOLS AND PROGRAMS OF PUBLIC HEALTH (ASPPH) FACULTY AWARDS

Each year, ASPPH recognizes faculty who present exceptional attributes in public health teaching, research, and mentorship. Faculty from CEPH-accredited ASPPH-member schools and programs of public health are eligible to submit nominations for the awards below.

- ASPPH/Pfizer Award for Teaching Excellence
- ASPPH/Pfizer Award for Early Career in Public Health Teaching
- ASPPH/Pfizer Faculty Award for Excellence in Academic Public Health Practice
- ASPPH/Pfizer Award for Young Investigator's Research
- Riegelman Award for Excellence in Undergraduate Public Health Education
- ASPPH Award for Excellence in Student Services
- ASPPH Welch-Rose Award for Distinguished Service to Academic Public Health

For more information on these awards, please visit the ASPPH website: <http://www.aspph.org/educate/faculty-awards/>

7.1.3 Sabbatical Leave

The University of Illinois Statutes, at Article IX, Section 7, provide that a member of the faculty who has the tenure system title/rank of professor, associate professor, or assistant professor may be granted a sabbatical leave of absence with pay for the purpose of study, research, or other pursuit. These leaves of absence are given to members of the faculty primarily for the purpose of enabling them to acquire additional knowledge and competency in their respective fields.

Faculty members on academic-year (9-month service basis) appointments are eligible for any one of the following options:

1. After eight years of full-time service:
 - a. academic year at 2/3rds pay or
 - b. one semester at full pay
2. After six years of full-time service:
 - a. academic year at 1/2 pay or
 - b. one semester at full pay
3. After four years of full-time service: one semester at 2/3rds pay
4. After three years of full-time service: one semester at 1/2 pay

Faculty members on 11- month (twelve month service basis) appointments are eligible for any one of the following eight options:

1. After nine years of full-time service: 3/4 year (9-months) at full pay
2. After eight years of full-time service:
 - a. Full year at 2/3rds pay or
 - b. 2/3rds year at full pay
3. After six years of full-time service:
 - a. full year at 1/2 pay or
 - b. 1/2 year at full pay
4. After four years of full-time service: 1/2 year at 2/3rds pay
5. After three years of full-time service:
 - a. 1/2 year at 1/2 pay or
 - b. 1/4 year at full pay

Interested faculty should consult with their Division Director at least one year in advance as to the possibility of taking this leave. Approval of the leave begins with the division and includes the SPH Dean, the UIC provost and the board of trustees. The University's Guidelines for Sabbatical Leaves of Absence may be found here: <http://www.vpaa.uillinois.edu/Policies/sabbatical.cfm>

Faculty Evaluation

Evaluation of the faculty is carried out primarily through the Annual Performance Report and the promotion and tenure review. The School's teaching evaluation program includes additional review that is focused on the teaching and advising components of faculty performance.

8.1 ACTIVITY INSIGHT

Throughout the academic year, faculty are asked to enter their activities as they relate to research, teaching and service components of faculty responsibility. This information is entered in the School's web-based application, Activity Insight. The reports are shared with the Division Director and forwarded to the Dean and the Senior Associate Dean for review. The administration uses these reports to evaluate faculty performance for determination of merit salary increases and to monitor progress toward achieving promotion or tenure. Merit salary increases are based on performance commensurate with the School's expectations of faculty in the areas of teaching, research and service. Activity Insight may be found at: <https://www.digitalmeasures.com/login/uic/faculty/>

Bear in mind that information entered in Activity Insight is also used for purposes including but not limited to annual reporting to accreditation bodies, the reaccreditation self-study process, and ad hoc reporting to the campus level. It is important that it is completed as thoroughly and accurately as possible.

8.2 TEACHING AND ADVISING EVALUATION

Continuous evaluation of teaching is necessary to ensure teaching of the highest quality. In recent years the promotion and tenure process has put more emphasis on teaching as a criterion for success. The School has implemented a more rigorous teaching evaluation process that includes reviews by students, peers and the Division Director.

The School conducts teaching evaluation with one of two goals in mind: the first is a summative evaluation useful for personnel decisions regarding salary, promotion and tenure; the second is a formative evaluation useful for teaching improvement.

Peer evaluation of classroom teaching for those at the rank of assistant professor is conducted at the end of the second and fifth appointment years. This timing is based on the usual timing of tenure consideration (year six). Administrative evaluation of teaching and advising for assistant professors is conducted in years three and six. These reviews are timed to coincide with the Mid- Probationary Tenure Review and the Tenure Review.

An explanation of each form and the time lines for teaching evaluation follow.

COURSE EVALUATION QUESTIONNAIRES (CEQs): The course evaluations are administered through the Dean's Office each semester using an online survey. Students are notified of the login site in the last two weeks of each semester and are asked to complete an evaluation for each course, each instructor and where applicable, each teaching assistant. Instructors,

division directors, and the Associate Dean for Academic Affairs may access the evaluations within a few weeks of the end of each semester.

STUDENT EVALUATION OF ACADEMIC AND RESEARCH ADVISING Prior to graduation, each student is asked to complete an exit survey that includes evaluation of academic and research advising. Division directors and the Associate Dean for Academic Affairs review the results of these evaluations.

SELF-EVALUATION OF CLASSROOM TEACHING This form is intended to be a tool used by the faculty member to improve his or her teaching and advising (both academic and research) and may become part of the faculty member's teaching portfolio.

SELF-EVALUATION OF NON-CLASSROOM TEACHING This is the same process as the Self-Evaluation of Classroom Teaching.

PEER EVALUATION OF CLASSROOM TEACHING As described above, faculty undergo a peer evaluation of classroom teaching in their second and fifth year. The faculty member should meet with the Division Director to select one reviewer per course. This reviewer should be at the same or higher rank. If the course to be evaluated is a core course, the reviewer could come from the entire SPH faculty. If the course is not a core course, the reviewer should come from the Division. To ensure that in a given academic year a faculty member has more than one peer review, if the faculty member is only teaching one course, then two reviewers should be chosen. The Division Director should not be a reviewer for a course in her/his Division. (If a Division Director is to be evaluated, she/he should meet with the Senior Associate Dean to select the reviewer(s). The completed review should be distributed to both the Division Director and the faculty member.

ADMINISTRATIVE REVIEW OF FACULTY TEACHING AND ADVISING EFFORTS: The Division Director should complete this form after proper review of the supporting documents and should then meet with the faculty member to discuss the review.

8.3 MID-PROBATIONARY (3RD YEAR) REVIEW

The intent of a mid-probationary, or 3rd Year, review is to provide an assessment of the faculty member at a date late enough to permit reasonable review of her or his progress toward promotion since the initial appointment, and early enough to give useful guidance to her or him in preparing for any subsequent review.

TENURE TRACK FACULTY

For individuals on the tenure track, this review typically takes place in year "3" on the tenure clock to determine if the individual is on track for promotion in year six. If the faculty member's initial contract carried a tenure code higher than "1," the review may take place later, though before year six. Evaluation will cover the teaching, research and/or scholarly public health practice, and service according to the SPH Guidelines for Appointment, Promotion and Tenure . A favorable review may result in recommendation for continued employment, with additional reviews as deemed desirable in subsequent

years. Since a full six-year probationary period is not guaranteed, non-retention may be recommended at any time during the tenure-code 1 through tenure-code 5 years, in cases of an unfavorable review, with a terminal contract given for the following year.

NON-TENURED FACULTY

For individuals not on the tenure track, the mid-probationary review should occur as close as possible to year three and no less than three years prior to the time of the anticipated university review for promotion. Evaluation will cover the teaching, research and/or scholarly public health practice, and service according to the SPH Guidelines for Appointment, Promotion and Tenure. Clinical and research track faculty based on what the faculty member and division director have determined as their promotion emphasis, which may be in research, or scholarly teaching, or scholarly public health practice.

In both tenure-track and non-tenured cases, a completed Promotion and Tenure dossier is submitted for review at the division and college levels. An evaluation from the Division Director, drafted with consideration of input received from division faculty, is included in the dossier. The AP&T Committee conducts the college level review and will provide recommendations to the Division Director that are intended to correct or validate the faculty member's course and improve chances of success at the time of promotion review. The Division Director and Candidate meet to discuss AP&T recommendations and draft a plan of action. The Dean provides an endorsed summary of AP&T's review and recommendations (signed by the faculty member and division director indicating review) to the Office of the Provost.

Division Directors should meet regularly with individual faculty members to discuss goals and expectations. Junior faculty should meet more than once a year with their Division Directors. Regular and frequent feedback on career plans and progress of faculty (both on the tenure track and on non-tenure tracks) is recommended apart from the required mid-probation review.

The complete University policy regarding mid-probationary reviews may be found on the Office of the Vice Chancellor for Academic Affairs and Provost website: <http://www.uic.edu/depts/oaa/pt.html>

8.4 PROMOTION AND TENURE

The UIC School of Public Health promotes within ranks of assistant professor, associate professor, and professor across tenure system (tenure-track and tenured), research, and clinical tracks based on criteria for excellence in teaching, research/scholarly public health practice, and service. UIC SPH allows its faculty to select a "primary emphasis" in teaching or research or scholarly public health practice if desired. In cases where a primary emphasis is selected, the decision for promotion is based on the SPH criteria for excellence in that area. Individuals in clinical or research faculty positions negotiate their primary emphasis with their Division Director. Tenure system faculty may select a primary promotion emphasis, they are not required to do so. If a primary emphasis is selected, however, it should be understood that tenure track and tenured faculty are expected to

contribute in all areas (teaching, research/scholarly public health practice, and service) in order to be promoted.

While in public health, many academics focus their research on practice (e.g., the development, implementation and evaluation of interventions including programs and policies in communities and other geographic entities). The School of Public Health, however, maintains a separate category for Scholarly Public Health Practice. We do so in acknowledgment of faculty who engage in scholarship in the area of public health practice. Typical outputs of this work includes development of high impact reports, policy briefs, and/or the development of standards, regulations and laws, not to the exclusion of peer reviewed publications. We also acknowledge that for many individuals, there may be investments in more traditional “research” as well as “scholarly public health practice”. These individuals can be promoted based on this dual investment. In all cases, individuals must demonstrate sufficient impact on the field of public health appropriate to their level of promotion.

Who should be reviewed: Unless they plan to submit a resignation, all tenure-code-6 faculty must undergo university review for promotion and tenure. Tenured and non-tenure system faculty may choose to undergo university review for promotion at anytime provided they have been employed in their current rank and title for the previous three years. Division Directors should also, on a regular basis, invite other assistant and associate professors to a discussion of their academic credentials for the purpose of determining when a review for promotion and/or tenure would be appropriate.

When reviews should begin: Because external referees should be given ample time to properly evaluate a candidate's work, most departments find they need to begin preparing for promotion and tenure reviews (e.g., preliminary review of possible candidates' dossiers and the compilation of lists of appropriate referees) during the spring term prior to the year in which the university review would take place.

Responsibility for the Review Case: The Division Director takes responsibility for the preparation of the papers unless the Division Director is the candidate. In this situation, the Dean would assign the responsibility of preparation of the papers to someone else. The candidate is responsible for furnishing to the Division Director the information which is requisite for completing the forms and forwarding the case, including the candidate's statements of teaching goals and research direction. However, the candidate does not determine the content of the remainder of the case nor the presentation of the case. The candidate is not a signatory to the papers; the Dean has final responsibility and authority for the content and presentation of the papers.

The External Evaluation: In evaluating a candidate's scholarship, the department should obtain a written evaluation from between 5 and 8 members of the relevant profession(s) or discipline(s) who have not had a close association with the candidate. A majority of the external referees should be nominated by a person or persons other than the candidate. Referees should be acknowledged authorities in their fields and, if they hold academic ranks, should hold at least the rank for which the candidate is being proposed. Because

committees find most compelling the comments of referees who are strong scholars at recognized institutions, every effort should be made to select referees who are recognized as strong scholars.

Confidentiality: The identity of the referees should not be disclosed to the candidate, nor should comments made in promotion and tenure deliberations be attributed to the faculty members who endorsed them.

Candidate Access: Prior to a formal vote at the division level, the Division Director must provide all candidates access to the formal presentation of their case, with the exception of external letters of evaluation and any internal evaluative statements, including the Division Director's statement. Any candidate who disagrees with how the non-evaluative sections of the papers are presented may add a demurrer to the record.

Communication of Recommendations: Candidates for promotion and tenure must be informed in writing of the vote outcome of their case at each level of review and the endorsement or non-endorsement by their unit's Division Director. The vote of the department, and the recommendation of the Dean, should be communicated to the candidate promptly and in writing. The candidate, at his or her request, is entitled to a brief orally rendered explanation from the Dean of the rationale for endorsement or non-endorsement. Candidates should be given a copy of these policies and procedures early in the review process.

8.4.1 Norms, Expectations, and Standards of Excellence

Expectations for excellence in teaching, research and scholarly public health practice for assistant professor, associate professor, and full professor (regardless of track) are summarized below. Expectations for excellence in service are also provided but promotion is not possible based on excellence only in service, regardless of track. A more detailed explanation of these expectations and examples of activities and/or products that demonstrate excellence are provided in the UIC SPH Guidelines for Appointment, Promotion, and Tenure located on our website:

<http://www.publichealth.uic.edu/facultyorstaffmember/>

TEACHING

Outstanding performance in teaching is based on: process, content and outcomes. Process is how one teaches (i.e., the use of a variety of appropriate and up-to-date teaching methods); content is what one teaches; and, outcomes are the results or the impact of teaching on the student (i.e., what the student learns or can do as a result of teaching). For appointments and promotion in the School of Public Health, all three components of teaching (i.e., process, content, and impact) should be evaluated and documented.

Assistant: potential for competency in delivering course content and mentoring students.

Associate: demonstrated competency in delivering course content and mentoring students. Demonstrated impact on teaching through innovative design of course content or course

curriculum is valued. In addition, faculty are expected to be successfully engaged in out-of-the classroom educational activities. Faculty who choose teaching as their emphasis must demonstrate evidence of scholarship related to teaching/training such that their contribution to pedagogical methods achieves a clear path to national recognition.

Full: in addition to the above, a leadership role in the development and implementation of curricula and teaching within SPH and/or the discipline is expected.

Faculty who choose teaching as their primary emphasis for promotion must demonstrate evidence of scholarship related to teaching/training such that their contribution to pedagogical methods achieves national or international recognition.

RESEARCH

Research is defined to include the systematic collection, analysis, and dissemination of information for the generation of new knowledge or for solving important public health problems. Over time, outstanding performance in research means that the faculty member should emerge as a leading researcher in a defined area of emphasis. Included under research are studies that involve laboratory, field, clinic, library and other sources of information. An individual should not expect to be promoted within the School of Public Health based on research that does not have an impact on public health.

Outstanding performance in research is based on the discovery/creation/ implementation/ translation/dissemination of new knowledge and is assessed primarily in terms of quality, innovation, and impact.

Assistant: demonstrated ability to conduct independent scholarly activities consistent with their appointment, usually demonstrated through peer review publications. Promise of high impact in the field.

Associate: A continuous progression of research activities of high quality with promise of a high impact in the discipline. Publications should reflect a developing expertise and the contribution must be recognized by peers in the discipline; quality is preferred over quantity. A funding track record with a promise of a continued scholarly trajectory must be evident. It is expected that the faculty member has made a demonstrated contribution to her/his field of study within public health and has begun to develop a national reputation. The achievements of faculty who choose research as their emphasis must demonstrate a clear path to national recognition for their contributions to their field.

Full: A continuation of scholarly activities of such caliber that the work is widely recognized for its high quality and impact. The faculty member must demonstrate continued and meaningful contributions to her/his field of study within public health, a well-established scholarly agenda, and hold a national and/or international reputation. Promotion typically requires that the faculty member has demonstrated success in competing for extramural funding for her/his research.

Faculty who choose research as their emphasis must either have a large body of scholarly work with high impact and/or national or international recognition for their contributions to their field.

SCHOLARLY PUBLIC HEALTH PRACTICE

While research in Schools of Public Health is almost always linked to the practice of public health, scholarly public health practice is distinct in that the faculty member is directly involved in solving public health problems as a collaborator or intervener rather than as a principal investigator, with the work carried out not in response to “research” funding but rather in response to agency or organizational funding or in response to a pressing public health need. Sometimes it is difficult to distinguish scholarly public health practice from typical public health research endeavors such as evaluations or assessments. The purpose here is not to draw a fine line but rather to make clear that public health practice with a scholarly component is a legitimate area for promotion. Some individuals will be both involved in scholarly public health practice and more traditional research carried out as part of a research rather than a practice agenda.

To be considered for promotion in this area, public health practice must be linked to scholarly activity. That is, the practice must be shown to have affected not only a given policy, community, agency or program, but it must also be shown that the practice has in some way contributed to advancing the state-of-the-art of public health practice itself. As rank increases, it is expected that both the quantity and quality of scholarly practice will also increase. An individual should not expect to be promoted within the School of Public Health based on public health practice in the absence of scholarly activity.

Assistant: demonstrated ability to conduct independent scholarly practice activities consistent with their appointment, usually demonstrated through production of reports or other outputs including peer review publications with potential for high impact.

Associate: The quality of scholarly outputs including publications is preferred over their quantity. Outputs including publications must have high impact and dissemination and may include technical reports, peer-reviewed articles, policy briefs, and books. Promotion typically requires that the faculty member has demonstrated success in competing for extramural funding for her/his scholarly public health practice efforts. The achievements of faculty who choose scholarly public health practice must demonstrate a clear path to national recognition for their contributions to their field.

Full: A continuous progression of research activities of high quality with promise of a high impact in the discipline. Reports, briefs and publications should reflect a developing expertise and the contribution must be recognized by peers in the discipline. Typically, a funding track record with a promise of a continued scholarly trajectory must be evident. Regarding outputs and peer-reviewed publications, quality is preferred over quantity; demonstration of direct impact on the community/health of the public should be evident. Faculty are also generally expected to demonstrate success in competing for extramural support to undertake public health practice.

Faculty who choose scholarly public health practice as their emphasis must, either have a large body of scholarly work with high impact and/or national or international recognition for their contributions to their field.

SERVICE

Service is an integral part of the School's mission to enhance the quality of life by improving the public's health. The School expects and encourages faculty to participate in professional service activities and health-related community service. The School considers service and research as closely related endeavors and is committed to the belief that community-based research benefiting the advancement of public health knowledge also should involve service that benefits the community.

Every faculty member is expected to provide service to the university community at the division level every year, the School level most years, and the university level periodically. This service is usually in the form of participation on faculty governance committees and other committees, such as ad hoc committees. In addition, faculty are expected to provide service to the profession through groups such as community organizations, professional organizations and governmental organizations.

Assistant: demonstrated service to the profession and/or to the institution where individual was located prior to their appointment to the UIC-SPH.

Associate: Ongoing service to the division and school is expected as well as service to the faculty member's specific professional field. Faculty must demonstrate continued meaningful participation in divisional and school level committees and/or administrative service, and continuing professional activities.

Full: Ongoing meaningful service to the division, school, and university is expected as well as significant service to the faculty member's specific professional field. Faculty must demonstrate continued participation in UIC committees/task forces/administration, demonstrating leadership in a role in one or more activity (either divisional, school or university level) since appointed to the rank of Associate Professor. In addition, faculty must demonstrate participation at a significant level in professional activities related to the field.

Promotion is not possible based on excellence only in service, regardless of track.

8.4.1 Promotion and Tenure Review Process and Timeline

DIVISION LEVEL

First review of a promotion case is conducted by division faculty of subsequent rank or higher. Faculty render a vote of yes, no, abstain, ineligible. The vote and recommendations are submitted to the Division Director. The Division Director drafts his or her evaluation to be submitted with the dossier to the School level.

SCHOOL LEVEL:

Second review is conducted by the SPH Appointments, Promotion and Tenure Committee. The Committee enters a vote on behalf of the faculty and advises the Dean of its review of the candidates. The Committee also is responsible for reviewing all appointments and promotions at the associate professor and professor ranks, and for tenure at all ranks.

CAMPUS LEVEL:

All votes taken on behalf of the faculty member and dossier are forwarded to the Dean of the Graduate College and to the Campus-wide Promotion and Tenure Committee. Recommendations from these entities then go to the Provost and the Chancellor.

UNIVERSITY LEVEL:

Final decisions for promotion are made and distributed to the candidate by University of Illinois Board of Trustees.

A general timeline of promotion and tenure review activities is provided below.

April-May	Division Directors solicit external reviewers <i>Reviewers should have no substantial work or personal history with candidate. Ten to sixteen solicitations recommended to yield 5-8 letters.</i>
Mid-May	Campus releases current year P&T forms, policies & procedures, and timeline. http://www.uic.edu/depts/oa/pt.html
June-July	External review packets prepared
Late July-Early August	Packets sent to external reviewers
August-October	Campus P&T forms prepared
Mid-Late September	External reviewer letters returned
October	Division review and vote
Early November	Promotion papers due to Dean's Office for AP&T Committee review
November-December	SPH AP&T review and vote
Mid-December	Final promotion papers due to Dean's Office
Early January	Promotion papers due to Campus
February	Campus P&T Review and Vote <i>Mid-probation: Faculty prepares mid-probation papers for review</i>
March	The Provost and Vice Chancellor for Academic Affairs submit recommendations to the Chancellor and notify Deans and Division Directors <i>Mid-probation: Division reviews mid-probation papers</i>
April	Chancellor returns recommendations / decisions to faculty regarding promotion and tenure <i>Mid-probation: Division Director and faculty review mid-probation evaluation. Division Director submits review papers to Dean's Office for AP&T review</i>
Early May	<i>Mid-probation: Dean submits mid-probationary review summaries to the Office of Academic Affairs</i>
Mid-Late June	Final approvals for promotion received from Board of Trustees

The complete guidelines for appointment promotion and tenure are located on the website for the Vice Chancellor for Academic Affairs and Provost: <http://www.uic.edu/depts/oa/pt.html>.

8.4.1 Other Policies Governing Promotion and Tenure

PROMOTION IN THE APPROPRIATE TRACK

UIC does not permit candidates to be recommended for promotion on a track other than that in which they have been employed for the previous three years. Promotions to another track are generally not allowed, e.g., clinical assistant professors may not be promoted to associate professors, and assistant professors may not be promoted to clinical associate professors.

TENURE ROLLBACKS

An interruption of the probationary period (rollback in the tenure year code) may be granted for one year upon request when an event or compelling circumstances cause substantial impairment of a candidate's ability to pursue his/her teaching, scholarly activities, and/or service. No more than two such rollbacks will be granted. A rollback may be granted in the case of disability, extended and/or severe personal illness, or for compelling obligations to a member of the family or household that requires significant time away from University duties. Except in extraordinary circumstances, a rollback will automatically be granted in the event of the birth or adoption of a child. Finally, a rollback may be granted under circumstances beyond the control of a faculty member, such as grave administrative error.

Rollbacks must be requested by the Faculty Member in a letter to the Division Director providing justification. The letter must be signed by the Faculty Member and endorsed by the Division Director and Dean. The letter is forwarded to the Office of Faculty Affairs, which will (upon preliminary review and approval), issue a Special Written Agreement Regarding Tenure to be signed by the Faculty Member, Division Director, Dean, and Provost. This agreement serves as the official document for the rollback and should be kept in the unit.

TRACK SWITCHING

For tenure-track faculty, the third year review may be the last appropriate opportunity to consider changing a candidate's track. Should a switch be desirable, it should occur no later than upon completion of year four of the probationary period. Track switches from the tenure track to non-tenure track that are requested no later than the end of year 4 will routinely be granted. Switches requested later than the end of year 4 will require extraordinary justification with approval needed by the Provost and Vice President for Academic Affairs (VPAA). Requests for track switching should originate with the faculty member, endorsed by the Division Director and Dean, and approved by the Provost and Vice President for Academic Affairs. More information on track switching and the promotion and tenure process may be found in the UIC Faculty Handbook (Section VI, Part J): <http://www.uic.edu/depts/oa/fachandbook/toc.html>

8.4.2 Promotion and Tenure Workshops

Each spring the Office of Faculty Affairs hosts a Promotion and Tenure Seminar series. Although the workshops are focused on pre-tenure faculty, the events are open to any faculty member seeking promotion and any other members of the UIC community involved in the P&T process.

During each workshop, the Vice Provost for Faculty Affairs presents procedural issues of the review process, important policy information, and other information relevant to professional development for pre-tenure faculty. The information presented is cross-disciplinary. A workshop for underrepresented faculty is provided as well as a workshop aimed at post mid-probationary, pre-tenure faculty. Each workshop also contains a panel discussion and an opportunity for Q & A with faculty. Panelists include senior faculty and recent members of the campus P&T committee.

All sessions will include a review of the relevant promotion and tenure processes and will cover topics including the mid-probationary review, preparing the dossier, research expectations, teaching, and service. The seminars will provide a forum where experienced faculty will provide information, share their personal trajectories, and offer advice for potential candidates to position themselves for a successful promotion and tenure process. They will also provide a valuable opportunity for candidates to ask questions about preparing for promotion and tenure review. The events are designed to help faculty members in their plans to seek promotion.

The UIC SPH Appointment, Promotion and Tenure Committee hosts promotion and tenure workshops annually to guide faculty on best practices for paper completion, research/teaching/service statements, as well as expectations and guidelines for promotion at the campus and SPH levels. Workshops are typically held in the spring and are targeted toward the following audiences:

1. tenured/tenure-track, research, and clinical faculty interested in applying for promotion and/or tenure in the upcoming academic year or in the future
2. faculty who frequently serve or intend to serve as mentors/paper preparers in the promotion process
3. division directors and division-level promotion & tenure reviewers

Facilities and Services

9.1 BUILDINGS

The School of Public Health operates primarily out of three buildings: School of Public Health-Psychiatric Institute (SPHPI), located at 1603 W. Taylor St; School of Public Health West (SPHW), located at 2121 W. Taylor; and the West Side Research Office Building (WROB), located at 1747 W. Roosevelt Rd.. SPHPI houses the Community Health Sciences,

Epidemiology and Biostatistics, and Health Policy and Administration divisions. A floor director is provided below.

SPHPI Floor Directory

1 st	Office of Student Affairs/Office of Diversity and Inclusion
2 nd – 5 th	Department of Psychiatry (College of Medicine)
6 th	Community Health Sciences
7 th	Health Policy & Administration
8 th -9 th	Epidemiology & Biostatistics
10 th	Environmental & Occupational Health Sciences/CADE/CureViolence
11 th	SPH Administration

Environmental and Occupational Health Sciences is located in SPHW. The Institute for Health Research and Policy (IHRP) is located in the West Side Research Office Building (WROB).

Full address information for each SPH-occupied building is provided below.

Name: **School of Public Health/Psychiatric Institute (SPHPI)**

Unit(s): SPH Administration, HPA, Epi-Bio, CHS, Psychiatry

Mail Code (M/C): 923

Address: 1603 W. Taylor St. Chicago, IL 60612

(Note: 1601 W. Taylor is the Psychiatric Institute)

Name: **School of Public Health West (SPH-W)**

Unit(s): EOHS

Mail Code (M/C): 922

Address: 2121 W. Taylor St, Chicago, IL 60612

Name: **Westside Research Office Building (WROB)**

Unit(s): IHRP

Mail Code (M/C): 275

Address: 1747 W. Roosevelt, Chicago, IL 60612

9.2 ROOM RESERVATIONS

Room reservations are made using the SPH Online Room Reservation System, Virtual EMS. While the SPH Online Reservation System will guide you through the process, you may receive additional assistance in making your space selection by contacting our Office Support Specialist, Tonga L. Alexander (talexand@uic.edu), in room 1168 or at (312) 996-6620. In addition, Mr. Jose Alvarez (joseis@uic.edu) at the lobby reception desk, (312) 413-2012, may also assist you. Reservation policies may be found on our website: <http://publichealth.uic.edu/aboutsph/onlinereservationsystem/>

A summary of spaces available for reservation are provided below. To request access to the reservation system, please send an e-mail to SPHHelp@uic.edu. Please note that rooms are not officially reserved until a confirmation is received.

SCHOOL OF PUBLIC HEALTH – PSYCHIATRIC INSTITUTE (SPHPI)

Room	Configurations Available	Max Capacity
SPHPI Auditorium	Auditorium/Theater*	175
	Conference	175
SPHPI Lobby	Empty*	50
	Reception/Registration	25
SPHPI Lobby/Food	Empty*	50
	Reception/Registration	25
SPHPI 114	Classroom (desks)*	28
SPHPI 118	Classroom (desks)*	18
SPHPI 120	Classroom (desks)*	16
SPHPI 121	Classroom (desks)*	30
SPHPI 132	Classroom (desks)*	75
SPHPI 160 (Gym)	Auditorium/Theater	200
	Banquet	180
	Empty*	200
	Other (see Setup Notes)	150
	Reception/Registration	100
	Round Tables	100
	Conference*	20
SPHPI 192	Empty	25
SPHPI 194 Lounge	Other (see Setup Notes)	25
	Reception/Registration	25
	Classroom (desks)*	19
SPHPI 632	Conference	19
	Classroom (table, chairs)*	26
SPHPI 636	Conference	26
	Conference*	10
SPHPI 668 SPHPI 6th Fl Lobby	Empty	30
	Other (see Setup Notes)	30
	Presentation (Exhibits)	30
	Reception/Registration	30
	Round Tables	25
	Classroom (table, chairs)*	26
SPHPI 736	Conference	26
	Classroom (desks)*	26
SPHPI 836	Conference	26
	Banquet	50
SPHPI 932	Circle Seating	50
	Classroom (table, chairs)*	54
	Conference	54
	Conference Hollow Square	50
	Conference U-Shaped	50
	Empty	50
	Reception/Registration	50
	Classroom (table, chairs)	25
	Conference*	25
	Conference*	20
SPHPI 1001	Classroom (table, chairs)*	35
SPHPI 1062	Conference*	22
SPHPI 1136	Conference*	20
SPHPI 1162	Conference*	10

SCHOOL OF PUBLIC HEALTH – WEST (SPHW)

Room	Configurations Available	Max Capacity
SPHW 110	Classroom (desks)*	65
SPHW 114	Conference*	20
SPHW 119	Classroom (table, chairs)*	35
SPHW 121	Classroom (desks)*	35
SPHW 121/122	Classroom (desks)*	80
SPHW 122	Classroom (desks)*	35
SPHW 334	Conference*	25
SPHW 427	Conference*	25
SPHW 550	Classroom (desks)*	25

9.3 LABORATORIES

SPHW has approximately 14,759 square feet of laboratory space for teaching and research. Instrumental capabilities include gas and liquid chromatography and mass spectrometry in the Environmental Chemistry Laboratory; particle and aerosol analyses in the Aerosol Laboratory; gravimetric analysis in the Balance Room; light microscopy in the Microscope Room; ventilation measurement capabilities in the Ventilation Laboratory; particulate, chemical and noise measurement in the Industrial Hygiene Laboratory; weather and air pollution monitoring in the Air Quality Laboratory; and water quality, PCR, culture plate incubation and trace metal analysis in the Water Quality Laboratory. An audiometry booth and spirometry equipment are available for classroom experiments and demonstrations of evaluation of worker population health. Analytical sample storage capabilities include a -800 C freezer and a walk-in freezer. One large laboratory is dedicated entirely to storage, maintenance, and check-out of industrial hygiene field sampling equipment. The EOHS Division has a close relationship with personnel in the adjacent Illinois Department of Public Health State Laboratory. This relationship allows EOHS to obtain consultation on analytical techniques and to obtain surplus equipment and supplies when available.

9.4 INFORMATION TECHNOLOGY SERVICES

The SPH Helpdesk provides support for all IT issues including hardware and software troubleshooting, IT procurement, internet access, email, network and security matters, and more. Contact sphhelp@uic.edu for all IT matters.

COMPUTERS/HARDWARE

To ensure compatibility with the SPH network, security policy compliance, and lowest available pricing, all computer and peripheral purchases are made through inquiry to sphhelp@uic.edu. The University of Illinois at Chicago receives preferential pricing for both Apple, Dell, and Hewlett-Packard products. Contact sphhelp@uic.edu for product availability.

Faculty Computer Trade-in (FaCT) Program

In accordance with the Faculty Bargaining Unit contract with UIC, signed May 2014, the Academic Computing & Communications Center has been charged with administering a program to meet the following terms of the contract:

The University will provide each bargaining unit position a new computer not to exceed \$1,500 to be chosen from a set of available and supported configurations from the campus office of Academic Computing and Communications Center (ACCC). This program for provision of new computers will begin in the fall 2014 semester, and computers will be replaced if an existing computer is beyond four years old during the term of this initial Collective Bargaining Agreement. The University will provide hardware support during the time the computer is covered by warranty and is assigned to the original bargaining unit position.

Each college is responsible for paying for the new machines, and ACCC is responsible for placing the orders for the machines. Machines purchased through this program are the property of the unit that paid for the machine. The following conditions apply:

- Faculty changing departments
 - If a tenure-track faculty member with a FaCT machine changes Home Departments, the machine follows the faculty member and must be transferred to the inventory of the new Home Department.
 - If a non-tenure-track faculty member with a FaCT machine changes Home Departments, the machine stays with the original Home Department to be reassigned to another eligible bargaining unit position. If the faculty member's new Home Department does not have a machine available for the faculty member, a new machine must be purchased.
- Faculty leaves the university
 - Regardless of whether the faculty member is tenure-track or non-tenure-track, the FaCT machine is returned to the department to be reassigned to another eligible bargaining unit position.

In all cases, the Home Department must notify the ACCC of the reassignment of the machine.

For more information about the FaCT program or its supported configurations, please visit: <https://accu.uic.edu/service/fact>. Please contact sphhelp@uic.edu regarding FaCT orders.

SOFTWARE

Please contact sphhelp@uic.edu with inquiries regarding available software licenses and packages. Personal (personally-owned) and unit (university-owned) software are also available for purchase through the University of Illinois Webstore. The WebStore is the primary software distribution source for the University of Illinois. The Webstore offers over 350 software titles of University site- and volume-license discounted software products for purchase or download to faculty, staff, and students on all three campuses. WebStore is a secure Web site with 24/7 availability, and most software products can be downloaded immediately to your machine.

NETWORK AND SECURITY

The SPH network and security team provides support for the SPH IT infrastructure. Critical services include:

- Data Protection
- SPH Network Access, including Remote Access (OpenVPN)
- HIPAA Policy Compliance
- Database/Application/Virtual Server Hosting
- File Server use and support, including the newly established Research drive
- Data and Server Backup/Restore

Because SPH IT infrastructure is consolidated under one network, general users on the SPH domain have the ability to log into any computer on the domain. Every user should have access to the SPH File Server. This is indicated by having “Units” (G:), “Public” (P:), “Research” (R: - restricted access), and User (U:) drives in the file explorer of your PC or Mac desktop. A description of file server drives is provided below:

1. “Units” (G:): This drive is intended for department sharing, housing folders for each administrative unit. Each folder is accessible only to users within that unit. While users may add content within their unit-specific folder, special permission is required to create new unit folders. Users may restrict specific content to a set user group by submitting a request with netIDs of all users requiring access to sphhelp@uic.edu.
2. “Public” (P:): This drive is intended for school-wide sharing. All contents are accessible to all users on the domain, except for folders for which restricted access is requested. All users have permission to add folders and contents as needed. Users may restrict specific content to a set user group by submitting a request with netIDs of all users requiring access to sphhelp@uic.edu.
3. User (U:): This drive is intended for an individual user’s storage, and is indicated with the users netID. Only the user with that netID may access the files contained within.

Users are encouraged to use these drives for secure storage of documents, to avoid loss due to disaster, and so that they may access them from other workstations on the domain. The File Server is compatible with both Macs and PCs and may be accessed remotely. Each drive is backed up nightly. If you are lacking access to this drive please email sphhelp@uic.edu with your netID to adjust accordingly.

The Network and Security team can provide assistance with technical matters involving collaboration with faculty within UIC and outside colleagues. Research projects and data collection needs are also supported and handled on a case-by-case basis. Security concerns are addressed in accordance to university practices. For more information, contact sphhelp@uic.edu.

LISTSERVS

SPH Listservs are email-based lists of subscribers. They are used by administration, faculty, staff, students, and external affiliates as means of distributing information to specific audiences. Listservs are maintained by the SPH Office of Information Technology.

Faculty are automatically subscribed to receive e-mail from the following listservs:

LISTSERV NAME	AUDIENCE	SELECTION CRITERIA/PURPOSE	AUTHORIZED TO POST
SPHALLFAC@uic.edu	All Active Faculty	General announcements from Administration	SPH Deans Dean's Assistants
SPHSTAFF_FAC@uic.edu	All SPH Faculty and Staff	General announcements from Administration	SPH Deans Dean's Assistants
SPHCOREFAC@uic.edu	All Core Faculty	General announcements from Administration	SPH Deans Dean's Assistants

Subscriptions to the above listservs are based on reports run weekly from the campus data system, Banner, on active appointments. If you experience a lapse in service, please contact your unit business manager to verify that an active appointment exists in the system for you. Once verified, please contact sphhelp@uic.edu to begin addressing any outstanding issues.

Anyone may post to the following listservs without subscription:

LISTSERV NAME	AUDIENCE	SELECTION CRITERIA/PURPOSE	AUTHORIZED TO POST
SPHWORK@uic.edu	SPH Facilities Managers	Requests for maintenance, work requests, report of facilities issues	Anyone
TELLSPH@uic.edu	Office of Communications	Distribution of events/news relevant to SPH community	Anyone

Faculty must e-mail sphhelp@uic.edu to subscribe to/opt out of the following listservs:

SPHVIEWS@uic.edu	SPH Community	Forum for discussions and general announcements	Anyone
SPHTIMES@uic.edu	SPH Community	General announcements from the SPH Community (students, faculty, staff, and community partner subscribers)	Anyone
SPHNEWS@uic.edu	All Current SPH Students	All registered students	SPH Deans Dean's Assistants

WiFi ACCESS

The UIC community wireless network identifies itself as **UIC-WiFi**. Visitors to UIC may be eligible to use UIC-Guest or eduroam. UIC-WiFi uses WPA2 Enterprise Security. WPA2 Enterprise implements the 802.11i security standard, which includes government-grade AES encryption and 802.1x authentication.

To access UIC-WiFi, check the wireless connection display of your device. You must use your valid [UIC netID and password](#) for user authentication. Instructions for accessing the wi-fi vary by device and may be found here:

<http://accu.uic.edu/answer/Wireless%20Network>

UIC-WiFi is available in many locations on campus to students, faculty, and staff, including the SPH buildings. SPHPI provides wireless access points on the 1st floor and on floors 6-11. SPHW provides access points on the 1st, 3rd, 4th, and 5th floors. More information on wireless access may be found at <http://acc.uic.edu/service/wireless>

COMPUTER LABS

Campus computer labs are available to UIC students, staff, faculty, and authorized guests. Several labs are available for reservation for instruction or special events. Labs that are open 24/7 are the [Benjamin Goldberg Research Center](#) (BGRC) and the [Science and Engineering Labs East](#) (SELE). Please note that access to these labs requires [building access authorization](#). In addition to general use labs, ACCC manages labs with access limited to a certain group, such as residence hall residents or students in a particular college.

The SPH operates three personal computer labs, two of which are available for public use when not being used for classes. The first lab, located at 2121 W Taylor (SPHW), is equipped with 26 personal computers, laser printer, LCD display device, projector screen, and white board. The second lab, located at 1603 W Taylor (SPHPI, Room B34), is equipped with 31 personal computers, laser printer, LCD display device, projection screen, and white board. The third lab, located at 1603 W Taylor (SPHPI, Room 178), is equipped with 17 personal computers and laser printers and serves primarily as a place where students can complete homework.

All computers in the labs are connected to ACCC's local area network via high-speed Ethernet connection. This connection provides access to the Internet, e-mail, and a wide variety of software. The full range of university software (over 80 different packages) is available on machines in SPH labs. All SPH labs operate 24 hours a day, 7 days a week. A valid UIC identification card is needed to enter the SPH after normal business hours and on weekends. Both buildings are equipped to allow wireless access connection by students, faculty, and staff using their university NetID and password.

Effective January 1, 2015, ACCC computer lab reservation requests are the responsibility of the Office of Classroom Scheduling (OCS). To request reservation of an ACCC computer lab, or to make changes to an existing reservation, please send an email to classroomscheduling@uic.edu, including the event date, number of attendees, the room number and building needed, and name of the event/class.

OTHER IT RESOURCES

Academic Computing and Communications Center (ACCC)

The ACCC provides central computer support to the UIC campus community. Major services include network, wireless, and internet connectivity; Blackboard, public labs, classrooms, and instructional technology; digital and analog telephone; e-mail, calendar, emergency communications, accounts and passwords; and other business tools. The ACCC manages the campus network and telephone system, and offers a number of services, including Internet access, public computer labs, electronic mail, computer consulting, instructional technology support, teaching and learning servers, Web publishing, site-

licensed software, micro-computer repair, LAN support, supercomputing support, network security, videoconferencing services, and the following services for use by all UIC faculty, students, and staff without charge:

The UIC Instructional Technology Laboratory (ITL)

The mission of the ITL is to help UIC faculty make use of computer technology and web-based solutions to enhance teaching and learning. The ITL supports students and staff with technology and education, as well as serves as a test bed for new technology applications in computing and education. Services available through the ITL can be found on their website (<http://acc.uic.edu/service/itl>).

9.5 FACULTY PROFILE

Faculty Profile is an application that displays the SPH faculty's contact information, research interest, public health practice experience, publications, recent honors and awards and additional websites and affiliates. Your faculty profile is updated using information you enter through NESSIE and the SPH Activity Insight system.

NESSIE: <https://nessie.uihr.uillinois.edu/cf/index.cfm>

Activity Insight: <https://www.digitalmeasures.com/login/uic/faculty/>

Bear in mind that information entered in these applications are also used for purposes including but not limited to annual reporting to accreditation bodies, the reaccreditation self-study process, and ad hoc reporting to the campus level. It is important that it is completed as thoroughly and accurately as possible and reviewed periodically.

The availability of faculty profile on the website depends on reports run weekly from the campus data system, Banner, on active appointments. If you experience a lapse in service, please contact your unit business manager to verify that an active appointment exists in the system for you. Once verified, please contact sphhelp@uic.edu to begin addressing any outstanding issues. Photos for the faculty profile are arranged through the Office of Advancement by the

9.6 LIBRARY RESOURCES

UNIVERSITY LIBRARY SYSTEM

The University Library of the UIC, consisting of the Richard J. Daley Library, the Library of Health Sciences, and the Science Library, provides collections for students in all curricular areas, graduate programs, faculty research, and healthcare. Library holdings number more than 6.7 million items, including 2.7 million books and bound periodicals, and more than 4 million other items. The University Library currently receives 8,471 print serials and 24,793 electronic serials. Students and faculty have full access to books and other materials shelved on the open stacks, and both on-site and remote access to the library's rich collection of electronic databases, books, and journals.

LIBRARY OF THE HEALTH SCIENCES

The Library of the Health Sciences (LHS) serves faculty, staff, and students of the UIC, as well as members of the general public seeking health information. The LHS collection of over 500,000 volumes and 5,100 journals supports education, research, and clinical practice in the Colleges of Medicine, Dentistry, Nursing, Applied Health Sciences and Pharmacy, and the SPH; the UIC Medical Center Hospital and Outpatient Care Center; and other affiliated healthcare institutions. LHS also serves as the Regional Medical Library for 10 Midwestern states under a contract awarded by the National Library of Medicine.

ELECTRONIC RESOURCES

The UIC Library supports a large collection of electronic journals, databases, and textbooks. Included are ILLINET, MEDLINE, ERIC, Psychological Abstracts Condensates, and INFORM. MEDLINE access is free to faculty, staff, and students. See the LHS Electronic Gateway for a direct link to health sciences topics: <http://researchguides.uic.edu/databases>

- Reference: Reference includes a large collection of biomedical and general reference works.
- Multimedia: The media collection includes videotapes, audiocassettes, models, and slides. Most are for in-library use only.
- Reserves: Reserves include items requested by faculty for course use, as well as high-use materials such as atlases and textbooks.
- Special Collections: Special Collections houses rare books, archives, and historical items. It includes the History of Nursing and Pharmacy Collection, the Kiefer Collection (urology), the Percival Bailey Library (neurology), and the Nyhus Collection (gastroenterology).

9.7 INTRANET

The School of Public Health Intranet is a school-wide resource that houses a range of information useful for SPH faculty, staff, and students. To ensure full functionality of the application, which is built on the Microsoft Sharepoint platform, the recommended means of access is through Internet Explorer. Users may access the intranet on and off campus.

On campus: enter “http://intranet” in your IE browser address bar

No login is required on campus when the intranet is accessed from a networked desktop. However, certain sections of the intranet may still require login for viewing and/or access to restricted materials.

Off campus: enter “https://intranet.sph.uic.edu”

Please log in using your ACCC NetID and password using the following format:

Username: ad\your NetID (‘ad\’ is required)

Password: your ACCC common UIC password

9.8 OPEN VIRTUAL PRIVATE NETWORK (VPN)

The **Virtual Private Network** service allows you to securely access resources at UIC over a non-UIC Internet connection. While connected to the VPN, the client software works with the operating system to determine when you are accessing an Internet location that the client should protect. When you are accessing such a location, the VPN client encrypts the data. OpenVPN clients are available for [Windows](#), [Mac OS X](#), [Linux](#), [iOS](#) and [Android](#). Please visit the ACCC website for more information: <http://accc.uic.edu/service/vpn>

9.9 COMMUNICATIONS

The Office of Advancement offers a number of communications and external relations services to connect with the SPH alumni base and to increase SPH visibility in the media and among corporate, civic and philanthropic communities. The Office also facilitates the crafting of a unified UIC SPH brand across all printed and media materials. Sara Giloth, Associate Director of Communications (sgiloth@uic.edu; 312-996-2139) can assist in developing direct mail materials, digital signage, recruitment materials, fact sheets, and more.

In-house communication outlets include:

HEALTHVIEWS	Premier publication for the School of Public Health. Issues are released in Fall and Spring
SPHERE	Monthly e-newsletter to external audiences
NEWS & NOTES	Monthly e-news letter to internal audiences
DIGITAL SIGNAGE	Digital announcements via screens located in the SPHPI Lobby. Please submit a "UIC SPH Digital Signage Request Form" to SPHWORK@uic.edu .
WEBSITE	www.publichealth.uic.edu
SOCIAL MEDIA	Facebook and Twitter
OTHER MARKETING MATERIALS	Fact sheets, recruitment brochures, direct mailings, and other printed materials

Other communication outlets include:

UNIVERSITY OF ILLINOIS HOSPITAL AND HEALTH SCIENCES SYSTEM	<ul style="list-style-type: none"> • Illinois Health Magazine - Premier publication for the University of Illinois Hospital and Health Sciences System • Monthly e-newsletter • Blog/Calendar • Mini Rounds
ASSPH FRIDAY LETTER	Association of Schools and Programs of Public Health's complimentary weekly e-newsletter featuring the latest research, opportunities, and groundbreaking developments from CEPH-accredited schools and programs of public health.

Please send an e-mail to tellsph@uic.edu to distribute announcements of events/news to the SPH community or external outlets as needed.

9.9.1 Faculty Photos

The School of Public Health aims to have photos of all faculty and staff on file with consistent background and professional appearance. Portrait sessions by UIC Photo Services for all new SPH faculty and staff are generally held before and after the Fall full faculty meeting at the SPHPI building. These photos are used for College, Department, and Faculty web sites, including the faculty profile and other marketing and communications applications. Professional attire is recommended. Men should wear a suit/sport coat, collared shirt and tie. Women should wear a suit, blouse or dress, preferably with long sleeves. Solid colors or very muted patterns are recommended. Please contact Sara Giloth, Associate Director of Communications (sgiloth@uic.edu; 312-996-2139) to schedule an off-cycle portrait or for other photo needs.

9.9.2 UIC News Center

The News Bureau and UIC News are official sources of information about the University of Illinois at Chicago and are part of the UIC Office of Public and Government Affairs.

UIC's News Center includes news releases, videos, podcasts, a list of faculty experts for the news media, stories from UIC News, and links to recent news articles and broadcasts that mention UIC.

SOCIAL MEDIA

UIC is on Facebook at UIC News and UIC, on Twitter at @UIC News and @ThisIsUIC, and on YouTube at UICmedia and ThisIsUIC. A blog on science and research at UIC, UICscience, is on Tumblr.

THE NEWS BUREAU

The News Bureau informs the public about the activities and accomplishments of UIC faculty, staff and students and the University's contributions in teaching, research, public service and economic development. We work closely with national and local news media while ensuring that privacy and disclosure laws affecting students, patients and employees are followed. Sherri McGinnis Gonzalez, Senior Executive Director of Public Affairs (smcginn@uic.edu ; 312-996-8277) serves as the media liaison to the School of Public Health.

PUBLICIZING EVENTS

Contact the News Bureau during the earliest planning stages of your event, so that external and internal publicity goals can become part of the plan. The Bureau will publicize events or activities that are newsworthy to all or most of its key audiences – current students, prospective students, alumni, Illinois citizens, elected officials, visitors, and colleagues at other institutions. News that is of interest primarily to internal audiences may be reported in UIC News. The News Bureau generally does not publicize events solely sponsored by independent student groups, to avoid confusion as to what constitutes an official event or activity of a state public university.

PUBLICIZING RESEARCH NEWS

If publishing or presenting research findings, contact the News Bureau as soon as your paper has been accepted or your presentation has been confirmed. Please allow time for the Bureau to review the findings for newsworthiness, prepare drafts, and determine how best to disseminate the information to the media in a timely manner. They will ensure that embargoes are enforced and public-release timelines are kept.

UIC NEWS

UIC News is the newspaper for the campus community. An online edition is published weekly on Wednesdays, with e-mail bulletins three times weekly. A print version is published weekly on Wednesdays when classes are in session, with copies available free in most campus buildings. Sonya Booth, Director of Campus Communications (soboorth@uic.edu; 312-996-7758) is the editor of UIC News.

9.10 HEALTH RELATED SERVICES

UNIVERSITY HEALTH SERVICES

The University Health Services is the designated health care facility for occupational-related health matters for faculty and staff of UIC. Occupational-related health care services include: employment health evaluation; evaluation and treatment of occupational illness, treatment of occupational exposures to blood and body fluids with the appropriate prophylaxis; evaluation for return to work after absence for personal illness or non job-related injury; medical evaluation of faculty and staff with advice to the individual and employing unit when the health status of an individual affects job performance (fitness of duty evaluation); OSHA mandated medical surveillance programs such as TB and respiratory protection; various health screening and medical surveillance programs for designated groups of UIC faculty and staff.

Additional occupational health services are available through the Occupational Medicine Residency Program and the Occupational Health Institute of the School of Public Health. Faculty and staff who are injured at work should report the injury to their supervisor and seek medical care at the Emergency Service, University of Illinois at Chicago Hospital, 1740 West Taylor Street, telephone 996-7297.

University Health Service is located on the first floor, west wing of the Campus Health Service Building, 914 South Wood Street. Hours are 7:30 a.m. to 4:30 p.m. Monday, Tuesday, and Friday; Wednesday 7:30 a.m. to 3:00 p.m. Telephone 996-7420.

EMERGENCY SERVICE, UNIVERSITY OF ILLINOIS AT CHICAGO HOSPITAL

The Emergency Service is located on the east side of the University of Illinois at Chicago Hospital, 1740 West Taylor Street, telephone 996-7297. The Emergency Service may be accessed via Taylor Street and is open 24 hours a day, 7 days a week.

EMPLOYEE ASSISTANCE SERVICE

An Employee Assistance Service (EAS) is a confidential service that specializes in working with employees and their family members who are experiencing some type of personal

problem(s) that may be affecting the employee's job performance. The goal is to help the employee maintain optimal levels of functioning in the workplace.

Examples of areas with which the EAS can assist include but are not limited to, alcohol and other substance dependencies, job stress, emotional or psychological problems, marital or family problems, child and elder care concerns, and financial problems. The EAS also consults with managers and supervisors to help them deal effectively with difficult employee situations. The EAS is free of charge to all employees and their family members for in-house services, and is confidential between the employee and EAS counselor.

9.11 TRANSPORTATION

SAFETY/ESCORT SERVICE (RED CAR SERVICE)

The Escort Service provides transportation to employees and students of UIC, between university facilities and point of public transportation or resident facilities within a designated area. Escort vehicles are radio equipped and are dispatched by the UIC Police. Popularly known as the "Red Car," the service operates within the general boundaries of: Halsted Street on the east, Western Avenue on the West, Eisenhower Expressway on the north and Roosevelt Road on the south. Red Car service hours of operation are from 5:00 pm to 7:00 am, seven days a week. This escort service is provided for students, faculty and staff conducting university business. Riders must present a valid UIC i-card each time they use this service. Phone: 312-996-6800.

INTER-CAMPUS BUS SERVICE

UIC's Intracampus bus services provides free transportation services to students, faculty and staff to different places on campus. Three routes are available:

- The UIC Intracampus Route links the east and west sides of campus via Roosevelt Road or Taylor Street. During Intersession, the Intracampus Route will operate on the weekend/holiday schedule. See the [Intracampus Route Map](#).
- The UIC East Side Route circles the east side of campus including the south residence halls. It does not operate on weekends, holidays or intersession. See the [East Side Route Map](#).
- The Semester Express Route provides an express link between the east and the west sides of campus via Harrison Street, as well as serving the south campus residence halls. The Semester Express does not operate on weekends, holidays, breaks or intersession. See the [Semester Express Route Map](#).

Know where the buses are now with the [UIC Shuttle Tracker](#). For more information, visit the [Intracampus Bus Service website](#).

PUBLIC TRANSPORTATION

UIC is served by the [CTA trains](#) (the "El") Blue Line train (UIC-Halsted and Racine stops) and the Pink Line train (Polk stop), connecting the campus with downtown, O'Hare

International Airport, northwest and west side neighborhoods of Chicago, and the western suburbs of Oak Park, Forest Park, and Cicero.

CTA bus lines serving campus include the [7-Harrison](#), [8-Halsted](#), [9-Ashland](#), [11-Lincoln/Sedgwick](#), [12-Roosevelt](#), [60-Blue Island/26th](#) and [157-Streeter/Taylor](#).

In particular, the 7 and 60 buses run from downtown west on Harrison St., connecting the commuter rail hubs to the campus:

- The 60 bus boards on the south (Madison St.) side of the Ogilvie Transportation Center (Metra rail lines: Union Pacific North, Northwest, and West.)
- The 60 and the 7 buses board on the west (Clinton St.) side of Union Station (Metra rail lines: Burlington Northern-Santa Fe, Heritage Corridor, North Central, Southwest, and Milwaukee District North and West.)

Pace Suburban Bus operates an express route ([Route 755 Plainfield - IMD Express](#)) between Plainfield, Bolingbrook and the UIC campus and Illinois Medical District during weekday rush hours. The Greyhound Bus terminal is also located nearby at 630 W. Harrison St.

Detailed travel information is available from the Regional Transportation Authority's [Travel Information Center](#) or 836-7000 from any area code in the RTA service area (area code 312 from outside the area.)

- [CTA](#) ("L" trains and buses)
- [PACE](#) (buses)
- [Metra schedule](#) (trains)
- [Metra system map](#)
- [Airports serving Chicago](#)

PRIVATE TRANSPORTATION

UIC is just west of the junction of three major expressways-Kennedy, Eisenhower, and Dan Ryan- and several exits provide access to the campus. City streets entering the campus include Halsted, Harrison, Ashland, Racine, and Taylor. The university operates several parking facilities on campus.

9.12 CAMPUS PARKING SERVICES

Campus Parking Services provides safe, convenient and affordable parking options for vehicles on campus:

- Campus Parking Services issues parking spaces to students, faculty and staff members. Note that parking is provided on a first-come, first-serve basis. Those interested can [apply online](#).
- For visitors or occasional drivers, several [cash lots](#) are available on campus. To see a map of parking facilities, visit <http://www.uic.edu/depts/avcad/parking/facilities.html>
- Visit the [Parking Fees Page](#) for information on parking rates.

- Accommodations are available for those with special needs. Contact a [Customer Service Office](#) for details.

Visit the [Campus Parking Services website](#) for more information.

9.13 CAMPUS SECURITY

The University Police can be reached 24 hours a day, seven days a week by dialing “5-5555”, or by dialing “0” for the operator and asking for the police. University police are sworn officers with statewide jurisdiction. The Police Department is located in the Services Building at 1140 South Morgan Street.

Any injury or illness, dangerous, suspicious, or criminal activity should be reported to the police. People often feel unsure whether a situation is appropriate for police assistance. It is always correct to report any kind of incident to the University Police. Confidentiality will be respected. Detailed emergency procedures are published in the staff directory.

9.14 PUBLICATION SERVICES

The Office of Publication Services (OPS) is the in-plant publishing service of the University of Illinois at Chicago. The goal of this customer-driven, full-service organization is to produce superior quality printed materials for the UIC community, as well as for other not-for-profit and educational institutions, at competitive rates. Accessibility and responsiveness are the benefits of working with OPS.

The Office of Publications Services offers a full complement of services, including: assistance in developing publication concepts, graphic design, writing and editing, proofreading, desktop publishing, photography, typesetting, scanning, printing-on-demand, web-page design, printing in one or more colors, mailing list management, and pickup and delivery. For more information, visit: <http://www.uic.edu/depts/publications/>

9.15 ENVIRONMENTAL HEALTH AND SAFETY OFFICE

The Environmental Health and Safety Office has two sections: the Radiation Safety Section and the Health and Safety Section. For general information, call 966-SAFE.

The Health and Safety Section provides the following services: accident prevention through study of potential accident and fire hazards, laboratory and work-space inspections, and the promotion of safety in the activities of students, faculty, and staff. The Health and Safety Section reviews plans for new buildings and operations, participates in department planning upon request, and maintains a reference library of fire, safety, and industrial hygiene materials.

The maintenance of fire extinguishers and disposal of hazardous waste are also conducted under the direction of the Health and Safety Section. Surveys of the work environment are performed and evaluated according to occupational health and sanitation standards. The Health and Safety Section is located in 245 PSB (MC 645), telephone 996-7233.

The Radiation Safety Section is responsible for implementing a program that provides for the safe and legal possession, use, and disposal of ionizing radiation sources. The staff of the Radiation Safety Section provides technical assistance by way of advice and consultation in all aspects of radiation protection.

Services of the Radiation Safety Section include the following: training of radiation workers, performance of radiation surveys, provision of personnel dosimetry devices (film badges and TLD rings), receipt and inspection of incoming shipments of radioactive materials, collection and disposal of radioactive wastes, maintenance of an inventory of radiation sources, leak testing of sealed radioactive material sources, calibration of survey meters, and the posting of radiation warning signs in appropriate places. The Radiation Safety Section is located in 359 CSN (MC 932), telephone 996-7429.

9.16 CLAIMS MANAGEMENT

The Department of Claims Management is responsible for the investigation of incidents/accidents that may result in liability claims against the university or its employees. Such incidents may occur as medical malpractice, general liability, and workers' compensation. The office works closely with other campus units. Questions regarding accidents and possible claims are to be directed to the Department of Claims Management, Room B-9, Administrative Office Building (MC 940), telephone 996-5873.

The Department of Claims Management operates in liaison with the Office of Campus Risk Management and the Hospital Office of Risk management. Please visit: <http://www.legal.uillinois.edu/claims-offices> for more information.

For more information regarding all services offered by UIC, please visit: http://www.uic.edu/com/gme/help_is_yours.htm

University Policies

10.1 FACULTY POLICIES

[10.1.1 University of Illinois Statutes](#)

[10.1.2 University of Illinois General Rules](#)

[10.1.3 University of Illinois at Chicago Faculty Handbook](#)

- [University Governance and Organization](#)
- [General University Policies](#)
- [New Employee Policies](#)
- [Faculty Appointments](#)
- [Policies Governing Faculty Appointments](#)
- [Leaves and Release Time](#)

- [Compensation and Salary](#)
- [Benefits and Services](#)
- [Discipline and Grievances](#)
- [Health and Safety](#)
- [Human Resources Offices](#)
- [Other Resources](#)

10.1.4 General University Policies

- A. [Access to Personnel Records](#)
- B. [Affirmative Action Statement](#)
- C. [Disability Accommodations Statement](#)
- D. [Annual Statement of Economic Interest Process](#)
- E. [Misconduct, Whistleblower Protection and Investigations](#)
- F. [Employee Accommodation Policy](#)
- G. [Nepotism/Employment of Relatives](#)
- H. [University of Illinois Nondiscrimination Statement](#)
- I. [Program Development, Review, and Assessment](#)
- J. [Conflicts of Commitment and Interest – Report of Non-University Activities \(RNAU\)](#)
- K. [University Sexual Harassment Policy and Title IX](#)
- L. [State Officials and Employee Ethics Act](#)
- M. [Statement of a Drug-Free Workplace](#)
- N. [University Code of Conduct](#)
- O. [University of Illinois Social Security Policy](#)