

**University Library
University of Illinois at Chicago**

**Clinical Faculty
Criteria and Procedures for
Appointment, Retention, Promotion, and Non-Retention**

(Approved by the Library Faculty, October 17, 2007)

In the UIC Library, clinical faculty appointments focus on the practice of librarianship which includes the specific activities that maintain and improve service, management, and operations of the University Library. Clinical faculty are expected to maintain currency in the knowledge base of librarianship and of their specialization and to apply that knowledge creatively and effectively in the performance of their responsibilities. Concurrently, clinical faculty are expected to participate actively in service and contribute to scholarship in librarianship. For appointment, retention, and promotion, individuals will be evaluated on librarianship, service and scholarship.

A library faculty member whose title includes the word “clinical” modifying the term “professor,” “associate professor” or “assistant professor” is appointed annually for a term of one year. Clinical faculty are not eligible for tenure. Service with a clinical rank will not count toward completion of the probationary period in the tenure track unless specially recommended by the university librarian and approved by the chancellor or an officer authorized to act for the chancellor.¹

Clinical faculty may be supported by external sources (grants and contracts) available to fund special programs or services.

Criteria

Librarianship

Librarianship has strong roots in theory and professional practice. The librarianship component for retention and promotion requires a demonstrated excellence in both individual achievement and collaborative accomplishment. In assessing librarianship, a committee of peers evaluates the contributions, expertise, innovation, and leadership of all clinical faculty members within their respective departments and within the larger University Library setting. The library has a formal process for peer evaluation of librarianship to assure that each candidate’s activities support the

1. See Article IX section 3c. of the University Statutes, available at <http://www.uillinois.edu/trustees/statutes.cfm>, accessed Sept. 12, 2007).

mission of the university. This evaluation assesses the quality of the contributions to the university in one or more of the following areas: cataloging, metadata creation and maintenance, collection development, acquisitions, information technology, information services, access services, preservation of collections, teaching, and management of library functions and resources.

Service

Service inside and outside the library is essential and an important faculty responsibility. A substantive record of service is judged by its breadth and impact within the library or the university and at the local, state, regional, or national levels. Appropriate service activities include, but are not limited to, the following: appointment or election to office in professional organizations; consultation to private, governmental or educational organizations, consortia and institutions; development of continuing education and outreach programs; editorship of refereed professional journals; membership on editorial boards and accreditation teams; service on grant review panels; and committee service and leadership.

Scholarship and Publication

As faculty at a research university, library clinical faculty are expected to contribute to scholarship and publication in librarianship. Publications of clinical faculty must undergo editorial or other external review, although not necessarily peer review. Forms of publication, print or electronic, include, but are not limited to, journal articles, books and chapters in books, widely accepted standards, position papers for professional organizations, digital projects, such as software or databases, posters, and instructional media.

The clinical faculty member need not be the senior or sole author, but must be significantly involved in the development and writing of the publication. Publications must be of good quality as judged by members of the University Library Promotion and Tenure Committee and, in cases of promotion, external reviewers.

The library normally expects at least one publication before the three-year review. The expectation for the subsequent eight-year review is two additional publications.

Promotion

To achieve promotion to clinical associate professor, a clinical assistant professor will have accomplishments in librarianship, service, and scholarship whose quality the Library Promotion and Tenure Committee and external reviewers recognize as contributing to the advancement of the field beyond the university, e.g., at the state or regional level.

To achieve promotion to clinical professor, a clinical associate professor will have accomplishments in librarianship, service, and scholarship whose quality the Library Promotion and Tenure Committee and external reviewers recognize as contributing to the advancement of the field at the national or international level.

Procedures

Appointment

The University Library's Appointment Committee will review the credentials of and meet with each applicant interviewed for an appointment to a clinical faculty position. These reviews will seek to evaluate each applicant's potential as a faculty member according to the criteria for a clinical faculty appointment; to inform applicants consistently of the rights, responsibilities, and standards of the faculty; and, to provide a collegial panel to respond to the applicant's general questions. The Appointment Committee's recommendation whether "acceptable" or "unacceptable" accompanied by written comments, will be forwarded by the chairperson to the university librarian.

In addition to review by the Appointment Committee, the Promotion and Tenure Committee will review the credentials of any applicant for whom the university librarian proposes appointment to the rank of clinical associate professor or clinical professor.

Periodic Reviews

The library will conduct internal reviews of its clinical faculty to appraise the quality of performance in librarianship, service, and scholarship. An in-depth review will occur in the third year of each clinical faculty appointment (three-year review) and five years after the three-year review. Should a clinical faculty member be granted a rollback, the timing of periodic reviews will be adjusted accordingly.

Three-Year Review

For the three-year review, peer evaluation of librarianship will be conducted by an Evaluation of Librarianship Committee appointed by the Executive Committee. The Executive Committee will select the Evaluation of Librarianship Committee from those who have been members of the library faculty for at least three years and will include at least two clinical faculty members, unless not possible. Only faculty at a rank equal to or above the rank of the faculty member being evaluated may serve on the Evaluation of Librarianship Committee. The Evaluation of Librarianship Committee will produce a report based on its review and submit it to the Promotion and Tenure Committee.

Clinical faculty under review will be invited to the promotion and tenure workshops on document preparation, and the Promotion and Tenure Committee will assign a liaison to work with the candidate during the document preparation period.

The Promotion and Tenure Committee will review the report from the Evaluation of Librarianship Committee. (In the case of clinical faculty member appointed to the rank of professor, a committee of professors will perform the review.) The Promotion and Tenure Committee will also review the clinical faculty member's curriculum vitae and additional relevant documents as specified in the "Guidelines for Candidate's Preparation of

Documentation for Faculty Review.”² In the event that there is not a member of the clinical faculty on the Promotion and Tenure Committee, a member of the library’s clinical faculty of equal rank who is not under any review during the same year will be invited to the discussions.

This review may result in a positive report, a warning with suggestions for improvement, or a recommendation for non-retention.

A candidate may withdraw at any time from this process by written resignation to the university librarian.

Eight-Year Review

The eight-year review occurs five years after the three-year review. The same procedures as those outlined for the three-year review will be used.

Subsequent Reviews

After the eight-year review, review of clinical faculty will be conducted through the annual performance review.

Promotional Reviews

The campus calendar and procedures for promotional reviews are documented in “The University of Illinois at Chicago Promotion and Tenure Guidelines,” in its latest edition, posted by the Office of the Provost and Vice Chancellor of Academic Affairs.³

Promotion: Clinical Assistant Professor to Clinical Associate Professor

Each year the Promotion and Tenure Committee will review the current faculty roster, and the committee chair will invite clinical assistant professors beyond the eight-year review to request a review for promotion. The annual review of the roster will occur at a date that allows time for a full and fair comprehensive review and that fits into the campus calendar.

Clinical faculty who request review for promotion will submit their requests with curriculum vitae and documentation as described in the latest edition of the library's “Guidelines for Candidate’s Preparation of Documentation for Faculty Review.” The Promotion and Tenure Committee will review materials submitted, vote on whether to prepare the papers required by the campus, and transmit its vote to the university librarian. The university librarian will then decide whether papers should be prepared.

If papers are to be prepared, the university librarian will designate one or more members of the Promotion and Tenure Committee to coordinate the process. At the direction of the university librarian, the coordinator(s) will solicit external evaluations, and, with the candidate’s assistance, will prepare papers to state the case for the candidate’s promotion. Selection of external

2. Available at: <http://www.uic.edu/depts/lib/staff/commwork/promotions/guidelinesreview.pdf>

3. Available at: <http://www.uic.edu/depts/oa/pt.html>.

evaluators will follow campus guidelines.⁴ Candidates may appeal to the university librarian concerning the choice or performance of the person(s) chosen to coordinate the preparation of their papers.

The Executive Committee will select an Evaluation of Librarianship Committee to review each candidate for promotion; the committee will include the candidate's supervisor and, unless not possible, two clinical faculty members.

The Promotion and Tenure Committee will review drafts of the papers and suggest changes to improve them. A clinical faculty member should participate in the review of the papers. (In the event that there is not a member of the clinical faculty on the Promotion and Tenure Committee, a member of the library's clinical faculty of equal rank who is not under any review during the same year will be invited to the discussions). After suggestions are appropriately incorporated in the papers, the committee will discuss the merits of the case, vote by secret ballot in favor or against the promotion, and transmit the results of the vote and the papers to the university librarian.

The university librarian will communicate the vote of the Promotion and Tenure Committee to the candidate. The university librarian will endorse or not endorse the promotion, inform the candidate of the decision, and then forward all materials to appropriate offices outside the library.

Promotion: Clinical Associate Professor to Clinical Professor

Each year, the Promotion and Tenure Committee will review the current faculty roster, and the committee's chair will invite clinical associate professors six or more years beyond their achievement of associate professor rank to request review for promotion. The annual review of the roster will occur at a date that allows time for a full and fair comprehensive review and that fits into the campus calendar.

For clinical associate professors who request review for promotion, the review process will follow that described above for clinical assistant professors who request review for promotion to clinical associate professor.

Request for Review without Invitation and Withdrawal from Review

Clinical assistant professors and clinical associate professors not invited to request review for promotion may submit a request for review to the university librarian in March of any year. The university librarian will seek the advice of the Promotion and Tenure Committee about such requests.

Clinical faculty undergoing review for promotion may withdraw from the process at any time.

⁴ *Ibid.*

Non-Retention

A recommendation for non-retention may result from a Promotion and Tenure Committee review or from an administrative review.

The Promotion and Tenure Committee refers its recommendation for non-retention to the university librarian. The university librarian endorses or does not endorse the committee's recommendation.

The university librarian refers an administrative recommendation for non-retention to the Promotion and Tenure Committee. After receiving the recommendation, the Promotion and Tenure Committee will request and then review documentation from the candidate that is called for in "Guidelines for Candidate's Preparation of Documentation for Faculty Review."

Following committee consideration and discussion, a vote by secret ballot for retention or non-retention will be taken, recorded, and forwarded to the university librarian. In the event that there is not a member of the clinical faculty on the Promotion and Tenure Committee, a member of the library's clinical faculty of equal rank to the candidate who is not under review during the same year will be invited to the discussions.