

THE UNIVERSITY OF ILLINOIS AT CHICAGO  
THE UNIVERSITY LIBRARY

CRITERIA AND PROCEDURES

FOR

APPOINTMENT, PROMOTION, TENURE, AND NON-RETENTION

Adopted: July 17, 1984

Revised: March 30, 2005  
April 17, 2001  
June 10, 1985

## INTRODUCTION

The following document describes the criteria and procedures to be used by Library faculty in dealing with questions of appointment, promotion, tenure, and non-retention.

The document was written to be consistent with University policy described in the University Statutes, Articles IX and X. The Statutes provide that faculty will be judged on the basis of teaching, research, and service. Librarianship replaces the teaching criterion in the evaluation of Library faculty.

What follows reflects the Model Statement of Criteria and Procedures for Faculty Status adopted by the Association of College and Research Libraries of the American Library Association.\* In accordance with these national standards, the Library recognizes the master's degree in library science from a program accredited by the American Library Association as the terminal degree.

## CRITERIA

The University of Illinois at Chicago evaluates library faculty by the following criteria:

### I. Librarianship

Librarianship is concerned with facilitating access to information to further university programs of instruction, research and services. Librarians are responsible for planning, implementing and evaluating programs for the acquisition, organization and retrieval of recorded information. In order to carry out these responsibilities librarians must have knowledge of the structure and nature of scholarly communication, of the ways in which people acquire and process information, of the means by which information is stored and retrieved, and of the programs and priorities of the University of Illinois at Chicago.

Excellence in librarianship is expected of each faculty member. Within the assigned area of responsibility the librarian develops his or her unique contribution of the library and the campus. Responsibilities fall within the categories of collection development, bibliographic control and information services.

### Collection Development

Librarians who develop the collection decide which books, journals and other materials should be made part of the library's collections and which should not. They design effective programs of acquisitions, and they carefully plan and monitor expenditure of acquisitions budget. They regularly evaluate the collection to ensure that the library has materials which support and further campus programs.

---

\* The ACRL Model Statement may be found in *College & Research Libraries News* 34: \* (September 1973); 192-95 and 34: 9 (October 1973): 243-47, Appendixes.

#### A. Bibliographic Control

Librarians involved in bibliographic control are responsible for the intellectual and physical organization of library books, journals, and other materials to optimize access. They catalog library materials as well as direct the assembly and transmission of bibliographic information to local and external computer systems. They create and manipulate a variety of indexes to that information. They also analyze, design and monitor systems to facilitate access to information about library materials, as well as to the actual library materials.

#### B. Information Services

Librarians who provide information services mediate between individuals with information needs and the sources which can satisfy those needs. To do so they must understand the process of information seeking and users needs, interpret information requests, formulate appropriate search strategies, and locate and evaluate information sources. They must determine when they should teach users strategies for independent information seeking or when they should directly provide information.

### II. Research

Research in librarianship is scholarly investigation conducted to expand the knowledge base of library and information science. Areas subject to investigation include the study of library methods for the acquisition, control, retrieval and dissemination of information as well as the broader processes by which information is created, stored and communicated. Evidence of a coherent research design demonstrated by concentration on one aspect or related aspects of librarianship should be presented. Research and scholarly activities may include:

#### A. Publication, or acceptance for publication, of the following:

Articles, preferably in refereed journals  
Books and monographs  
Book reviews  
Other publications (e.g., abstracts, collection catalogs, exhibition catalogs, technical reports, etc.)

#### B. Scholarly papers presented at professional meetings and conferences, especially where such participation is invited

#### C. Grants and contracts to support research preferably as project director or principal investigator

#### D. Peer recognition exemplified by fellowships, awards, or other honors.

### III. Service

Service is involvement in university, professional and community activities related to the mission and public service objectives of the University of Illinois at Chicago, the University Library, and the library profession. Quality of performance and substance of contributions must be demonstrated and verifiable. Service activities may include:

#### A. Library and University Service

- Committee and task force membership
- Elected Senate positions
- On-campus advisory or consulting activities
- On-campus speaking engagements

#### B. Professional and Scholarly Service

- Membership, participation, offices, committees in organizations
- Presentations at professional meetings
- Workshop and conference participation
- Editorships and editorial consulting
- Refereeing proposals and publications
- Consulting for libraries and organization

#### C. Community and Public Service

- Membership, participation, offices, committees in community organizations and on advisory committees
- Invited presentations
- Workshop and conference participation
- Radio and television appearances

## COMMITTEES

Two committees represent the university library faculty in making recommendations for appointment, promotion, tenure and non-retention of faculty: the appointment committee and the promotion and tenure committee. These committees will develop the internal procedures consistent with the university statutes, the procedures of the campus, and the guidelines in this document.

### APPOINTMENT COMMITTEE

The Appointment Committee is an elected committee of seven. The committee members are elected from those library faculty who have been on the faculty for at least three years. At least two of the members must be tenured faculty at the rank of associate professor or professor. The committee members serve for two-year terms, with four members elected in even years, and three elected in odd years. The committee elects its own chairperson each year from among its ranks. A vacated seat shall be filled by the faculty member who received the next highest vote total in the most recent Appointment Committee election.

The committee reviews candidates for appointment to the faculty, informs those candidates of the rights, responsibilities and standards of the faculty, and advises the University Librarian of the candidates' suitability for appointment to the faculty.

#### PROMOTION AND TENURE COMMITTEE

The Promotion and Tenure Committee consists of all faculty at the rank of Associate Professor and Professor. The committee elects a chairperson each year from among its ranks. The chairperson is responsible for scheduling and presiding at meetings, and reporting the committee's recommendations to the appropriate persons.

The committee is responsible for reviewing all faculty below the rank of Professor. The responsibility includes reviewing for appointments at the rank of Associate Professor and/or with tenure, for probationary and periodic reviews, and reviews for tenure and promotion to Associate professor. The committee will also review administrative recommendations for non-retention of faculty. A committee of Professors is responsible for reviewing all faculty for appointment with the rank of Professor or promotion to Professor.

### PROCEDURES

#### APPOINTMENT

The Appointment Committee shall review the credentials of and meet with each candidate interviewed for appointment to the rank of Instructor, Assistant Professor, Associate Professor, or Professor. The issue of credit toward tenure is dealt with in the University Statutes (X, 1b (1), p. 44).

These reviews shall seek to evaluate each candidate's potential as a faculty member according to the criteria contained in this document, to inform each candidate consistently of the rights, responsibilities, and standards of the faculty, and to provide a collegial panel to respond to the candidate's general questions.

The Appointment Committee's recommendation, whether "acceptable" or "unacceptable" along with written comments, shall be forwarded by the chairperson to the University Librarians.

In addition the Promotion and Tenure Committee will review the credentials of all candidates for appointments with tenure and/or the rank of Associate professor. A committee of Professors will review the credentials of candidates for appointments at the rank of Professor.

### 3Y REVIEW

The Library will conduct internal review of its members in 3Y in order to appraise the quality of performance and progress to date. The evaluation may result in positive recognition, a warning with suggestions for improvement, a recommendation for non-retention, or, in extraordinary cases, a decision to advance the timetable to propose someone for tenure and/or promotion. This evaluation shall be conducted by the Promotion and Tenure Committee and be based on the faculty member's curriculum vitae and any additional relevant documents. Appeal of a recommendation for non-retention should be made to the University Librarian.

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

### COMPREHENSIVE REVIEW

Each year the Promotion and Tenure Committee will review the faculty roster supplied by the University Librarian and determine who should be reviewed comprehensively for promotion and tenure, or, for those already tenured, for promotion. This decision will be based on the faculty member's record of accomplishments, and, in some cases, petitions from him or her for comprehensive review. All faculty for whom promotion is likely to be recommended will be reviewed comprehensively in 6Y. The annual review of the roster will take place at a date that allows enough time for a full and fair comprehensive review that fits into the campus timetable.

For each faculty member (hereafter candidate) who is reviewed comprehensively, the committee will select one of its members of higher rank than the candidate to coordinate the process. The coordinator will solicit evaluations, and with the candidate's assistance will prepare papers to state the case for the candidate's promotion and tenure or promotion. Candidates may appeal to the Promotion and Tenure Committee about the choice or the performance of the person chosen to coordinate the preparation of their papers.

The committee will review drafts of the papers, discuss the case, and suggest changes in the papers. After these suggestions are appropriately incorporated, the committee will then vote by secret ballot to endorse or to reject the case for promotion and tenure or promotion. The chair of the committee will inform the candidate of the results of the vote and then forward the results with the papers to the University Librarian. The University Librarian will write a recommendation about each case, inform each candidate about the recommendation, and then forward all materials to appropriate offices outside the Library.

Appeal of a negative vote of the Promotion and Tenure Committee should be made to the University Librarian. Appeals on the grounds of procedural violations should be made in accord with grievance procedures of the campus.

## NON-RETENTION

A recommendation for non-retention by the Promotion and Tenure Committee may occur as a result of the Comprehensive Review at 6Y or at 3Y when there is not evidence of achievement in librarianship, research and service.

Administrative recommendations for non-retention will be referred to the Promotion and Tenure Committee by the University Librarian. Following Committee consideration and discussion, a vote by secret ballot for retention or non-retention will be taken and recorded for forwarding to the University Librarian.

Appeals of any negative vote or recommendation should be made to the University Librarian. Tenure may be terminated by dismissal for due cause as outlined in the University Statutes.