

**Executive Committee**  
**Wed, March 14, 2007 9:00**  
**Daley, 1-360**  
**Minutes**

Present: Case (Chair), De Groot, Fiscella (Secretary), Weller, Zhao. Absent with notice: Armstrong, Wiberley. Guest: Cullars.

1. The Minutes of February 16 were approved with corrections.

2. Old Business

- Revised Tenure Research Norm:  
EC recommended to Cullars that the P&T Committee review the latest version of the Research Norm for tenure track, submitted by the Norms Task Force. It asked that P&T consider in particular the number of single- or sole-authored publications required and begin developing a process by which external experts could evaluate scholarly works that do not undergo prepublication peer review. Fiscella will send to Cullars the document with the editorial changes for clarity; Cullars will distribute to P&T prior to the March 20 P&T meeting. Any changes in the document recommended by P&T will go back to EC and then to faculty for the April faculty meeting.
- Creating a Climate for Achievement: The Role of the Unit Head in Faculty Development:  
Weller will incorporate into the document suggestions that came out of the February faculty meeting. EC will review again at the April 11 meeting. The document will not be discussed at the April 30 faculty meeting.
- Budapest Open Access Agreement (<http://www.soros.org/openaccess/>); on agenda for April 30 faculty meeting.  
EC agreed that, for the April 30 faculty meeting the discussion should focus on the broader scholarly communication issues. Case will ask Bleicic (chair of the Scholarly Communication Task Force).
- Human Subjects Library Review Committee Procedures:  
<http://www.uic.edu/depts/lib/about/facexec/faccommorg.shtml>, linked under Faculty.  
Armstrong and De Groot reviewed the process; they noted that the section on signatures and distribution of copies is confusing. De Groot will ask Armstrong and Appelt to help her to revise the section. The document update may be announced at the April 30 faculty meeting.

3. New Business

- Meeting with John Cullars, Chair of Promotion & Tenure  
Candidates used campus papers instead of library-specific papers to prepare documentation for review for tenure-track and clinical appointment reviews. There was general agreement that this approach to preparing campus papers was less complex and more efficient. There were some cautionary notes, however. The three personal statements (librarianship, research, and service) had greater flexibility in length and content; it resulted in questions about how a teaching philosophy, for example, could be integrated. Newly hired librarians must be informed of the need to collect documentation, so that they would have records of activities required for the forms. Candidates still need guidance on what documentation could be included in terms of acknowledgement letters, awards, and committee charges. Promotion & Tenure will be consulted for clarification.

The faculty discussion of the newly proposed norms did not come to consensus about the number of publications to require. Although the campus workshop on tenure and promotion seemed to indicate the preference for a specific number, inclusion of a specific number can

reduce flexibility.

- EC proposed a new research webpage for faculty to include resources for funding, e.g. FDAC, annual administrative support (<http://www.uic.edu/depts/lib/about/facexec/faccommorg.shtml>, under faculty documents), for help with statistics, for survey research. Fiscella will ask Bleic (FDAC chair) to begin it. One action might be to set up a brownbag for faculty to suggest what they would find helpful on such a page.
- Preparation for April 30 Faculty meeting.  
Before the April 11 EC meeting, Fiscella will meet with Case and any other volunteers to develop topics for the April 30 faculty meeting. Fiscella will draw from the January EC minutes beginning topics for discussion.
- Multiyear clinical contracts issue: All three campuses have been working on it. It is especially important for the Medical Center, for those with research grants and as a recruiting tool. There will be a limited number of such contracts each year, and allocation will be managed at the campus level. More information is to come on the Library's allocation, if any.
- Honorary degree nominations are generally accompanied by a letter from the Dean; in spite of high confidentiality requirements, external letters should be requested for a nominee.

Submitted by

Joan B. Fiscella