Executive Committee
Mon, Dec 11, 2006, 9:00
Daley, University Librarian's Office
Minutes

Present: Case (chair), Armstrong, DeGroote, Fiscella (secretary), Weller, Wiberley, Zhao; O'Brien (guest)

1. The November Minutes were approved as corrected**.**

2. Old Business

- Revised Climate document (Weller; attachment)

The Committee thanked Weller for the revision. She will incorporate the Task Force recommendations regarding research leave. Other suggestions included introducing new faculty to research processes (including support, research leave, rollbacks and sabbaticals earlier in the orientation process). EC will review it once more and take it to the next faculty meeting. The recommended research leave will be evaluated after a year. There was a suggestion to find a way, for example through department meetings, to talk about faculty research with library staff, especially as it affects the operations of the department and library.

- New Faculty Orientation document; find document at http://www.uic.edu/depts/lib/about/facexec/faccommorg.shtml, under Faculty Documents or directly to http://www.uic.edu/depts/lib/about/facexec/facorient.pdf

DeGroote found that there is not a great deal of overlap among the documents concerned with new faculty orientation, new employee orientation and the Library faculty documents. She found that some of the information is out of date. She also found that the new faculty orientation document is not easily located. She suggested reformatting the document so it is a webpage with live links to the various departments, offices and other documents referred to in the new faculty orientation page. Other library pages could link to it as well. DeGroote will revise the document, which will be brought to the next faculty meeting.

- Chuck Van Hecke attended the Library's Steering Committee meeting and will attend a full faculty meeting some time this year to talk about the University's Capital Campaign being made public during 2007. A postcard-size marketing piece with concise library goals, accomplishments and facts could be useful both for internal use and for visitors or donors. Examples of similar campus goals and facts cards might be found in the Archives.

3. New Business

- Kevin O'Brien, Chair of the Appointment Committee met with EC. He offered to send to EC the outline he uses for meetings with candidates. The Committee is rather large (7 people), probably to ensure that the work could be distributed among several people when more than one search is going on at the same time. During Fall 2006, the Committee has met with candidates for both a tenure track and a clinical position, usually with at least five members of the Committee attending. O'Brien noted the value of having faculty with both types of appointments on the committee, and he recommended that the By-laws ensure that combination. Open forums have had varied levels of attendance by Library faculty. EC recommended that announcements be made as soon as the interviews are scheduled, so that faculty can plan to attend. The length of time the forum varies according to the candidate's schedule. The open forum is generally informal, and candidates can choose how to conduct them. If the position warrants, the open forum could consist of a formal teaching presentation. EC has also recommended asking for a sample of writing from candidates who are invited to interview. The Appointment Committee could assess the sample as part of its work.

Mary Case will ask HR to consider ways to reassess the hiring process to determine what improvements could be made.

- Report from P&T Norms Task Force
  EC reviewed the Task Force's revision of the tenure track research norm. It will meet with Jo Dorsch, chair of the Task Force; then the document will be brought to the faculty.

- A faculty member has requested a mentor, and another faculty member has expressed interest in serving as mentor. Case will facilitate the match.

Pending/Ongoing issues:

- Potential visit of the Chancellor Manning to the Library.
- Review Tenured/tenure-track norms; (Committee appointed: report due December 1).
- Strategic Plan.
- Research funds allocation as part of FDAC funds?
- Senate Library Committee (Weller).
- Track Principles Draft.
- Review of Criteria and Procedures for Appointment, Promotion, Tenure, and Non- Retention, after the norms document is completed.
- Nomination for UIC faculty awards
- Question of library membership in the Graduate college
- Multiyear contracts for clinical faculty
- Exhibits Task force
- Consistency of research leaves (to be addressed with "Climate for Achievement document"
- The Honors 105 course (post Nancy John retirement).

Meeting dates: **Meeting dates**: Wed., Jan 10 Helen Georgas will attend for TSDC; Fri., Feb 16 (FDAC on Blecic's calendar); Wed., Mar 14 Cullars will attend for P&T; Wed., Apr 11; Wed., May 9; Wed., Jun 13; Wed., Jul 11: Wed., Aug 8.

Unless there is a change, all meeting times are approximately 9:00-11:00 am. Meetings are scheduled for 1-360; they can move if De Groote will be in Chicago.

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