

Executive Committee
Wednesday September 12, 2007
Daley, 1-280
Minutes

Present: Case (chair), Cullars (secretary), De Groote, O'Brien, Weller, Wiberley, Zhao.

1. The Minutes of August 8, 2007 were approved as distributed. The agenda was amended to include the item "Administrative Support for Research" under Old Business, based on input from De Groote.

2. Old Business

- Budget update: Case discussed various aspects of the allocation of funds to the library and the return of funds to the campus, including campus priorities, campus allocations and internal funds for salary increases, the support staff contract that is under negotiation.
- Mentoring Program update: the committee reviewed separate questionnaires for mentors and mentees, prepared earlier by the Mentoring Implementation Task Force; these documents will be used to evaluate the success of these interactions and whether they should continue. Some deletions and additions were suggested. Cullars volunteered to make those changes and to e-mail the documents to Case for use in the near future.
- Strategic Plan: goals and accomplishments. The committee discussed the recruitment of minorities and other underrepresented groups for the UIC Library. Case said that HR Director Annie Ford now recruits in person at Black Caucus meetings at ALA and will do the same for Hispanic groups. Case will set up a group chaired by Cullars also with O'Brien from EC as well as 2 or 3 non-committee members to look at recent job descriptions to draft boilerplate language common to all the job descriptions that communicate the excitement and vibrant work environment at UIC, explicitly referring to the benefits of its Chicago location within a dynamic library community.
- Weller will organize a series of workshops relating to faculty research for the fall, including such topics as how to deal with statistical questions. Wiberley and Zhao will also take part, and Carol Scherrer will be invited to participate, as well. Depending on new hires, it may be advisable to repeat this program in the spring as well.
- Revise 2007-2008 by-laws: EC will look at the Bylaws for its next meeting to see if there are items that need amendment. EC will appoint a two or three person task force to review the Bylaws and make recommendations that will be brought to the full faculty for their ratification. The committee considered appropriate faculty for this TF.
- Review Residency Program: The TF chaired by William Jones, that reported in 2005 and recommended the suspension of the Residency Program, also recommended that EC reevaluate this decision at two-year intervals. The committee looked at the original reasons for the suspension as well as the financial situation for FY08 and felt that the library still lacks the financial and human resources to do justice to such a program, given other priorities and necessities. Case recommended revisiting the issue in the fall of 2008 rather than waiting until 2009.
- Review of Clinical Norms Document: Wiberley brought concerns to the committee raised by the P & T Committee and by Zhao. Particular concerns included how the faculty member's "reputation" in research, publication, and/or service would be determined by outside referees who might be unacquainted with the candidate. The substitution of "quality" for "reputation" was recommended as something the outside reviewer could more readily ascertain from the candidate's dossier. Another concern was whether clinical faculty should be required to undergo non-promotional reviews every five years following the initial three year and subsequent five year review. Such a practice would hold clinical faculty to a higher standard than tenured faculty for whom there is no post-tenure review. The addition of language, "clinical faculty may request a peer review for non-promotional purposes" was suggested. No benefit for the candidate was clear; if the UL intends to offer a terminal contract, procedures already in place require review of the faculty member's case by P & T,

so there is no need for a separate mechanism to initiate such a review. The TF on which Wiberley serves will attempt to discover whether other Colleges with clinical faculty require on-going reviews throughout the clinical faculty member's career at UIC. Wiberley will bring a revised draft to the October EC meeting and then for discussion and vote at the faculty meeting of October 17. That EC meeting may be rescheduled so that the final draft can go out to the faculty at least 10 working days in advance of the meeting, as the Bylaws require. Cullars will look into the feasibility of moving the EC meeting up to October 3 or 4. [October 3, 3-5 pm, was chosen.]

- Update Library Intellectual Property Webpage: EC members reviewed the document to determine if any changes are necessary, in the light of the revised Climate for Achievement document and updates in the norms documents. Nancy John has been working on a website to bring into one place all the relevant copyright information found on various UIC websites. Issues of who owns faculty-created teaching plans and documents created at UIC must be addressed for the Global Campus initiative, in which faculty will create content which is taught by instructors. Faculty should also be advised on retaining copyright and depositing their work in the UIC IR. Some of these issues may be assigned to the Scholarly Communications Committee.
- Administrative Support for Research document: De Groote reviewed this and found some passages that need revision or updating. Case will work with Jessica Canlas on this revision.

3. New Business

- Agenda items for faculty meeting of October 17, 2007: The committee recommended that the following items be included on the agenda of the October faculty meeting: discussion and vote on the revision of the clinical norms statement, the mentor/mentee questionnaires, the Residency Program, the budget, library job descriptions, the introduction of new faculty, research workshops, and a list of faculty research publications since the previous faculty meeting. Cullars will also query the library faculty for suggested agenda items.

Pending/Ongoing issues:

- Sabbatical leaves applications (review in October, if any)
- Revise 2007-2008 by-laws: consecutive years chairing N&E; leads to potential problem with new person to committee chairing. Needs clarification. Proxy vote?
- Review Residency Program: should the Library restart? Revisit fall 2008.)
- Update Library Intellectual Property Webpage (<http://www.uic.edu/depts/lib/about/facexec/intellectual.shtml>)
- Strategic Plan.
- Review of Clinical Norms Document and Review of Criteria and Procedures for Appointment, Promotion, Tenure, and Non-Retention
- Nomination for UIC faculty awards
- Question of library membership in the Graduate college
- Multiyear contracts for clinical faculty
- Review mentoring program (fall 2008)

Approved november14, 2007