

Executive Committee
Wednesday November 14, 2007
Daley, UL's Office

Minutes

Present: Case (chair), Cullars (secretary), De Groote, Weller, Wiberley, Zhao.
Guest: Mircea Stefancu (for Appointments Committee)

1. The agenda and minutes of October 3, 2007 were approved as submitted.
2. EC Discussion with Chair of Appointments Committee: Stefancu reflected on the committee's experience with many searches over the past eight months. When asked if the heavy volume of interviews caused workload problems for the committee, he said that he did not feel this was a problem: the committee is large enough to handle this, and not every member is needed (or available) for every interview. Different responsibilities and topics are typically divided among members of the committee. He felt that guidelines to promote consistency among interviews would be helpful as well as unobtrusive approaches to elicit pertinent information from candidates when it did not arise naturally in the course of the interview. Since not all candidates communicate at the same level, it is sometimes necessary to seek out their interests in research and service, particularly when these areas are not fully covered in their cover letters and CVs. Stefancu assured the EC that ample time was allowed for the candidates to talk rather than just being talked to. Case suggested that we could require some samples of the candidate's writing when there are no publications; this would help us gauge potential for publication. It was also noted that the Appointments Committee needed balance as to Daley and the health sciences sites, tenure track and clinical, and tenured and untenured faculty for optimum effectiveness. Rather than requiring this in the Bylaws, the EC felt it better to remind the chair of Nominations and Elections about this need for balance. Mandated membership criteria for committees sometimes introduce problems in meeting them. Next month EC will talk to Julia Hendry about the Teaching Support and Documentation Committee.
3. Old Business
 - Budget update: Case reported that the Provost gave the library a one-time allocation (not added to the base) of \$600,000, of which \$250,000 was given to collections and the rest to operating expenses. We do not yet know what indirect cost recovery from the GMR contract will bring in. The Library is working with ACCC and the Provost's Office on a proposal for a new IT student assessment of \$200 per semester per student. If approved by the students and the BOT, the assessment would initially be assessed for first year students only with the next higher class being added each following year. The use of these funds will be based on expressed student needs.
 - Mentoring Program update: Case reported a better return rate on the second call for input on the program from mentors and mentees. The program appears to have potential, though for it to be effective both mentors and mentees must commit time

and planning to it. She will check individually with participants to learn if they wish to continue and with the same pairings.

- Clinical Norms document revision: Wiberley reported that the committee that drafted the revision realized after the vote ratifying it by the faculty at the October faculty meeting that a heading “Retention” that did not really apply to the content of the new document had been carried over from a previous version and recommended that this heading be dropped. EC agreed that this was a strictly editorial change and endorsed the omission of that heading on behalf of the faculty. It is not necessary to return this matter to the full faculty for approval; this notification in the minutes is held to be sufficient.
- Research workshops/P & T workshops: Weller reported that the research workshops listed at the previous EC have now been scheduled and the presenters chosen. She circulated a document with the particulars, which will be conveyed to the faculty by e-mail and entered on the library’s calendar of events. Cullars reported that he and John Shuler gave the paper preparation workshop for 3Y and 5Y faculty on October 30; there are no clinical periodic reviews this year. Case, Cullars, and Weller gave the 1Y workshop on November 8. Both workshops seemed to go well.
- Library position ads revision TF: Cullars reported that the EC task force that he is chairing with Ford, Hampton, Lambrecht, and O’Brien will have its first meeting on November 16. Its purpose is to recommend boilerplate language for position ads stressing the advantages of the UIC library’s Chicago setting. Given the continued suspension of the library’s Residency Program for at least another year, the group will also look at the advisability of allowing for the hiring of faculty with less than two years professional experience when their backgrounds suggest that they would be worth considering. Case advised the group to look at the library’s Strategic Plan, which might be helpful in drafting the desired language. She recommends that the TF present its report to EC at its January meeting and bring it to the full faculty at the next as yet unscheduled faculty meeting.

New Business

- UL participation in EoL process: P & T chair Cullars reported that that committee’s guidelines do not allow the University Librarian to either serve on or be interviewed by Evaluation of Librarianship Committees. P & T now sees some cases in which interviewing the UL might provide information otherwise hard or impossible to obtain for some cases, particularly those in which the candidate reports directly to the UL. While still discouraging the practice, the committee felt that it should not be categorically forbidden and proposed the addition of the word “usually” into Section III.B.I, which would then read, “The University Librarian does not submit evaluations of faculty reporting directly to him or her and is not **usually** interviewed.” EC voted to endorse this recommendation and language.
- EC review of faculty meeting topics: Case reported that Lectures and Forums will develop the suggestion about public readings in the library among library personnel. There will be follow-up concerning the Mentoring Program and

- research workshops, as already discussed. Bob Daugherty has asked EC to examine the Clinical Faculty Norms for consistency with other documents.
- Honorary Degree Nominations: Since these nominations are due by December 3, there is little time to choose a nominee of the appropriate caliber and prepare the confidential letters or recommendation for this round. The topic will be added to EC's list of pending/ongoing issues for consideration beginning in September 2008. The revision of library bylaws, review of the residency program, and multiyear contracts for clinical faculty have been addressed by the EC and may be removed from the active list, though EC will review the feasibility of the residency program again in fall 2008.

Submitted by John Cullars, December 10, 2007; approved Jan. 18, 2008