

Evaluation of Librarianship

I. Structure of the Evaluation of Librarianship Committee

- A. Evaluation of Librarianship Committees, each made up of at least three faculty drawn from the University Library faculty roster, shall evaluate librarianship for the library faculty under review.
- B. Only faculty either tenured or in the third year of their faculty appointment and above may serve on an Evaluation of Librarianship Committee.
- C. Only faculty at a rank equal to or above the rank of the faculty member being evaluated may serve on the Evaluation of Librarianship Committee.
- D. There shall be an Evaluation of Librarianship Committee for each faculty member to be reviewed.
- E. A candidate may suggest exclusions of library faculty from his/her Evaluation of Librarianship Committee to the University Librarian.
- F. The University Librarian does not serve on Evaluation of Librarianship Committees.
- G. Neither a candidate's liaison nor mentor may be on his/her Evaluation of Librarianship Committee, but may be interviewed.
- H. A candidate's department head may serve on his/her Evaluation of Librarianship Committee but may not chair it.
- I. Candidates may not serve on Evaluation of Librarianship Committees of librarians within their own cohort.
- J. Unless absolutely necessary, no faculty member shall be asked to serve on more than two Evaluation of Librarianship Committees; chairs shall not serve on other Evaluation of Librarianship Committees.
- K. For librarians for whom teaching is a significant component of librarianship, one member of his/her Evaluation of Librarianship Committee will be drawn from the pool of potential peer reviewers. This person will carry out the official peer review of teaching mandated as part of the evaluation.

II. Selection of the Evaluation of Librarianship Committee

- A. The Executive Committee shall select the members of each Evaluation of Librarianship Committee and shall appoint chairs. This will take place in early July or August to ensure availability of classes for peer review of teaching.
- B. The Executive Committee shall ask the University Librarian to solicit from each library faculty member under review the names of library faculty to be excluded from his/her Evaluation of Librarianship Committee.
- C. Executive Committee members who are being evaluated shall not participate in the selection of their own Evaluation of Librarianship Committees or those of other members of their cohort. They will, however, take part in the selection of Evaluation of Librarianship Committees for the other cohorts.
- D. The Executive Committee will not look at candidates' exclusions until it has tentatively filled all Evaluation of Librarianship Committees. It will then adjust the Evaluation Committee memberships as exclusions merit.
- E. The library faculty Secretary sends a list of Evaluation of Librarianship Committees and their chairs to the Promotion & Tenure Committee chair.
- F. The University Librarian sends an appointment letter to each Evaluation of Librarianship Committee chair, naming members and indicating the peer reviewer for teaching librarian (if applicable) and sends appointment letters to other members. The University Librarian sends copies of letters to the Promotion & Tenure Committee chair and notifies the candidate of his/her Evaluation of Librarianship Committee members.

III. Evaluation of Librarianship Process

A. Evaluation of Librarianship Committee Chair:

1. Contacts members to set up an organizational meeting.
2. Requests from the candidate copies of librarianship documentation such as current C.V., list of accomplishments, and statement of librarianship.
3. Sets up meeting with Committee and candidate. The purpose of this meeting is to learn the candidate's perception of his/her work and its significance, the candidate's accomplishments, and indications of excellence.

B. Evaluation of Librarianship Committee:

1. Determines interviewees
 - a. Solicits, where appropriate, an evaluation of the candidate's librarianship from her/his immediate supervisor
 - i. The University Librarian does not submit evaluations of faculty reporting directly to him or her and is not interviewed.
 - b. In general, the interviews will be restricted to UIC Library faculty but, if a complete evaluation may not otherwise be possible, other colleagues may be interviewed.
 - c. Support staff should be interviewed only under extraordinary circumstances with the assent of the Library Promotion and Tenure Committee or its officers.
2. Formulates questions
3. Conducts interviews
 - a. At the end of each interview, the Committee Chair invites the interviewee to contact a member of the Evaluation of Librarianship Committee if s/he has anything else to add.

C. Peer Review of Teaching

1. Where teaching is a component of a candidate's librarianship, the process of peer review of teaching, as outlined on the Teaching Support and Documentation homepage, is followed. The report, including the librarian candidate's comments, is appended to the Evaluation of Librarianship Committee's report.
2. Findings of the assessment may be incorporated into the Evaluation of Librarianship Committee's report.

IV. Evaluation Results

- A. Evaluation of Librarianship Committee:
1. Writes its report, which includes a statement that the candidate meets (or does not meet) the criteria for excellence in librarianship necessary for retention along with a copy of the questions guiding the interviews and the names of the interviewees.
 - a. If the Committee does not reach a unanimous decision, the dissenting member shall also submit a written report explaining the grounds for disagreement.
 - b. The report shall be due according to a calendar established at the beginning of each academic year by the Library Promotion and Tenure Committee.
 2. Delivers the report to the Chair of the Library Promotion and Tenure Committee, with a copy to the University Librarian and the candidate.
 - a. The candidate may ask the Chair of the Evaluation of Librarianship Committee for a meeting to clarify information in the report.
 - b. If the candidate chooses to respond to the report, s/he will send it to the Library Promotion and Tenure Committee Chair with a copy to the University Librarian in time to allow the Library Promotion and Tenure Committee to include it in its review of the dossier.

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