To: All Library Faculty (Tenured, Tenure-track, Visiting, and Half-Time) and Research Associates
From: Faculty Review Committee
Re: Annual Review Process - 2013 Reporting year
Date: December 31, 2013

As part of the Annual Review Process, all Library faculty and research associates are asked to provide a personal annual review of their work and accomplishments during the 2013 calendar year (January – December 2013) by submitting an Annual Review Report and current Curriculum Vitae to the University Librarian’s office by February 18, 2014.

Annual Review Report Guidelines may be found online at: http://www.library.illinois.edu/committee/faculty/documents/current_annual_review_documents/2013_Annual_Review_Report_Guidelines.pdf

Please note: For those faculty members with up-to-date dossiers simple “cutting and pasting” of relevant content from their dossiers into their Annual Review Report is expected where applicable. Do not create new sections or include letters/other attachments.

Faculty may choose to submit their dossier in its entirety as their Annual Review Report provided they append a page (Word documents only please) to the front of the dossier containing:

1. **PERSONAL IDENTIFICATION** (From Section I of Dossier)
   A) Name:
   B) Title
   C) Rank:
   D) Library or Department:
   E) Tenure Status:

2. **ACCOMPLISHMENTS and PROFESSIONAL ACTIVITIES** (Pulled from Section III of Dossier and/or other related accomplishments and professional activities)

   **Last Calendar Year Only – no more than three pages in length**
   Use this section to identify your accomplishments and professional activities as a librarian over the past calendar year. A comprehensive description of all accomplishments and activities is neither expected nor desired. Bulleted formats are encouraged for clarity and conciseness.

3. **PROFESSIONAL DEVELOPMENT**

   Attendance at professional conferences, coursework, or workshops taken to enhance work-related professional development (including continuing education programs) for the past three years (2011-2013)

4. **FUTURE PLANS** (Pulled from Section III, Part A and Section V, Part A of Dossier)

   **Next three to five years – no more than one page in length**
   Use this section to outline your future plans for building on your accomplishments and professional activities as well as to indicate your librarianship, service, and research goals and/or plans.
Faculty who have been on sabbatical during any part of 2013 are still expected to submit an Annual Report and CV.

If you need to request an extension of this deadline, please contact Melody Allison (mmalliso@illinois.edu), Chair of FRC.

You may send questions regarding the annual review process or about the preparation of the report to any member of the Faculty Review Committee <http://www.library.illinois.edu/committee/faculty/charge.html>.

Appeals of scores should be directed in writing to the FRC, in care of the University Librarian’s office.

New -- The Service section has been revised to be formatted with the same section / parts found in the dossier for this content.

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CALENDAR

**January 21, 2014**
Forum on the Annual Review process, 9-10:30 a.m., 509 Funk Library.

**February 18, 2014**
1. Electronically submit your Personal Annual Review and Curriculum Vitae to the Librarians Office - - Kim Matherly (matherly@illinois.edu).
2. Also, send a printed copy of your Curriculum Vitae to the Library Human Resources Office c/o Donna Hoffman.

**April 18, 2014**
The Faculty Review Committee completes the review process and forwards scores to the University Librarian’s office.

**Mid May**
Letters with scores are sent to Library faculty.

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EVALUATION SCORES

Each evaluated area (Librarianship, Research, and Service) will be given a specific weight as follows: Librarianship 50%, research and creative works 30%, and service 20%. In addition to this table, an appendix with graphs displaying the medians, standard deviations (SD), median +SDs, and median –SDs for all Library faculty scores and for all Library faculty scores within the 3 groupings will be provided. Individual faculty members can plot his/her scores on these graphs to compare his/her score with others in that grouping.

The Annual Review Scoring Guidelines can be found online at:

http://www.library.illinois.edu/committee/faculty/documents/current_annual_review_documents/2013_Scoring_Guidelines_for_Library_Faculty_Annual_Review_Final.pdf

These guidelines explain the criteria for evaluating and scoring each area.