

University Library Guidelines for Requesting Appointment of Specialized Faculty with Rank of Associate Professor or Professor

Context:

These procedures are in place to ensure the full and appropriate consideration and evaluation of incoming specialized faculty hires for appointment with rank of Associate Professor or Professor. The outlined procedures are meant to guide the University Library through a thorough evaluation that meets the criteria set forth by *Provost Communication Number Three*, *Provost Communication Number Twenty-six*, and the *Statement on Promotion of Specialized Library Faculty at UIUC*. Committees and positions involved in this evaluative process include the University Librarian (UL), The Associate Dean for Academic Affairs, the Search Committee, the Faculty Review Committee (FRC), and the Promotion and Tenure Advisory Committee (PTAC). By definition, any search intended to result in an appointment to the Library Faculty must include an evaluation of candidates' potential for scholarship and service, commensurate with the terms of their faculty appointment percentages, in addition to an evaluation of librarianship and ability to fulfill the administrative responsibilities of a specific position. Accordingly, information will be solicited regarding each candidate's qualifications and agenda in regard to scholarship and service; however, as detailed below, more information may be required to consider appointment at rank of associate professor or higher.

Governing Documents:

Provost Communication Number 3

<http://www.provost.illinois.edu/communication/03/Comm03.pdf>

Provost Communication Number 26

<https://provost.illinois.edu/policies/provosts-communications/communication-26-promotion-to-teaching-research-or-clinical-associate-or-full-professor-titles/>

Statement on Promotion of Specialized Library Faculty at UIUC

<http://www.library.illinois.edu/committee/promo/pta.html>

Procedure:

1. Representatives of PTAC and FRC meet with all candidates for open faculty searches during the interview process to inform candidates about the Library's expectations and evaluative process, especially in regard to scholarship and service to the profession as it bears on promotion, and to learn about the candidate's agenda for librarianship, research, and service.
2. The Search Committee composes the search narrative stating the strengths and weaknesses of all candidates. If the Search Committee believes that a candidate should be considered for appointment at a rank of associate or full professor, they should compose a statement indicating that they believe that the candidate(s) may warrant a further, expedited review for appointment at a higher level, should an offer be considered for that candidate.
3. After recommendation for appointment has been vetted by Library and Campus EEO/AA, and before any formal offer is made by the Associate Dean for Academic

Affairs (ADAA) the ADAA can make a tentative offer to the candidate and discuss the possibility of appointment at a higher rank, fully explaining the process and how this will extend the time by which the Library can make a formal offer.

4. In many cases, the ADAA may request an ad-hoc review by both FRC and PTAC of the candidate's CV before beginning the formal consideration process to confirm that a review for appointment at a higher level is warranted. If the review result is positive, the candidate, ADAA and Search Committee Chair proceed as outlined, below. Should the review result be negative, the results are shared with the candidate and next steps are negotiated with the ADAA.
5. Should the candidate approve of this consideration, the ADAA and the chair of the Search Committee (or his/her designee of appropriate rank), should work with the candidate to provide:
 - a) Text for all four promotional statements (librarianship, service, research, and DEIA following guidelines for each from Communication 26) with particular emphasis on the statement(s) corresponding to the focus of the appointment (for instance, for a clinical faculty appointment, the librarianship statement should be fully developed whereas the research statement could be shorter and vice-versa for a research faculty appointment).
 - b) Names, contact information, and brief biographies of three additional referees at appropriate rank who can provide the Library information about candidate's librarianship, scholarly output/impact, and service record following the current procedures for the promotional process.
 - c) Teaching scores or other metrics, if applicable.
 - d) Hard copies, PDFs, or links to full-text of two to three representative publications by the candidate that the Library can send to external referees consulted in regard to candidate's fitness for appointment at a higher rank.

Candidate may decline to be considered for appointment as an associate or full professor, in which case these guidelines do not apply.

6. The ADAA and chair of the Search Committee (or his/her designee of appropriate rank), recommends four external evaluators for consideration by the UL and Library EC.
7. The UL acting with the advice of EC selects three external evaluators (with a majority being from the Department and a minority from the candidate) and sends each a letter requesting evaluation of research and service (and optionally librarianship if in a position to comment) – including the candidate's CV, statement of research goals and accomplishments, and representative publications. This letter should mirror as much as possible the solicitation of external evaluators during the standard Promotional process, with the exception that input on librarianship may be requested.
8. The ADAA, in collaboration with the chair of the Search Committee (or his/her designee), composes an evaluative statement of qualifications of the candidate. Evaluative statements

should cover librarianship, scholarship, service, and DEIA. Note that while making reference to external letters, the Library's "*departmental evaluation of research accomplishments should indeed be an evaluation, not merely a description of research.*" (Italicized text from Communication 26.)

9. The FRC and PTAC, in that order, will review and vote on recommended appointment level based on review of the package which includes the items listed below. The FRC vote should be prior to the PTAC discussion and their vote is considered as part of the PTAC discussion. Should an unanimously negative vote occur at the FRC level, the case does not advance to PTAC.:
 - a) Candidate's curriculum vitae
 - b) Candidate's cover letter from application package
 - c) Candidate's statement of goals and accomplishments in area of librarianship, research, service, and DEIA.
 - d) Evaluative statements prepared collaboratively by the ADAA and Search Committee Chair/designee
 - e) Any letters of recommendation received during the search (since these may bear on especially librarianship qualifications)
 - f) Coversheet of all references and external evaluators, their qualifications and rank, and whether the evaluator was selected by the candidate or solicited by the Library
 - g) Letter sent by the ADAA to external evaluators solicited by the Library
 - h) Letters received from list of external evaluators generated for this process
 - i) Publications included in review package sent to external evaluators solicited by the Library

The final FRC and PTAC votes shall go to the UL and, if in agreement, the UL makes a formal request to campus for appointment at associate or full professor rank, including Executive Officer's summary of case.