

# The Faculty Review Cmte: Annual Report FY21

Charge: The Faculty Review Committee provides the first level of review for promotion and tenure or for promotion to a higher rank. The Committee is also responsible for monitoring visiting committee reports, and peer evaluation of Library Faculty for merit. In addition, it is responsible for insuring that appropriate channels of communication exist among the Committee, the University Librarian, and the Library Faculty regarding the work of the Committee and its decisions.

Committee page: <https://www.library.illinois.edu/staff/committee/faculty-review-committee/>

## 2020-2021 membership

- Merinda Kaye Hensley, Co-Chair (Dec 2019 - Nov 2022) Second Consecutive Term -- Central Public Services
- Cindy Ingold, Co-Chair (Dec 2019 - Nov 2022) -- Social Sciences Division
- Shuyong Jiang (Dec 2018 - Nov 2021) -- International and Area Studies
- Mary Schlembach (Dec 2019 - Aug 2020) Second Consecutive Term -- Physical Sciences and Engineering Division
- Chris Wiley (Sept 2020 - Nov 2022) -- Physical Sciences and Engineering Division
- Wendy Shelburne (Dec 2018 - Nov 2021) -- Technical Services Division
- Marek Sroka (Dec 2019 - Nov 2022) Second Consecutive Term -- Arts and Humanities Division
- Caroline Szylowicz (Dec 2019 - Nov 2022) -- Special Collections Division
- Erin Kerby (Dec 2020 - Nov 2023) -- Life Sciences Division

NOTE: The committee continued, for a second year, to closely examine the faculty annual review process for transparency, efficiency, and equity. Last year, FRC redesigned the annual report workshop and conducted an evaluation of scores to examine the possibility of impact of bias on scoring. Additionally, the co-chairs led a norming exercise before the annual review scoring process which was piloted in FY20. This included having all FRC members submit scores for four individual reports and then discussing the reasons for the scores. The committee continues to respond positively to this exercise. It is noted that this process will help new members to the committee each year, and this is now a part of the committee's annual workflow related to the scoring process.

## Accomplishments:

1. July: Worked with the [Promotion and Tenure Advisory Committee](#) (PTAC) to update the [Promotion, Tenure, and Annual Review Related calendar](#).
2. September:
  1. Chairs cleaned and organized the FRC Box folder, the G Drive space, and archived files with the UL's office.
  2. Chris Wiley replaced Mary Schlembach as the PSED representative.
3. October:
  1. As part of the promotion and tenure voting process, the committee reviewed the recusal process. In consultation with the AUL for Academic Affairs and the Provost's Office, it was determined that the general rule of thumb is people should recuse if, and only if, they have something personally to gain or lose in the outcome of the case (e.g., is a former student, grant collaborator, etc.)—in other words if there is a true conflict of interest.
  2. The FRC voted on two promotion and tenure cases on October 13, 2020. Votes were sent to the University Librarian (UL) via email with formal letters for each candidate.
  3. Co-chairs attended fall semester tenure-track lunch with PTAC and the Dean on October 15, 2020.
  4. Updated documentation for the annual reporting process and sent 2020 Annual Review Letter, 2020 Annual Report Guidelines, and 2020 Annual Review Scoring Guidelines to Library faculty via LIBNEWS on October 28, 2021.
4. November: Merinda Hensley and Cindy Ingold agreed to co-chair for second year.
5. December:
  1. Based on similar work from other ARL libraries, the co-chairs drafted and implemented an [optional COVID statement](#) to be part of the annual review process. In light of the extraordinary circumstances we have found ourselves in this year, the Faculty Review Cmte, the chairs of the Promotion and Tenure Advisory Cmte chairs for 2020 and 2021, and Chris Prom in his role supporting academic affairs, have created an optional COVID statement for the annual reporting process in order to recognize adjustments in our librarianship, research, and service for 2020. Sent documentation and update via LIBNEWS on December 21, 2021.
  2. Co-chairs held an orientation of FRC-related work for two new members.
  3. Co-chairs facilitated FRC annual report workshop via Zoom, December 1, 2020 with 9 attendees.
  4. At the request of the AUL for Academic Affairs, the committee weighed in on two potential Q contract cases with one formal vote in January.

5. Held FRC/PTAC Office Hours via Zoom on December 10 and January 14. Instead of drop-in hours which have been sparsely attended in the past, the chairs decided to request sign-ups and consequently held three 30-minute meetings with tenure-track colleagues.
6. Sent to LIBNEWS on 12/15/20: The ACRL has released a new document, "[Framework for Impactful Scholarship and Metrics](#)."
7. January:
  1. Annual reports from every library faculty member were due on January 25, 2021. As per usual, the FRC accommodates automatic 2-week extension requests on an individual basis. The committee eventually received 76 reports with 100% compliance.
  2. Co-chairs met with co-chairs of PTAC to discuss continuity in feedback and positive feedback in annual PRC reviews. It was decided that going forward, we will look at previous year's feedback before finalizing and sending to candidate (i.e., for FRC's 4Y review, we will read PTAC's 3Y comments before finalizing comments for the candidate). Also, the FRC and PTAC will aim to construct PRC review letters with a balance of constructive and positive comments.
8. February-March:
  1. The FRC held four 90-minute scoring meetings to review 76 annual reports.
  2. The annual scoring process includes each member of FRC scoring every annual report. The committee tries to schedule three scoring meetings over the course of three weeks; however, because of the impact of COVID-19 and the need for additional discussion, the FRC held four scoring meetings this year. In each meeting, the committee looks over the scores for each candidate and members are given the opportunity to adjust scores accordingly. The discussion revolves around questions members may have regarding a specific report with divisional representatives chiming in when they can provide context for a faculty member's work, particularly in librarianship e.g., a grant project is particularly prestigious or a project took a significant amount of collaboration or expertise. In this year's review, the committee paid specific attention to the rubrics for research and service and did re-count or re-examine across the submitted documentation to calibrate scores. The FRC members are not in the room for discussion of their own annual report with co-chairs managing each other's scoring process.
  3. Chris Wiley volunteered to work with PTAC and Chris Prom on creating a new mentoring program for tenure track librarians.
9. March:
  1. One member of FRC and a mentee work together to finalize the scoring process and the committee would like to thank these members for their additional work. The committee is indebted to the work Wendy Shelburne and Erin Kerby

undertook to calculate the scores for the faculty this year. The workflow is many pages long and involves many complicated steps. As a result, the committee decided to charge a subgroup of the committee to consult with Library IT to see if there are ways to automate the process. We hope to be able to report the results of this work in spring 2022.

2. Final scores are used by the University Librarian to determine merit raises, should there be allocated funds from the campus.
  3. Approximately one-third of the faculty included the optional COVID statement with their annual report this year. Many submitted a separate document and others decided to weave the impact of COVID into their narrative. The committee felt this was a worthwhile exercise, for the committee and for the faculty. Since we did not indicate these statements would be shared in any way, all content will be kept confidential but it was helpful for the FRC to understand the overarching complications that impacted our colleagues librarianship, service, and research over the past year.
10. April: Co-chairs attended the spring semester tenure-track luncheon with the Dean on April 20, 2021.
11. End of April: The committee reviewed the 2020 paperwork for three 4Y candidates and one 5Y candidate and held discussions in order to construct detailed feedback letters for each candidate. Members of the FRC were assigned to draft the letters. The committee reviewed each letter and made final suggestions on the drafts with co-chairs doing the final read to ensure feedback was detailed and accurate. The co-chairs also reviewed the 2019 3Y/4Y feedback for the current 4Y/5Y candidates to make sure the committee's advice was consistent from year to year.
12. May:
1. Submitted FRC assessment to University Librarian for one 5Y candidate's readiness for Promotion and Tenure review.
  2. Provided scoring to Library Dean for consideration on May 26, 2021.
13. Mid-June:
1. Annual review letters were sent to faculty via email (a bit late this year, with apologies).
  2. All inquires are directed to be sent to the FRC in care of the University Librarian's Office. The co-chairs addressed one letter to a faculty member's inquiry regarding scoring and the annual review process.
14. Summer 2021:
1. Subgroup of committee met with Library IT to examine the annual report review workflow process.
15. Throughout the year:

1. One co-chair, Merinda Hensley, represented the FRC on the Mentoring and Evaluation Task Force, chaired by the AUL for Academic Affairs.
2. In collaboration with the AUL for Academic Affairs and PTAC, the co-chairs participated in several conversations regarding the [changes and updates to Provost's Communication #9](#).
3. The FRC collaborates with PTAC to meet with potential job candidates to discuss the annual review and tenure track process. For FY2020-2021, the FRC met with 4 candidates for the Head of the Scholarly Commons position, 4 candidates for the Undergraduate Teaching and Learning Librarian, 4 candidates for the Electronic Resources Management Librarian, and 4 candidates for the Student Success Librarian position and submitted formal co-authored letters to the search committee chairs.

9/17/21