

## **University Library Guidelines for Requesting Appointment with or without Tenure and Rank of Associate Professor or Professor**

### **Context:**

These procedures are in place to ensure the full and appropriate consideration and evaluation of incoming faculty hires for appointment with tenure and 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 Nine*, and the *Statement on Promotion and Tenure to the Library Faculty at UIUC*. Committees and positions involved in this evaluative process include the University Librarian (UL), at least one Associate University Librarian, the Search Advisory Committee, 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, 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 9

[http://www.provost.illinois.edu/communication/09/Communication\\_No.9.pdf](http://www.provost.illinois.edu/communication/09/Communication_No.9.pdf)

Statement on Promotion and Tenure to the 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 interview process to inform candidates about the Library's expectations and evaluative process, especially in regard to scholarship and service to profession as it bears on promotion and tenure, and to learn about candidate's agenda for librarianship, research and service.
2. Search Advisory Committee makes a recommendation for hire and composes search narrative. If the Search Advisory Committee wants to recommend that the candidate be considered for appointment at an associate or full professor rank, they should compose an evaluative statement of the candidate's librarianship, research and service.
3. After recommendation for appointment has been vetted by Library and Campus EEO/AA, and before any formal offer is made by the AUL working on the particular case in question (often depending on the proposed rank of the candidate) for hire at rank of Associate Professor or Professor, the candidate should be asked to provide:

- a) Statement of goals and accomplishments in area of research (not to exceed 3 pages).
- b) The candidate should supply additional names of referees at appropriate rank who can provide the Library information about candidate's librarianship, scholarly, and service record following the current procedures for the tenure process.
- c) Teaching scores or other metrics, if available.
- d) Hard copies or links to full-text of two or three representative publications by the candidate that the Library can send to external referees consulted in regard to candidate's fitness for appointment with tenure.

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

The appointed AUL, along with the chair of the Search Advisory Committee (or his/her designee), recommends four external evaluators for consideration by the UL and Library EC. The UL acting with the advice of the EC selects four external referees 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 reviewers during the traditional Promotion & Tenure process, with the exception that input on librarianship may be requested.

4. The appointed AUL, in collaboration with the chair of the Search Advisory Committee (or his/her designee), composes an evaluative statement of qualifications of the candidate. Evaluative statements should cover librarianship, scholarship, and service, and 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 9.)
5. The FRC and PTAC review and vote on recommended appointment level based on review of the package which includes:
  - a) Candidate's curriculum vitae
  - b) Candidate's cover letter from application package
  - c) Candidate's statement of goals and accomplishments in area of research
  - d) Evaluative statement prepared collaboratively by the appointed AUL and Search Advisory Committee Chair
  - 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 candidate was identified or solicited by the Library
  - g) Letter sent by the appointed AUL to external evaluators solicited by the Library
  - h) Letters received from list of external reviewers generated for this process
  - i) Publications included in review package sent to references solicited by the Library
  - j) Search Advisory Committee's evaluation of librarianship

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.