

To: All Library Faculty (Tenured, Tenure-track, Visiting, and Half-Time) and Research Associates
From: Faculty Review Committee
Re: Annual Review Process for 2019 reporting year

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 for the 2019 calendar year (January – December 2019) by submitting an Annual Review Report and current Curriculum Vitae to the University Librarian’s office by Monday, January 27, 2020. Annual Review Report Guidelines may be found online at:

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

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 referred to as the Annual Report Summary (*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 (2017-2019).

4. RESEARCH (*section can be replaced by submission of a full dossier*)
Last Three Calendar Years Only (2017-2019)

5. SERVICE (Public, Professional/Disciplinary, and University Service) (*section can be replaced by submission of a full dossier*) (Pulled from Section I, Parts D, E & F and Section IV, Part A of Dossier) **Last Three Calendar Years Only** (2017-2019)

6. 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.

FRC members see some common errors each year:

- Be mindful of the section date ranges for the Annual Report please when cutting and pasting or in doing a summary sheet.
- In reporting publications, only those accepted or in print at the annual report due date may be listed
- Please keep to the page lengths specified

Faculty who have been on sabbatical during any part of 2019 are still expected to submit an Annual Report and CV.

If you need to request an extension of this deadline, please contact FRC co-chairs.

You may send questions regarding the annual review process or about the preparation of the report to any member of the Faculty Review Committee, whose names (along with the co-chairs) can be found on the University Library's committee pages: <https://www.library.illinois.edu/staff/committee/faculty-review-committee/>.

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

CALENDAR see: <https://www.library.illinois.edu/staff/promotion-tenure-and-annual-review-related-calendar/>

January 27, 2020

1. Electronically submit both your Personal Annual Review and Curriculum Vitae to the University Librarian's Office (same email preferred) – Lucretia Williams (lawillia@illinois.edu)
2. Electronically submit an additional copy of your Curriculum Vitae to the Library Human Resources Office – Aneitre Johnson (atjohnsn@illinois.edu).

April 20, 2020

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.

June 15, 2020

Deadline for submitting Annual Review appeals.

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%.

The Annual Review Scoring Guidelines can be found online:

<https://www.library.illinois.edu/staff/committee/faculty-review-committee/>. These guidelines explain the criteria for evaluating and scoring each area.