**Library Faculty Annual Review**

**Annual Review Report Guidelines and Outline**

**2022 Calendar Year**

**BACKGROUND**

Provost Communication no. 21, “Annual Faculty Review” (available at <https://provost.illinois.edu/policies/provosts-communications/communication-21-annual-faculty-review/> states that “Each academic unit shall review annually the contributions to the mission of the unit of each of its tenured or tenure-track faculty members.” This process involves faculty members submitting documentation in the form of an *Annual Report* according to the procedures adopted by the Library to be used in the Faculty Annual Review process.

The *Annual Review Report* should include:

1. A statement of the faculty member’s accomplishments and professional activities for the preceding calendar year;
2. A statement of the faculty member’s plans for the future in the areas of librarianship, service and/or research as applicable; and
3. A brief explanation of how the faculty member’s activities connect to and support the mission and expectations of their unit, the Library and the University.

**Library Mission:**

The University Library is central to the intellectual life of the university. By providing and stewarding collections and content that comprise a record of human knowledge and by offering a wide array of services, it enhances the university’s activities in creating knowledge, preparing students for lives of impact, and addressing critical societal needs. The Library advances the university’s goals by striving to ensure unfettered access to information and by providing a network of expertise that ensures value, quality, and authenticity of information resources. The Library integrates and manages knowledge to enable learning and the creation of new knowledge. See current Strategic Framework here <https://www.library.illinois.edu/geninfo/libraryinit/strategic-framework-2019/>

**University Mission:**

The University of Illinois System will transform lives and serve society by educating, creating knowledge, and putting knowledge to work on a large scale and with excellence. http://[www.uillinois.edu/about/mission](http://www.uillinois.edu/about/mission)

**University Vision:**

To create a future for the University of Illinois in which the students, faculty, and staff thrive and the citizens of Illinois, the nation, and the world benefit--a future in which the University of Illinois System is the recognized leader among public research university systems in:

* [Academic Excellence](https://www.uillinois.edu/academics)
* [Research and discovery](https://www.uillinois.edu/research)
* [Public](https://www.uillinois.edu/engagement) [Engagement](https://www.uillinois.edu/engagement)
* [Economic development](https://www.uillinois.edu/economic_development)
* [Healthcare](https://www.uillinois.edu/healthcare)
* Arts and culture
* Global reach
* Athletics

Faculty members who would like additional feedback on their Annual Review Report may submit a request to the co-chairs of FRC. See the current members at <https://www.library.illinois.edu/staff/committee/faculty-review-committee/>

Faculty may choose one of the two options for submitting their Annual Review Report:

* 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 to the dossier (see attached). For those faculty members with an up-to-date dossier, simple “cutting and pasting” of relevant content from the dossiers into the Annual Report Summary is expected where applicable. Do not create new sections or include letters/other attachments.
* Alternatively, should a faculty member choose to not submit an up-to-date dossier, a completed Annual Review Report should be submitted (see Annual Review Report Outline 2021).

Submissions should be made directly to Hannah Williams (willia29@illinois.edu) and should be typed in **11 pt. font or larger, single spaced, and named appropriately: last name first name annual report for 2022**. (Please remember to submit an updated CV with your report to both Lucretia and to Library HR as instructed in the letter).

**ANNUAL REVIEW REPORT OUTLINE**

1. **PERSONAL IDENTIFICATION** (From Section I of Dossier)
2. Name:
3. Title:
4. Rank:
5. Library or Department:
6. Tenure Status:
7. **ACCOMPLISHMENTS and PROFESSIONAL ACTIVITIES**(Pulled from Section III of Dossier and/or other related accomplishments and professional activities)

**Last Calendar Year Only, 2022 – 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. You may choose to refer the [Library’s Strategic Framework, 2019-2023](https://www.library.illinois.edu/geninfo/libraryinit/strategic-framework-2019/).

1. **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.**

1. **RESEARCH Last Three Calendar Years Only, 2020 - 2022**
2. **Grants Received:**
3. **Research Grants** (Pulled from Section I, Part H of Dossier)
4. **Other Grants**
5. **Publications, Research and Other Scholarly or Creative Works** (Pulled from Section II, Parts A-L of Dossier)

Include all types of published, performed, or exhibited intellectual contributions reflecting scholarly or creative accomplishment or expertise. Indicate if work is refereed, invited, or went through any other professional review process. If co-authored it is helpful to note your specific contributions. Do not include works submitted but not yet accepted as of December 31, 2022.

Do include page numbers, or page count or word count for manuscripts or online publications.

1. **SERVICE (Public, Professional/Disciplinary, and University Service)** (Pulled from Section I, Parts D, E & F and Section IV, Part A of Dossier) **Last Three Calendar Years Only, 2020 - 2022**
2. **Summary of Service**

**I. Personal History and Professional Experience**  
  
D.  Honors, Recognitions, and Outstanding Achievements  
   
*Fellowships, prizes, etc., in chronological order as above, that indicate national and international stature in scholarship and engagement appropriate to the rank sought.*  
   
E.  Invited Lectures and Invited Conference Presentations since last Promotion  
   
*A full (career) list of events may be provided or, in the interest of brevity, a list of only those events since the last promotion may be provided. Events should be listed in chronological order as above.*  
   
F.   Offices Held in Professional Societies  
  
**IV. Service (Public Engagement, Professional/ Disciplinary, and University)**  
  
A. Summary of Service  
   
1. Public Engagement  
   
*Definition:* Public engagement is the application for the public good of the knowledge and expertise of a faculty or staff member to issues of societal importance. Typically, this activity is done in collaboration with others both within and outside of the university. The activity may enrich research and teaching as well as lead to new directions within the university. Public engagement falls under the service mission of the university.  
   
*Summary: Indicate public engagement and outreach activities performed in assisting agencies, schools, businesses, governmental agencies or other groups and individuals who benefit from the knowledge, information and services resident within the University community. To be recognized as public engagement, activities should:*

* *Contribute to the public welfare or the common good.*
* *Call upon the faculty member’s academic, professional, or creative expertise.*
* *Directly address or respond to societal problems, issues, interests or concerns.*

2. Service to Disciplinary and Professional Societies or Associations  
   
*List and describe service activities that are not included in Section I, Personal History and Professional Experience.*  
   
3. University/ Campus Service  
   
*Indicate service on departmental, college, campus and university committees as well as administrative assignments.*

**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 in the areas of librarianship, research, and service, as well as to indicate any areas of needed professional development (including, if possible, how the Library or campus might assist you in these endeavors).