

**University Libraries
Western Illinois University**

**Evaluation Criteria
2001-2007**

Library faculty members are evaluated in three areas: teaching/performance of primary duties, scholarly/professional activities, and university/community service. The most important of these areas is primary duties. Employees initiate the evaluation process by submitting the evaluation portfolio for retention, tenure, promotion, or professional achievement awards to the Department Chair of the Libraries by the deadline date established by the Academic Vice President.

Faculty members in probationary years one and two must demonstrate effectiveness in teaching/primary duties only. Candidates in probationary years three through five and candidates for tenure and/or promotion must demonstrate effectiveness in all three areas. Candidates for Professional Achievement Awards must demonstrate effectiveness in teaching/primary duties and either scholarly/ professional activities or university/community service. (See *Summary* below)

While preparing evaluation files, applicants should review this document, the instructions for the portfolio issued by the Provost’s Office, and the collective bargaining agreement for detailed, specific evaluation criteria and for requirements for portfolio preparation.

Summary of Portfolio Guidelines

	Evaluation Period	Evaluated on: Primary Duties	Evaluated on: Scholarly/ Professional	Evaluated on: Service	Include Documentation from Previous Years?
PY1	Fall PY1 only (See contract for instructions if starting at a time other than Fall Semester)	Yes	No, Plans only	No, Show minimal service	No
PY2	Spring PY1	Yes	No, Plans only	No, Show minimal service	Outline from PY1
PY3-5	First day of Fall Semester to last day of summer	Yes	Yes	Yes	Outline from all previous years
Tenure	Fall PY1 – Spring PY5, or all probationary years	Yes	Yes	Yes	Outline from all previous years
Promotion	Since initial hiring date or since the year in which last portfolio was submitted until first day of the Fall semester of current year	Yes	Yes	Yes	Information from initial hiring or since the last promotion
PAA	Four years prior to the application	Yes	Either this or Service	Either this or Scholarly/ Professional	Information from the four years preceding the application

Department Personnel Committee

Election:

The Library Faculty Committee of the Whole elects members for its five person Department Personnel Committee during its September meeting. Bargaining Unit A librarians elect the committee members, who must be tenured faculty, for two-year terms, with two members elected during even years and three members elected during odd years.

At the same time, the Library Faculty Committee of the Whole elects an alternative member of the DPC to serve on the committee whenever a DPC member is excused from evaluating an applicant. The alternate is elected for a one-year term. The alternate is invited to the first meeting of the DPC committee when the timetable for the year's work is discussed. In the event that a committee member is excused from the evaluation of a candidate or cannot be present during the discussions of a candidate's application, the Chair invites the alternate to fill in with the hope of retaining a five-member committee. The alternate is considered a full voting member of the committee during the decision making for the individual applicant(s) only and does not participate in all the decisions made by the committee during his/her term.

Procedures:

Faculty on the Department Personnel Committee may not evaluate themselves or members of their immediate families. The elected alternate fills in for the excused committee member during all deliberations concerning the relevant application.

When an applicant submits a file, the Chair of the DPC notifies all Unit A faculty members that the file is available for study. The Chair of the DPC invites faculty to submit their personal evaluations of the applicant, based on the department criteria, to the committee. These evaluations/recommendations from individual library faculty remain in the DPC file and are not sent forward with the applicant's file. Copies of the evaluations are given to the applicant.

The members of the DPC review the entire file and the comments from library faculty members. The committee members then meet to discuss the applicant's file and vote to recommend or not recommend. The opinion of the majority of the committee is written into the evaluation. Although the narrative evaluation may include phrases to indicate that the vote of the committee was unanimous, other outcomes are not reflected in the narrative. In the event of a tie vote, the DPC does not forward any recommendation to the Department Chair of the Libraries.

Committee members select a recorder to write the narrative evaluation, which is based on the observations of committee members and on submitted evaluations. The recorder writes the evaluation and submits the draft to the other members for their review. Once the committee reaches consensus on the text of the narrative evaluation, the recorder adds the text to the official evaluation forms. The recorder delivers the completed form to the committee Chair. The Chair of the DPC shares the evaluation form with the applicant, obtains his/her signature, and forwards the file to the Department Chair of the Libraries.

Applicants may submit a written request for reconsideration of a negative evaluation from the DPC. The applicant must submit the request for reconsideration to the Chair of the DPC within five days of

receiving their evaluation. The DPC may invite the applicant to submit additional materials according to the guidelines set forth in the collective bargaining agreement. The outcome of the reconsideration is determined by a majority vote.

The Departmental Personnel Committee creates a file for each applicant for retention, promotion, tenure, or professional achievement award each time they apply. The DPC chair is responsible for seeing that all files are completed during the year.

Contents of each file:

- Applicant's Table of Contents (copy from applicant's file)
- Applicant's Outline (copy from applicant's file)
- Recommendations/evaluations from library faculty not on DPC
- DPC evaluation
- List of DPC members with chair noted

Label of each file:

- DPC File and Fiscal Year
- Applicant's name
- Reason for application (PY year, tenure, promotion, etc.)

Example: DPC File FY99
 Sarducci, Antonio PY4

Location:

- Files will be stored in the Library Administration Office.

Other:

- A folder with application criteria and current procedures will be permanently placed with the DPC Files.

Evaluation

Teaching/Performance of Primary Duties

Performance of primary duties is the most important component of the three areas of evaluation. Each faculty member's performance is evaluated on the basis of the primary duties as set forth in his/her Annual Work Plan(s). Performance standards include demonstrated leadership, currency, and initiative. Factors to be considered may include:

- Meeting the information needs of the university community
- Encouraging and enhancing the information literacy of library users
- Organizing, analyzing, and presenting knowledge or material
- Promoting and encouraging staff development
- Applying new methodologies and technologies to the field
- Participating in professional growth activities that enhance the performance of primary duties

Documentation of performance of primary duties is required. Documentation must include:

- Copy of the Annual Work Plan(s).
- Description and elaboration of primary duties as set forth in the Annual Work Plan(s).
- A self-evaluation addressing the effectiveness of the performance of the duties.
- Student evaluations for credit-generating classes (See collective bargaining agreement). Tenured faculty will be evaluated on 50% of the classes taught. The evaluation form is appended to this document.

Documentation may include:

- Materials prepared and utilized in the course of primary duties.
- Written comments from faculty, students, and other library users or recognition, e.g. an award for outstanding performance of primary duties.
- Documentation of participation in professional growth activities.
- A statement of goals and procedures for achieving those goals

Scholarly/Professional Activities

Activities the department deems acceptable for effectiveness in the area of scholarly/professional activities are listed below. Activities or contributions other than those specifically listed may be included when appropriate. The groupings (A,B,C) reflect the relative importance of the activity. However, the order in which items are listed within Groups A, B, and C are not intended to reflect priority. The applicant should assign a level to each activity and indicate in his/her file into which group each activity falls. The groups are to be considered flexible so that an item or items in Group C, if outstanding, may make an equally substantial contribution as the items in Group A and B. The request for upgrading of an item(s) from Groups B and/or C must be accompanied by a written justification.

Each faculty member is responsible for presenting complete documentation of accomplishments and contributions in the scholarly/professional activities. It is expected that a faculty member will display some variety of experiences in scholarly/professional activities. Works in progress may be cited in

consecutive years, but candidates must document the nature and extent of the progress. Acceptance of a manuscript for publication may count even if counted in previous years as a work in progress. Actual publication may not count if counted in previous year as accepted. In general, ongoing activities are counted as one item per year, so activities such as editing a journal, abstracting a journal, writing a regular column, serving on an ongoing committee, count as one item per year.

Group A

- Book or bibliography published by a non-vanity press, in either print or electronic format
- Article in a peer-refereed journal, in either print or electronic format
- Chapter or article in a book published by a non-vanity press, in either print or electronic format
- Grant from a federal, state, or private source
- National fellowship/internship
- Substantial paper or presentation at a state, multi-state, national, or international conference, institute, or workshop
- Elected office holder of state, multi-state, national, or international professional organization
- Award by a state, multi-state, national, or international professional organization or institution
- Translation of a scholarly/creative book, published by a non-vanity press, in either print or electronic format
- Editor or co-editor responsible for the intellectual content of a book or journal, in either print or electronic format
- Visiting professor, visiting lecturer, or visiting scholar in the area of the individual's expertise

Group B

- Indexer or abstracter for an entire volume of a professional publication, in either print or electronic format
- Paper or presentation at state, multi-state, national, or international conference, institute, or workshop, e.g., a poster session, discussion group, or moderator
- Substantial non-personal professional/scholarly electronic application, e.g., the creation of a Web page, a CD-ROM database, or the moderation of an electronic discussion group
- Award by an area or regional professional organization
- Translation of scholarly journal article, in either print or electronic format
- Member of editorial board/advisory committee for book or journal, in either print or electronic format
- Professional contribution to other publications, e.g., newspaper, encyclopedia, yearbook, newsletter, etc., in either print or electronic format
- Publication of an ERIC document (to be counted only if not previously published)
- Committee chairperson for a state, multi-state, national, or international professional organization or committee member for a national or international professional organization

Group C

- Grant from the Faculty Development Office, University Research Council, WIU Foundation or a similar office
- Office holder or chairperson for a west central Illinois professional organization
- Paper or presentation at a west central Illinois professional organization
- Book, film, or software review, in either print or electronic format
- Translation of book reviews and summaries, in either print or electronic format
- Committee member for an in-state professional organization
- Successfully completed course work related to professional development that is beyond the terminal degree requirement
- Substantial in-house publication (not as a part of one's assigned primary duties), in either print or electronic format
- Major computer application (not as a part of one's assigned primary duties)
- Substantial internal research related to library operations (not as a part of one's assigned primary duties)

University/Community Service

Activities the department deems acceptable for effectiveness in the area of university/community service are given below. Activities or contributions other than those specifically listed may be included when appropriate. The groupings (I and II) reflect the relative importance of the activity. However, the order in which items are listed within Level I and Level II are not intended to reflect priority. The groups are to be considered flexible to reflect the idea that item(s) in Level II, if outstanding, may make an equally substantial contribution as the items in Level I. The request for upgrading of an item(s) from Level II to Level I must be accompanied by a written justification. In general, ongoing activities are counted as one item per year, so serving on an ongoing committee or being an officer for multiple years counts as one item per year.

Each faculty member is responsible for presenting complete documentation of accomplishments and contributions in university/community service. It is expected that a faculty member will display some variety of experiences in university/community service.

Level I

- Officer/board member for a community organization related to one's professional area(s) or the field of education in general
- Committee member/chair of a university committee
- Committee member/chair of a department/college committee when the magnitude of the member's task is significant and the contribution is substantial
- Community presentation or workshop related to one's professional area(s) or the field of education in general
- Faculty development presentation or other in service presentation or workshop at the university level

Level II

- Committee member/chair of a department/college committee when the task, time, and contribution are less substantial than in Level I
- Professionally related community service
- Faculty development, in-service presentation, or workshop at the departmental/college level
- A special project requested by the library or university administration
- Work with student organizations or groups

Requirements

General Requirements:

In supplying the documentation for a request of retention, tenure, promotion, or Professional Achievement Awards, the faculty member must use the Evaluation Criteria and the application forms provided by Office of the Provost through the Library Office.

Retention Requirements:

1. For retention in PY1-PY2, faculty are evaluated on the performance of teaching/primary duties only. They are, however, required to submit plans for pursuit of scholarly/professional activities and demonstrate at least minimal service during each evaluation period.
2. For retention in PY3-PY5, faculty must demonstrate increasing levels of engagement in scholarly/professional activities and university/community service, while sustaining expected performance levels of teaching/primary duties.

Educational Requirement for Promotion and Tenure:

The educational requirement for promotion and tenure in the library is an ALA accredited master's degree in Library Science with an additional advanced or professional degree; or the ALA accredited master's degree in Library Science with a sixth-year specialist degree in librarianship.

An employee who does not satisfy the educational requirements for tenure may apply for consideration on the basis of exceptionalism in any of the three areas: exceptional teaching/performance of primary duties, exceptional scholarly/professional activity, or exceptional service. It is the responsibility of the faculty member to justify exceptionalism. Accomplishments demonstrating exceptionalism are:

- Exceptional performance of primary duties would be established by documenting a national reputation for excellence in librarianship
- Exceptional scholarly/professional activities would be established by documenting a sustained record of peer-reviewed activity in national venues.
- Exceptional university/community service would document a nationally recognized reputation in an area of service not counted as scholarly/professional activities.

Requirements for Professional Achievement Awards:

During the same year as the faculty member's four-year appraisal, he/she may choose to apply for a Professional Achievement Award. Applicants for a Professional Achievement Award must demonstrate a high level of performance of teaching/primary duties as set forth in the "Evaluation" section of these criteria. The outline submitted for the appraisal may serve as the basis for the PAA, but the faculty member must also submit a portfolio with full documentation for

teaching/primary duties and for one other area of evaluation, either scholarly/professional activities or service. In the third area of performance, the faculty member should submit the same outline submitted for the four-year appraisal, however, no one can be denied a PAA on the basis of performance in this third area.

Quantitative Criteria for Tenure, Promotion, and Professional Achievement Awards

To merit a recommendation, a faculty member must demonstrate the accomplishment of the following:

	<i>Scholarly/Professional Activities</i>			<i>University/Community Service</i>	
	<i>A</i>	<i>B or higher</i>	<i>C or higher</i>	<i>I</i>	<i>II or higher</i>
Tenure	2	3	4	1	3
Promotion to Assistant Professor	0	1	2	0	2
Promotion to Associate Professor (Since last promotion if applicable)	2	3	4	1	3
Promotion to Professor (Since last promotion if applicable)	3	3	5	2	4
Professional Achievement Award	1	1	2	2	5
OR	0	2	4	2	5

Qualitative Criteria for Tenure, Promotion, and Professional Achievement Awards

Some specific questions which applicants will want to address in their narratives for the areas of scholarly/professional activities and service activities are listed below:

- What does it contribute to the field of academic librarianship?
- What does it contribute to an academic field of learning?
- What does it contribute to the effective use of the library by its clientele?
- What does it contribute to the prestige of the University?
- Does it show evidence that scholarly/professional and service activities are continuing parts of the individual's professional life?
- Does it show evidence of the ability to perform at a level of competence appropriate to a tenured faculty member, Instructor, Assistant Professor, Associate Professor, or Professor?

Evaluation of Associate Faculty

Documentation of the performance of primary duties is required. Documentation must include:

- Description of primary duties as set forth in the Annual Work Plan(s)
- A self-evaluation based as closely as possible upon the description of primary duties as set forth in the Annual Work Plan(s).
- All faculty may submit peer evaluations of associate faculty to the Department Chair of the Libraries
- Satisfactory or Highly Effective evaluation is required for placement on the reemployment rosters but does not guarantee continued employment at the University.

Documentation may also include any materials the employee chooses to submit showing involvement in scholarly/professional activities and service.

Approved by the Library Faculty Committee of the Whole—February 17, 2004

Approved by the Chair of Libraries

Approved by the Dean of Libraries

Approved by the Provost

Kathleen E. Joswick—02/2004