

Application of Evaluation Criteria

University Library Western Illinois University

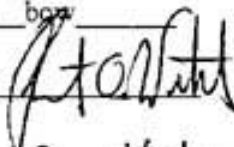
Faculty members in probationary years two through five and candidates for and/or promotion must demonstrate effectiveness in three areas: teaching/performance of primary duties, scholarly/professional activities, and university/community service. Faculty members in probationary year one must demonstrate effectiveness only in teaching/primary duties. Candidates for Professional Achievement Awards must demonstrate effectiveness in teaching/primary duties and either scholarly/ professional activities or university/community service.

Department Personnel Committee

The Library Committee of the Whole will elect a five member Department Personnel Committee composed of tenured faculty. Faculty on the Department Personnel Committee may not evaluate themselves.

*Revised 2/4/99, revision approved bow

*Revised 10/4/00; revision approved



10/26/00

Consulted with Dr. Maurine Magliocco
by telephone 10/26/00. The revision
was supported by her.

Application of Evaluation Criteria

University Library Western Illinois University

Faculty members in probationary years two through five and candidates for and/or promotion must demonstrate effectiveness in three areas: teaching/performance of primary duties, scholarly/professional activities, and university/community service. Faculty members in probationary year one must demonstrate effectiveness only in teaching/primary duties. Candidates for Professional Achievement Awards must demonstrate effectiveness in teaching/primary duties and either scholarly/ professional activities or university/community service.

Department Personnel Committee

The Library Committee of the Whole will elect a five member Department Personnel Committee composed of tenured faculty. Faculty on the Department Personnel Committee may not evaluate themselves.

*Revised 2/4/99, revision approved____bow_____

*Revised 10/4/00; revision approved_____

Evaluation

I. 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 shall be evaluated on the basis of the primary duties as set forth in his/her Annual Work Plan(s).

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

- * Copy of the Annual Work Plan(s).
- * 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).

Documentation may include:

- * Materials prepared and utilized in the course of primary duties.
- * Written comments from faculty, students and other library users.
- * Recognition, e.g. an award, for outstanding performance of primary duties.
- * A statement of goals and procedures for achieving these goals.

If the Annual Work Plan(s) assigns responsibility for a primarily scholarly/professional activity or for university/community service, those portions should be evaluated as such, not as teaching/primary duties.

II. Scholarly/Professional Activities

Activities the department deems acceptable for demonstration of effectiveness in the area of scholarly/professional activities are given 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 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 again even if counted in previous years as "work in progress." Actual publication may not count if counted in previous year as "accepted."

Group A

- * Book or bibliography published by a non-vanity press
- * 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
- * Editor or co-editor responsible for the intellectual content of a book or journal
- * Visiting professor, lecturer, or scholar in the area of the individual's expertise
- * Article in a peer-refereed journal
- * Chapter or article in a book published by a non-vanity press

Group B

- * Indexer or abstracter for an entire volume of a professional publication
- * 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 a list serve
- * Award by an area or regional professional organization
- * Translation of scholarly journal article
- * Member of editorial board/advisory committee for book or journal
- * Professional contribution to other publications, e.g., newspaper, encyclopedia, yearbook, newsletter, etc.
- * 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
- * Translation of book reviews and summaries
- * 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)
- * 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)

If the Annual Work Plan(s) assigns responsibility for a scholarly/professional activity, that portion of the assignment should be evaluated in this area, not as teaching/primary duties.

III. University/Community Service

Activities the department deems acceptable for demonstration of 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 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.

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, excluding departmental/college 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
- * Volunteering for a special project requested by the library or university administration
- * Work with student organizations or groups

If the Annual Work Plan(s) assigns responsibility for university/community service, that portion of the assignment should be evaluated in this area, not as teaching/primary duties.

Requirements

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

Retention Requirements:

1. For retention in PY1, faculty are evaluated on the performance of teaching/primary duties only, although involvement in scholarly/professional activities and university/community service is encouraged.
2. For retention in PY2 - PY6, 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 a master's degree in Library Science with an additional advanced or professional degree or the master's degree in Library Science with a sixth-year specialist degree in librarianship.

Quantitative Criteria for Tenure, Promotion, and Professional Achievement Awards

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

	Scholarly/Professional Activities			University/Community Activities	
	<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 may be considered in the areas of research/creative 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 research/creative activity is a continuing part of the individual's professional life?
- * Does it show evidence of ability to pursue scholarly/professional activities at a level of competence appropriate to Tenured faculty member, Instructor, Assistant Professor, Associate Professor, or Professor?

Evaluation on the Basis of Exception

It is the responsibility of the faculty member to justify exceptionality. Accomplishments demonstrating exceptionality must be significantly beyond and above the standard levels established for promotion and tenure.

Evaluation of Associate Faculty

Documentation of 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 Dean of the Library
- * Satisfactory or Highly Effective evaluation is required for placement on the reemployment rosters but does not guarantee continued employment at the University.

*Approved by the Library Committee of the Whole
February 6, 1997
Amended by the Library Committee of the Whole
September 4, 1997
Amended by the Library Committee of the Whole
October 4, 2000*

Kathleen E. Joswick—October 4, 2000