

**Illinois State University  
Milner Library**

**COLLEGE FACULTY STATUS COMMITTEE**

**College Standards**

**Effective January 1, 2019**

**I. INTRODUCTION AND MEMBERSHIP**

- A. The Milner Library College Faculty Status Committee (CFSC) shall be comprised as specified in the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies* (Section IV.A). In the event that an elected member of the CFSC is unable to complete a term of office, a special election shall be conducted by the Milner Library Tenure-Line Faculty Caucus to fill the vacancy from eligible candidates as specified in the section mentioned above.
- B. The responsibilities of the Milner Library CFSC shall be as specified in the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies* (Section IV. B-E).
- C. In accordance with University Policy 1.17, CFSC members will avoid conflicts of interest or the appearance of conflicts of interest. CFSC members shall not participate in their own performance, tenure or promotion evaluations or those of faculty members under their direct coordination, their direct administrative coordinator, spouses or other close relatives. Rather, CFSC members shall recuse themselves in such cases by physically absenting themselves. The remaining members shall render performance, tenure or promotion evaluations for the individuals under consideration.
- D. Five members are necessary for deliberations in disciplinary cases, only one of which can be a tenured faculty member holding an administrative appointment. Should elected members recuse themselves due to conflicts of interest in disciplinary cases, selection of replacements for the elected members will follow the process described in *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*, Section XII.B.3.a. In the case of fewer than five tenured Milner Library faculty members, additional faculty members will be sought from the CFSC of Mennonite College of Nursing.
- E. Should the dean recuse from the CFSC in disciplinary cases, a tenured associate dean previously designated by the dean to substitute will chair the CFSC deliberations. Substitutes and the order in which they succeed one another will be designated annually by July 1. The associate dean will have full voting rights as acting dean.

**II. COLLEGE DEFINITIONS FOR EVALUATION, PROMOTION, AND TENURE**

- A. Milner Library faculty evaluations are based on modified criteria unique to Illinois State University faculty, though consistent with the academic library profession. Like other faculty, Milner faculty are evaluated on their scholarly and creative production and their service. However, in place of “teaching,” Milner faculty are evaluated on “librarianship,” as described in “Provisions for Milner Library” in the Overview section of *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*.
- B. In reviewing the decisions of the Milner Library DFSC and making decisions and recommendations to the Provost, the CFSC will respect the *Criteria for Evaluation, Promotion, Tenure, and Post-Tenure Review* established by the DFSC and adhere to the standards and procedures set forth in the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*. Personnel evaluation and decisions will take into account performance in three functional areas, namely, LIBRARIANSHIP, SCHOLARLY AND CREATIVE PRODUCTIVITY, and SERVICE.
- C. **LIBRARIANSHIP** is generally defined as the practice of collecting, organizing, preparing, evaluating, and supplying information. This practice generally includes collection development, bibliographic organization and control, reference service, library instruction, library administration, and classroom instruction.
- D. **SCHOLARLY AND CREATIVE PRODUCTIVITY** is defined as stated in Appendix 2 of the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*. The interdisciplinary scope of LIBRARIANSHIP requires both breadth and depth of knowledge. Library faculty with subject specialties in other disciplines may be involved in contributing scholarly research and other creative works in library and information science and/or in their other discipline.
- E. **SERVICE** is defined as stated in Appendix 2 of the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*.

### III. CRITERIA FOR APPOINTMENT

For appointment, a library faculty member shall possess at a minimum: a master’s degree in library and/or information science from a program accredited by the American Library Association, and either 1) a second master’s degree, or 2) a Certificate of Advanced Study in Library Science or equivalent graduate certificate program, or 3) a doctorate.

### IV. CRITERIA FOR PERFORMANCE EVALUATION OF LIBRARY FACULTY

- A. Library faculty shall be evaluated based on materials submitted in accordance with the DFSC criteria for evaluation.
- B. Given the Library’s mission to be an active participant in the intellectual life of the Illinois State University community, Library faculty are strongly encouraged to plan their goals and accomplishments in LIBRARIANSHIP, SCHOLARLY AND CREATIVE PRODUCTIVITY, and SERVICE in the context of the Library’s and University’s goals and objectives.

- C. Library faculty are expected to meet minimum criteria in the following areas:
1. In the area of LIBRARIANSHIP, the Library faculty member performs her/his professional duties and responsibilities in a competent manner by applying her/his knowledge, professional skills and judgment in her/his assignment in a resourceful and effective manner; working within the framework of established policies and procedures, suggesting improvements and adapting to change as conditions warrant; maintaining familiarity with current professional trends in LIBRARIANSHIP and related subjects; and maintaining good professional working relationships with her/his colleagues in the Library and in the University community.
  2. In the area of SCHOLARLY AND CREATIVE PRODUCTIVITY, the Library faculty member undertakes research projects and/or creative activities related to the performance of duties as a librarian and/or knowledge in a subject discipline that lead to publication, presentation, or other forms of scholarly communication.
  3. In the area of SERVICE, the Library faculty member presents evidence of quality service among a balance of library, university, state, regional, and national service activities.

**V. CRITERIA FOR PROMOTION IN RANK**

- A. Library faculty adhere to the University-wide guidelines for promotion as described in *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*, Section VIII.
- B. Library faculty are expected to perform at a high level of expertise in LIBRARIANSHIP. SCHOLARLY AND CREATIVE PRODUCTIVITY and SERVICE are also important, and candidates for promotion are expected to show evidence of activity and accomplishment in these areas.
- C. Candidates for rank higher than Assistant Professor shall perform in LIBRARIANSHIP with progressively greater expertise, reaching a level of highest expertise at the rank of Professor. Levels of accomplishment in the areas of SCHOLARLY AND CREATIVE PRODUCTIVITY and SERVICE are expected to reflect increasing levels of quality in the vitae of candidates for Associate and Full Professor in accordance with the DFSC criteria for evaluation.

**VI. CRITERIA FOR TENURE**

- A. In making decisions on Tenure, the CFSC will adhere to the principles, guidelines, criteria, and procedures as stated in the *Illinois State University Faculty, Appointment, Salary, Promotion and, Tenure Policies*.
- B. The granting of tenure status is a major decision and should not be considered as automatic. The tenure decision should not be the product of any set formula or be based

solely on yearly performance evaluation ratings. The statements below are the primary criteria considered important at Illinois State University in making a tenure recommendation. Exceptions to these criteria, while possible, will be rare.

1. Consideration for tenure is predicated upon completion of the minimum educational requirements for Associate Professor, together with other professional qualifications and accomplishments in the candidate's assigned field of LIBRARIANSHIP.
2. There must be demonstration of continuing high-quality professional performance during the probationary period with emphasis upon LIBRARIANSHIP, together with documentation of SCHOLARLY AND CREATIVE PRODUCTIVITY and SERVICE.
3. The candidate's competencies must be in keeping with the long-range goals of the Library and the University if tenure is to be recommended.
4. The candidate must have demonstrated the capability to work responsibly and knowledgeably in a collegial manner toward the goals of the Library and the University.
5. To be eligible for tenure, a faculty member should hold the ranks of Associate Professor or Professor or be recommended for promotion to the rank of Associate Professor when tenure is recommended. An individual who cannot qualify for promotion to Associate Professor at the time of tenure shall ordinarily not be considered for tenure.

## **VII. APPROVAL OF CHANGES TO BYLAWS**

Congruent with guidelines specified in the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies (section IV.E.1)*, changes to the Milner Library College standards shall be approved by a vote of the Milner Library DFSC.

Approved Nov. 17, 1999 by Milner Library CFSC and DFSC.

Revised and approved September 26, 2005 by Milner CFSC

Approved October 10, 2005 by the Milner Library DFSC

Revised and approved September 12, 2011 by Milner Library Faculty

Approved September 30, 2015 by the Milner Library DFSC

Approved March 1, 2018 by University Review Committee (URC)

Revised and approved November 12, 2018 by Milner Library CFSC and DSFC and approved November 15, 2018 by University Review Committee (URC)