

**Illinois State University  
Milner Library**

**COLLEGE FACULTY STATUS COMMITTEE**

**College Standards**

**Effective January 1, 2012**

**I. INTRODUCTION**

- A. The Milner Library College Faculty Status Committee (CFSC) shall be “comprised of two faculty members...and the Dean, University Libraries, who is an ex officio voting member and Chairperson of the Committee” as specified in the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies* (Section IV.A.2).
- B. By virtue of the Milner organizational structure, CFSC members participate in, are present at, and vote in ASPT deliberations (including appeals) involving individuals within Milner's faculty unless these deliberations involve them as individuals.
- C. 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.A-E).
- D. 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 Faculty Council to fill a vacancy from eligible candidates as specified in the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies* (Section IV.A2).

**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 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.

#### **IV. 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.
- A. The minimum college educational requirements for Assistant Professor are: 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.
- D. Candidates for higher rank 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.

#### **V. 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.

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

Congruent with guidelines specified in the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies (section 4.E.1)*, changes to the Milner Library college standards shall be approved by a majority vote of tenured and tenure track faculty.

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

Approved November 22, 2011 by the Milner Library DFSC

Approved November 29, 2011 by the University Review Committee