

UNIVERSITY REVIEW COMMITTEE
Illinois State University

Thursday, November 15, 2018
1 p.m., Hovey 401D

MINUTES

Members present: Frank Beck, Angela Bonnell, Sam Catanzaro (non-voting), Kevin Edwards, Joe Goodman, Yoon Jin Ma, Nancy Novotny, Rachel Shively

Members not present: Diane Dean, Sarah Smelser

Others present: Bruce Stoffel (recorder)

Note: In these minutes “URC” refers to the University Review Committee at Illinois State University; “Caucus” refers to the Faculty Caucus of the Academic Senate at Illinois State University; “ASPT” refers to appointment, salary, promotion, and tenure policies of Illinois State University; “ASPT policies” refers to *Faculty Appointment, Salary, Promotion, and Tenure Policies* effective January 1, 2017, Illinois State University, as subsequently amended; “CFSC” refers to college faculty status committee as provided for in ASPT policies; “DFSC” refers to department faculty status committee as provided for in ASPT policies; “Mennonite” refers to Mennonite College of Nursing at Illinois State University; “Milner” refers to Milner Library at Illinois State University; and “CAS” refers to the College of Arts and Sciences at Illinois State University. Any general reference in these minutes to “DFSC” (i.e., a reference other than to the DFSC of a particular unit) refers to both DFSC and SFSC, and any reference to “department” or “school” (other than to a particular unit) refers to both department and school.

I. Call to order

Chairperson Joe Goodman called the meeting to order at 1:00 p.m. He welcomed committee members.

II. Approval of minutes

Nancy Novotny moved approval of minutes from the November 1, 2018 URC meeting. Frank Beck seconded the motion. The motion passed on voice vote, with six ayes and one abstention (Rachel Shively).

III. Updates

Revisions to disciplinary articles proposed by Milner Library and Mennonite College of Nursing

Goodman reported that he represented URC at the November 7, 2018 Faculty Caucus meeting. On the agenda of that meeting was the passage proposed by Mennonite and Milner for addition to new Article XII (Disciplinary Actions: General Considerations) of the ASPT policies. The passage exempts Mennonite and Milner from certain recusal provisions of Article XII. URC voted at its November 1, 2018 meeting to recommend the passage to the Caucus. At its November 7 meeting, the Caucus discussed edits to the passage before tabling the issue to provide Caucus members more time to consider it. Goodman read the passage aloud to URC members with the edits suggested by the Caucus.

Milner Library and Mennonite College of Nursing, as single-department Colleges, are exempt from the requirement that CFSC members must automatically recuse themselves from disciplinary proceedings involving members of their own departments. When CFSC members in Milner Library and Mennonite College of Nursing have conflicts of interest arising from other circumstances, they should recuse themselves from disciplinary proceedings as required in XII.B.3. The faculty of Milner Library and Mennonite College of Nursing will delineate in their College ASPT policies the means by which they will ensure that disciplinary proceedings are heard by a CFSC of at least five faculty, according to options in XII.B.3 (including the dean or designated associate dean as chair of the committee).

The changes, Goodman noted, are all in the last sentence: the reference to a “CFSC” replaces a reference to a “panel,” and “according to options in XII.B.3 (including …)” has been added. Goodman said Caucus Chairperson Susan Kalter indicated that the passage, if approved by the Caucus, would be added to the ASPT policies as Section XII.B.4 (with current Section XII.B.4 and subsequent sections being renumbered).

Goodman asked if the edits suggested by the Caucus need to be approved by URC. Sam Catanzaro responded that it would be appropriate for URC to do so. Before calling for a vote on the matter, Goodman asked whether the phrase “single-department Colleges” used in the passage has been deemed acceptable by legal counsel. Catanzaro responded that legal counsel has advised that it is acceptable to use that phrase so long as its use is consistent across university policies. Beck moved to approve the passage with the edits suggested by the Caucus at its November 7, 2018 meeting. Kevin Edwards seconded the motion. The motion passed on voice vote, all voting in the affirmative.

Goodman next updated committee members regarding the URC recommendation to the Caucus (made at the November 1, 2018 URC meeting) regarding composition of the Milner CFSC. He reminded members that URC recommended deleting Section IV.A.2 of the ASPT policies, renumbering Section IV.A.1 as Section IV.A, and adding the following sentence to the end of new Section IV.A: *Since Milner Library and Mennonite College of Nursing are single-department colleges, their CFSC members can participate in all deliberations unless those deliberations involve them as individuals, or if they have other conflicts of interest.* Goodman reported that Caucus Chairperson Kalter mentioned this additional URC recommendation at the November 7 Caucus meeting during Caucus discussion of the addition recommended by URC to Article XII (described above). Because of that mention, Goodman explained, Caucus rules permit the matter to be considered as both an information item and an action item at the next Caucus meeting (which is scheduled for December 5, 2018).

ASPT workshop series

Catanzaro reported. Since the last URC meeting, two sessions of a program about evaluation of teaching performance were held (on November 6 and 7) and a third session of the prior program, an overview of ASPT policies and an introduction to the new disciplinary articles, was held (November 13). Catanzaro said about 60 faculty members attended the November 6-7 sessions, and 37 faculty members attended the November 13 session. Catanzaro said attendees at all sessions were engaged in discussions. He noted that the November 13 session was successfully recorded, thanking Goodman for making that happen. Goodman said he has been working with Jeff Grabb (Executive Director of Technologies and Building Services for the College of Business) to arrange password-protected online access to the recording, with restrictions on the ability to download the recording. Grabb has suggested using the OneDrive video suite to provide that access. Bruce Stoffel will follow up with Grabb regarding the matter.

Catanzaro said that a suggestion has been made to offer the next program in the 2018-2019 ASPT workshop series, about evaluation of scholarship, during finals week. If not then, the program could be held in January, Catanzaro said. He asked for input from committee members. Goodman said he is fine with offering the program during finals week. He suggested emailing information about the sessions (to prospective attendees) before Thanksgiving, if possible. Catanzaro said he thinks that can be done if the sessions can be worked into the schedules of those who will present and if available rooms can be found.

IV. Review of CFSC standards

College of Arts and Sciences

Goodman reported that CAS has re-submitted its CFSC standards (see attached) with revisions requested by URC (at its November 1, 2018 meeting). Goodman said URC needs to make sure the college has, in its CFSC standards, done what was intended when the disciplinary articles were passed. He asked committee members to carefully review the standards against the disciplinary articles.

Shively said if the intent (of ASPT policies Section XII.B.3) is to be specific, the revised CAS CFSC standards are not. Catanzaro said what he sees missing from the CAS CFSC standards is reference to divisions (which are referenced in Section XII.B.3.a). Shively suggested asking CAS to incorporate provisions of Section XII.B.3.a

into its CFSC standards, either by reference or by adding criteria cited in that section of the ASPT policies but not mentioned in the CAS CFSC standards. Angela Bonnell agreed, noting that asking for that change would be consistent with what URC has asked of other colleges.

Novotny asked if it would be appropriate for the dean to select replacement CFSC members if the dean has been recused from the disciplinary proceedings. Catanzaro said questions could be raised about such a practice. Goodman said he will ask CAS to reconsider passages in its CFSC standards related to the dean's selections and to consider revising them to specify the succession.

Mennonite College of Nursing

Goodman asked committee members to again review CFSC standards (see attached) submitted by Mennonite (which URC approved at its November 1, 2018 meeting). He noted that Mennonite has not specified Section XII.B.3.a, Section XII.B.3.b, or Section XII.B.3.c in its passage regarding replacement of recused elected CFSC members, as required by Section XII.B.3 of the ASPT policies. Shively said URC should ask Mennonite to add such a reference to its CFSC standards. Other URC members agreed. Stoffel noted an error in the reference in the CFSC standards to "University Policy 1.17.12"; that reference should be "University Policy 1.17."

Milner Library

URC next considered revised CFSC standards submitted to the committee by Milner Library (see attached). Bonnell reported that the standards were approved by the Milner DFSC on Monday (November 5, 2018). She said a reference to that approval needs to be added at the end of the standards, as will a reference to URC approval of the standards. Bonnell noted that if the Caucus accepts the URC recommendation that Section IV.A.2 of the ASPT policies be deleted, reference in Section I.A of the Milner CFSC standards to "Section IV.A.2" will no longer be valid. She suggested changing that reference to "Section IV.A." She explained that, in doing so, the reference would be appropriate if Section IV.A.2 is either deleted or retained by the Caucus. URC members agreed. Bonnell also noted the need to change the reference in Section I.C of the Milner CFSC standards from "University Policy 1.17.12" to "University Policy 1.17." Catanzaro noted that the reference to "Section XII.B.3.A" in Section I.D of the Milner CFSC standards should be revised to "Section XII.B.3.a" (i.e., lower case a).

Shively moved approval of the Milner CFSC standards with the changes suggested by her committee colleagues. Beck seconded the motion. The motion passed on voice vote, all voting in the affirmative.

V. Equity review plan, discussion of phase five

Because the time scheduled for the meeting had nearly expired, discussion of equity review plan phase five was deferred to a future URC meeting.

VI. Other business

There was none.

VII. Adjournment

Bonnell moved that the meeting adjourn. Edwards seconded the motion. The motion was approved unanimously on voice vote. The meeting adjourned at 2:00 p.m.

Respectfully submitted,
Rachel Shively, Secretary
Bruce Stoffel, Recorder

Attachments:

CFSC standards, College of Arts and Sciences, as submitted to URC Chairperson Joe Goodman on November 9, 2018
CFSC standards, Mennonite College of Nursing, as approved by URC November 1, 2018
CFSC standards, Milner Library, as submitted to URC Chairperson Joe Goodman on November 12, 2018

FACULTY APPOINTMENT, SALARY, PROMOTION, AND TENURE (ASPT) STANDARDS
College of Arts and Sciences
January 2019

The College of Arts and Sciences is committed to a system of faculty evaluation and compensation that promotes the highest quality professional work by faculty. The College standards are meant to encourage departments/schools to set high expectations for faculty performance and to offer appropriate rewards to faculty based upon their accomplishments in teaching, scholarly or creative productivity, and service that genuinely advance the mission of the department/school, College, and the University.

The most important principle of effective faculty evaluation is peer review. The strongest evidence of performance in the area of scholarship or creative productivity comes from one's peers within the discipline. Generally, the best judges of the quality of such work are those who have similar academic interests and whose judgments influence dissemination in appropriate scholarly or creative venues. The best evaluators of the quality of a faculty member's teaching and service are peers within the academic department.

CFSC POLICIES

The College Faculty Status Committee (CFSC) shall be composed of the Dean of the College, who is an ex officio voting member and six members of the College faculty who represent the three groups (Natural Sciences and Mathematics, Social Sciences, Humanities). Each group has two members elected for two-year staggered terms. No department/school can have more than one representative. All members of the committee must hold tenure. College Council members shall not be eligible to serve. No faculty member may serve more than two consecutive terms. Faculty members may serve on only one ASPT committee at a time (URC, FRC, CFSC, D/SFSC).

CFSC members may participate in, be present at, and vote in ASPT deliberations (including appeals) involving individuals from their own departments/schools, excluding disciplinary proceedings. However, requests to have a CFSC member recused (regardless of departmental/school affiliation of the member) can be made by the applicant or by the Chair/Director/DFSC/SFSC of the department/school. Persons making such a request must provide the Dean a brief written explanation. These requests will be considered by the Dean and the CFSC on a case-by-case basis. A CFSC member may recuse herself/himself at any time but should not provide an explanation for his or her recusal. Individuals may not serve on CFSC the year they are being considered for ~~Tenure~~, Promotion, Distinguished or University Professor.

CFSC members may not participate in, be present at, or vote in disciplinary proceedings involving individuals from their own departments/schools. If fewer than five CFSC members remain eligible to participate in disciplinary proceedings, a replacement member will be selected by the Dean from past CFSC members who served on the CFSC one of the previous two years and who is not currently serving on a D/SFSC. If the Dean is recused from the disciplinary proceedings, the Associate Dean for Personnel, Budget and Planning will be the designee. If the Associate Dean for Personnel, Budget, and Planning is unable to serve due to a conflict, the Dean may designate another Associate Dean to serve as a replacement.

PROMOTION AND TENURE

Evaluation of the professional performance of faculty cannot be reduced to simple numeric standards. D/SFSCs and the CFSC must make judgments about the overall quality of a candidate's performance in accordance with the unit's "satisfactory" and "unsatisfactory" standards as these committees make recommendation on promotion and tenure. Given these assumptions, the following standards should apply in considering all applications for promotion and tenure within the College:

To qualify for promotion and tenure, a faculty member must exhibit sustained and consistent high quality performance in all faculty roles.

1. Each candidate for promotion or tenure must present evidence of high quality achievements in teaching. Evidence of high quality teaching must include a statement that addresses the candidate's teaching philosophy and goals, as well as examples of course materials (e.g., syllabi, selected assignments). It is the responsibility of the Chair/Director to provide a summary of systematically gathered student reactions to teaching performance, with results placed in the context of departmental norms.
2. Each candidate for promotion or tenure must present high-quality scholarly or creative productivity. These works may have appeared in any medium, but the scholarly or creative productivity will have been subject to external peer review appropriate to the discipline. Successful scholarly or creative records normally also include additional evidence of scholarly productivity demonstrated by activities such as conference papers, performances, invited addresses or funded external grants. Evidence of high quality scholarly or creative productivity should include a statement that addresses how the work contributes to the discipline and plans for future work.
3. Each candidate for promotion or tenure must present evidence of service activities that advance the mission of the department, college, university, discipline, or community.
4. The scholarship or creative productivity of each candidate for promotion or tenure will be evaluated by at least three and no more than six scholars from his or her discipline and external to Illinois State University. The external reviewers should be at or above the rank that the candidate is seeking and should not be former mentors, former students, spouses or significant others, co-authors, or co-investigators on grants. Guidelines for conducting the review will be developed by each department/school and added to the department/school's ASPT document.
5. The College regards the customary six-year probationary period in rank as an opportunity to observe a candidate's sustained performance in teaching, scholarship or creative productivity and service before awarding promotion and tenure. Early promotion and tenure is unusual in the College and shall occur only when the candidate has exhibited an extraordinary scholarly record, an exceptional record of teaching performance, and appropriate service.
6. Each candidate for tenure will undergo a mid-probationary tenure review conducted by the D/SFSC in the candidate's third or fourth year in order to assess the candidate's progress toward tenure.

Written departmental assignments for faculty may emphasize one of the faculty roles over others for purposes of evaluation. However, all candidates for promotion and tenure must have a record that includes peer-reviewed scholarly or creative productivity, and strong teaching.

To ensure uniformity in the presentation of information on candidates for promotion or tenure, all D/SFSCs shall utilize the College format for documentation of promotion and tenure cases.

PERFORMANCE REVIEW

Department/school guidelines for the annual performance review of faculty should reflect the strategic directions and values of the department/school. These guidelines should be designed to recognize faculty contributions in both short-term and long-term performance.

Faculty's overall annual performance will be evaluated in accordance with "satisfactory" and "unsatisfactory" standards developed by each Department/School's Faculty Status Committee (D/SFSC). departments/schools may choose to provide separate assessments of faculty performance in each evaluation category (teaching, scholarly or creative productivity, and service) as either "satisfactory" and "unsatisfactory," but must provide an overall assessment of "satisfactory" or "unsatisfactory." In addition, a separate interim appraisal of the faculty member's progress towards tenure and/or promotion must be included (see VII.E. in the University ASPT policies).

Annual performance review of faculty should be consistent with the annual assignment letters provided to each faculty member by the Chair/Director. Assignment letters should include information on the faculty member's teaching load for the year, the amount of time assigned to scholarly or creative productivity, and any other assignments expected to utilize significant portions of a faculty member's time.

SALARY REVIEW

Annual salary review should be directed toward ensuring that faculty salaries are consistent with performance and contributions to the department, in both the short term and the long term. The Chair/Director serves as chair of the D/SFSC and is responsible with presenting to the D/SFSC a set of recommendations regarding the distribution of salary increment funds. The D/SFSC is responsible for input and final approval of salary recommendations.

The College standards were approved by a majority vote of the departments/schools, **March 27 October 15, 2018**.

The College standards were approved by the CFSC, **April 6 October 18, 2018**.

The College standards were approved by the University Review Committee, **April 26, 2018**.

MENNONITE COLLEGE OF NURSING AT ILLINOIS STATE UNIVERSITY
College Standards Supplemental to University Guidelines and
Criteria for Faculty Evaluation

Drafted 4/8/05, Effective January 1, 2006,

Revised December 2010, Approved by URC January 19, 2011, Mandatory Revisions November 2011,

Approved by URC November 8, 2011

Effective January 1, 2012

[Revised October 2018](#)

Mission

Mennonite College of Nursing at Illinois State University creates a dynamic community of learning to develop exceptionally prepared nurses who will lead to improve health outcomes locally and globally. We promote excellence in teaching, research, service and practice with a focus on the vulnerable and underserved. We are committed to being purposeful, open, just, caring, disciplined and celebrative.

Introduction

This document outlines Mennonite College of Nursing standards for appointment, salary, promotion and tenure. The information contained within these policies is supplementary to the *Illinois State University Faculty Appointment, Salary, Promotion, and Tenure Policies*. Tenure track faculty are expected to review and consider both documents to fully appreciate and understand the ASPT process.

Mennonite College of Nursing is committed to a faculty evaluation system that promotes the highest standards of achievement within the discipline and at the same time is conducted in an atmosphere that promotes collegiality. The college is determined that the evaluation process will nurture faculty development and promote their success within the university and the discipline. The college is committed to rewarding faculty as they advance the college mission.

Standards for Appointment, Promotion and Tenure

Appointment

Appointment to a tenure track position is predicated on an individual's ability to achieve promotion to associate professor and/or be granted tenure by the end of the probationary period. Individuals seeking appointment to assistant professor must demonstrate potential for significant achievement in teaching, scholarship and service.

On occasion, initial appointments may be at the associate or full professor level. These individuals will have already demonstrated comparable achievement of this rank at other institutions in congruence with the expectations of Mennonite College of Nursing and Illinois State University.

Appointment to the rank of Assistant Professor may be made in the case of individuals who have:

- Recently received the doctorate and have no teaching experience, or
- Candidacy status for the doctoral degree, with or without teaching experience (Note: Reappointment is contingent upon completion of the doctoral degree within a period of time specified at the time of hire).
- Under rare circumstances variations from these requirements for appointment to assistant professor may be approved.

Promotion

A faculty member applying for promotion in rank in Mennonite College of Nursing must provide evidence of a sustained record of success in teaching, scholarship and service with an emphasis on the teaching and scholarship.

All individuals seeking promotion should be effective teachers as demonstrated by student evaluations, peer-review and self-evaluation. Faculty must also provide evidence of scholarship. Such evidence must include

peer-reviewed publications or reviewed creative activity or performances. Faculty may also include presentations, abstracts, and grant awards as evidence of scholarship. Faculty scholarship should demonstrate sustained effort and expertise in a focused area of study that contributes to the discipline of nursing and furthers the mission of the college. Service to the university, discipline and community is an important component of faculty responsibility, but alone is insufficient for promotion.

Tenure

The probationary period provides tenure track faculty the opportunity to document their productivity and achievement in teaching, scholarship and service. Annual performance evaluations provide individualized critical appraisal that will guide the probationary tenure track faculty in improving the quality of their contributions to the college mission.

To be eligible for tenure, a faculty member must hold the rank of Associate Professor or Professor or be recommended for promotion to the rank of Associate Professor when tenure is recommended. An individual who does not qualify for promotion to Associate Professor at the time of tenure shall ordinarily not be considered for tenure. Granting of tenure is also predicated on the potential for ongoing meritorious performance in teaching, scholarship and service.

Post-tenure Reviews

Post-tenure reviews are primarily for the purpose of enabling faculty members to shape their continuing careers with Mennonite College of Nursing and Illinois State University and to ensure that the faculty activities are meeting the mission of the college. Tenured faculty members shall receive a post-tenure review every five years following the granting of tenure.

Standards for Performance Evaluation and Salary Increments

Annual performance evaluations serve as one mechanism to reward each faculty member for their contribution to the mission of the college. Salary funds shall be distributed as performance-evaluated increments to faculty based on established policies for salary adjustments. Performance-evaluated increments shall recognize equity, and short-term and long-term contributions made by faculty members. Such increments shall be payable to raise-eligible faculty members who receive satisfactory performance ratings. Performance-evaluated increments ordinarily will not be distributed equally to all raise-eligible faculty members.

Establishment of the College Faculty Status Committee

The Illinois State University Appointment, Salary, Promotion and Tenure guidelines provide for the establishment of the College Faculty Status Committee (CFSC). The MCN CFSC is responsible for ensuring that the college guidelines are carried out, serving as the final authority in annual review and as the first appeal body for promotion and tenure decisions. By virtue of the MCN organizational structure, CFSC members participate in, are present at, and vote in ASPT deliberations (including appeals) involving individuals within MCN. Approval of CFSC guidelines is by majority vote of all tenure track faculty.

In accordance with University Policy 1.17.12, 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. The remaining members shall render performance, tenure or promotion evaluations for the individuals under consideration.

Five (5) 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*. In the case of fewer than five tenured Mennonite College of Nursing faculty members, additional faculty members will be sought from the CFSC of Milner Library.

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.

**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.2). 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 1.17.12, 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)