

Guidelines for Promotion and Tenure
Graduate School of Library and Information Science
University of Illinois at Urbana-Champaign
March 1988
Revised November 1994
Revised May 1997
Revised September 1997
Revised December 1998
Revised April 2004

Composition of Review Committees

The committee to recommend promotion from assistant to associate professor with indefinite tenure or for an appointment as associate professor with tenure shall be elected by the Faculty at the time the Spring election of committees for the following academic year is held. Those eligible include all full-time tenured faculty members in the School, with the exception of those on leave in the following Fall term or who, for other reasons, cannot serve. The committee shall consist of three members of the GSLIS faculty with the rank of Associate Professor or above.

In cases of promotion from Associate to Full Professor or appointment as Full Professor, the Committee will consist of the School's Full Professors. If the number of GSLIS Full Professors (exclusive of the Dean) is less than three, the elected members of the Executive Committee shall appoint a sufficient number of UIUC full professor faculty from outside the School to complete a committee of three (exclusive of the Dean). In this case the Executive Committee will ask GSLIS faculty to nominate UIUC full professors who are knowledgeable about the field and the candidate's areas of specialization.

Criteria for Evaluation for Promotion and Tenure

The Graduate School of Library and Information Science criteria for Promotion and Tenure fall within the overall criteria set down by the University of Illinois at Urbana-Champaign. (See Provost Communication #9: <http://www.provost.uiuc.edu/provost/comm9/comm9.pdf>) Addressing the interdisciplinary field of library and information science (representing the sciences, humanities and social sciences), GSLIS expects faculty being considered for promotion and tenure to demonstrate the following:

Research

Creating new knowledge is among the major social contributions of research universities and is critical to the rapidly changing field of library and information science. GSLIS faculty research will be reflected in and measured by:

- 1) Strong evidence of research productivity, generally measured by high quality publications. Faculty should publish in leading journals and other major publication venues. Creative work--from storytelling to systems design--may be recognized as part of research productivity.
- 2) Significant impact on the field of LIS. Impact can be measured in multiple ways according to the type of product - from citation analysis to how a system algorithm is used. An important measure of impact may be participation in the creation of new directions for the field of LIS. There should be evidence of other researchers picking up and using the researcher's ideas or tools.
- 3) An intellectual and professional identity and a cohesive body of research. Faculty should be able to demonstrate an integrated program for their research.

Teaching

Teaching is as important as research in the mission of both the university and GSLIS. Teaching embraces mentoring in classroom settings (both on campus and online), advisory sessions, supervision of student research and participation in master's thesis, CAS project, and doctoral dissertation committees, research collaboration, and professional development courses. Also contributing to a strong teaching record is work in revision of curriculum, development of new courses and innovative syllabi, and active interconnection between research and course content. Performance in the area of teaching may be reflected in and may be measured by:

1. ICES and/or EON data, self-review (philosophy, methods, strengths, problems, goals, and other material) and document evaluation;
2. Peer observation;
3. Information from current students, alumni, and others in the form of surveys, interviews, and letters;
4. Evidence of student learning, including exceptional awards or recognition earned by students, evidence of student success in later coursework, and evaluation of student work products such as exams, papers, grant project involvement, and publications.

Service (Public, professional/disciplinary, and university)

Public service such as service on government advisory boards is intrinsic to UIUC's land-grant mission; professional/disciplinary service contributes to the advancement of library and information science and/or related fields through such activities as involvement in professional and/or scholarly associations, refereeing, and serving on editorial boards. Service on GSLIS and university committees is essential for responsible faculty governance and the good of the university community. While the primary basis for promotion and tenure will be evidence of high quality both of research and of teaching, consideration is also given to evidence of valuable service, including public, professional/disciplinary, and university. In all cases appropriate evidence will be sought of the quality and impact of service activities, with particular attention to relation to research and teaching in the case of public and professional/disciplinary service.

Promotion and Tenure Timetable

April	Dean advises those persons in their fifth year of probationary period of the upcoming review.
	Dean advises those in the penultimate year of a Q appointment of the upcoming review
	Dean reminds Associate Professors of their right to be considered for promotion.
	Dean solicits recommendations from all faculty for review of faculty members for early promotion and/or tenure or for promotion from Associate to Full Professor.
	Vote for Promotion and Tenure Review committee for following academic year.
	Dean appoints three-person faculty committee to assist in preparation of the evaluative portion of the candidate's promotion and tenure dossier.
July 15	Latest date for persons to notify Dean of their desire to be considered for promotion.
	Each person desiring to be considered for promotion and tenure receives a copy of the previous year's Provost Communication No. 9 (http://www.provost.uiuc.edu/provost/comm9/comm9.pdf)

August 21	Preliminary documentation (i.e., all materials required in previous year's Communication) are given to Dean.
September 1	Written evaluations for candidate(s) solicited from GSLIS faculty members. The committee preparing the evaluative portion of the promotion and tenure dossier meets to select outside evaluators and determine procedures for gathering relevant data (including possible appointment of subcommittees of other senior faculty). Materials sent to outside evaluators.
(late) September	When it is received, current year's Academic Communication given to those being considered for promotion and tenure.
November 1	Latest date for submitting materials supplementary to the August 21 packet.
November-December	Promotion and Tenure Committee(s) meet to review materials and to make recommendations to the Dean.
December 15	Recommendations for promotions due in the Office of the Provost and Vice Chancellor for Academic Affairs. Dean will notify candidate(s) of decision of Promotion and Tenure Committee(s) and of Dean.
January 20	Recommendations for promotions sent to the Campus Committee on Promotion and Tenure and the Dean of the Graduate College.
March 5	Campus Committee on Promotion and Tenure and the Dean of the Graduate College submit preliminary recommendations to the Provost.
May 15	Final letter to deans and directors notifying them of those faculty members to be recommended to the Chancellor and President for promotion.