

Third Year Review Procedures
Graduate School of Library and Information Science
University of Illinois at Urbana Champaign

As required by the vice-chancellor for academic affairs, all faculty on probationary [non-tenured] status are to be reviewed in their third year on the faculty in a tenure-track position. The review differs from the school's annual review in that all previous work of the faculty member is evaluated along with work in progress and future plans as outlined by the probationary faculty member. The purpose of the probationary review is to evaluate the faculty member's progress toward tenure and to advise him or her of ways in which his or her teaching, research and service activities seem to be meeting the University's requirements for tenure, and to identify any areas of needed improvement.

The third year review is conducted by an individualized committee consisting of three tenured faculty appointed by the dean. Where possible, committee members should have expertise related to that of the probationary faculty member and may include a faculty member from another UIUC department.

By September 15, any faculty member being reviewed should submit to the dean a portfolio of the following materials:

- [1] copies of all works, published and forthcoming; letters indicating that works have been accepted for publication should be included with those to which they apply;
- [2] student evaluations of teaching;
- [3] syllabi from courses and from continuing education offerings;
- [4] a statement about the faculty member's work in progress and plans for teaching, research and service;
- [5] a self-evaluation of the expected significance of his or her research to the field of library and information science;
- [6] names of individuals in other UIUC departments who are familiar with the faculty member's work.

By November 15, the committee shall review the materials submitted by the faculty member together with the documentation submitted for all prior annual reviews, written evaluations of the faculty member solicited from all other GSLIS faculty members, and any supplementary materials such as letters from campus colleagues and peer evaluations of teaching. The committee assists the dean in preparing a written evaluation report for advising the probationary faculty member. By the first Friday in December the dean meets with the faculty member to discuss the results of the review.

The review is intended to be supportive and helpful to the probationary faculty member. Fairness to the candidate requires that the review be as candid as possible about shortcomings so the candidate has an opportunity to correct his or her course before an ultimate recommendation must be made. Strengths similarly should be stated. Expectations for the coming years should be clearly laid out in the written evaluation report, which will be included in the faculty member's departmental personnel file. Should the review conclude that it is unlikely that the faculty member will be able to achieve tenure following review in his or her sixth year, the dean may choose to issue a terminal contract for the following academic year. The University's normal channels of appeal are available to the faculty member.

Approved by the Executive Committee 12/11/89;
Revised by the Executive Committee 6/27/97
Revised by the Faculty April 2004