POLICIES AND PROCEDURES FOR FACULTY
APPOINTMENT, RETENTION, TENURE AND PROMOTION

University Library

(Should the wording of the standardized portions of this document conflict or appear to conflict with the wording of the relevant policies in the Unit 3 Collective Bargaining Agreement or with the Faculty Handbook, the Agreement and the Handbook take precedence.)

APPROVAL:

(1) By Library FPC

(2) By Dean of University Library

(3) By University FPC

(4) By Provost

[Signatures and dates]

Provost and VPAA 5/10/10
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University Library

Confidentiality of Personnel Deliberations

Except as otherwise provided by systemwide policy, the deliberations of personnel committees having to
do with appointment, reappointment, retention, tenure, periodic review/evaluation, and promotion, shall be
strictly confidential. The results of such deliberations shall be made known only to those to whom a
committee is required to report current University, College, or department personnel policies and procedures
and then only by the committee member or members formally charged with that responsibility. The principle
of confidentiality shall be observed by all committee members as well as by all other participants in the
process. Failure to preserve the confidentiality of personnel deliberations provides grounds for a charge of
unprofessional conduct. In the event that the confidentiality of personnel deliberations is allegedly violated,
the president may authorize such public statements as appropriate.

In those cases where a participant in the process is asked to appear before a review committee, participate
in a contract or faculty status grievance proceeding, or is required to give testimony during litigation, the
principle of confidentiality is waived to the extent required by law.

In the event that any participant perceives serious violations of University regulations in confidential
committee procedures, that person is relieved of the requirement of confidentiality in order to report that
case to the Committee on Academic Freedom and Professional Ethics for the purpose of obtaining advice,
or to those to whom the committee is required to report, for whatever action may be deemed appropriate.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 1-2, 1-3, etc.)

Note* The term "faculty" or "faculty member" shall be understood to refer to faculty unit employee.

The term "department" shall be understood to refer to the academic unit within a college, such as
department, division or school.

The term "College dean" shall be understood as also referring to the appropriate unit administrator, in those
units other than the colleges that regularly employ Unit 3 personnel.

The term "College" shall be understood to also refer to the Library-Counselors unit and all other units that
regularly employ Unit 3 personnel.

The terms "Agreement" shall be understood as referring to the Memorandum of Understanding or the Unit
3 Collective Bargaining Agreement.
Composition of University Library Personnel Committees (Probationary and Temporary Appointment, Retention, Tenure, and Promotion, and Evaluation of Temporary, Probationary and Tenured Faculty)

Each department shall establish one or more committees to make recommendations on appointment, retention, tenure and promotion (ARTP). Each committee shall have a minimum of three members and one alternate. Each committee will elect its own chair.

The department annually elects three personnel committee(s). (Indicate number of committees.)

The probationary and tenured faculty members of the department or equivalent unit shall elect a peer review committee(s) of tenured faculty members. When there are insufficient eligible members to serve on the peer committee, the department shall elect members from a related academic discipline(s).

**COMPOSITION OF DEPARTMENTAL PERSONNEL COMMITTEES**
(The Committees, as a whole, must take responsibility for the following tasks: Probationary Appointment; Temporary Appointment, Retention, Tenure and Promotion; Range Elevation; Evaluation of Temporary Faculty; Evaluation of Probationary Faculty; Evaluation of Tenured Faculty; and Collaboration on the Development of Individual Professional Plans. It is required that each unit indicate below which Committee will be responsible for each of these tasks.)

<table>
<thead>
<tr>
<th>Committee Titles and Responsibilities</th>
<th>Number of Members (at least 3; all tenured full-time) (Indicate if must be (full) professor rank)</th>
<th>Number of Alternates (1 or more; all tenured full-time)* (Indicate if must be (full) professor rank)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments Committee: Search and make recommendations for selection of new tenure-track Library faculty.</td>
<td>Three (3) tenured Library faculty members.</td>
<td>One (1) alternate tenured Library faculty member.</td>
</tr>
<tr>
<td>Library Personnel Committee A: evaluates tenured faculty who hold the rank of Associate Librarian or Librarian; Committee A collaborates with library faculty creating an IPP; Committee A also reviews material which a faculty member wishes to add to the faculty member's personnel file after the established deadline to add such material.</td>
<td>Five (5) tenured Library faculty members at the rank of Librarian</td>
<td>One (1) alternate tenured Library faculty member at the rank of Librarian</td>
</tr>
<tr>
<td>Library Personnel Committee B: evaluates probationary tenure-track Library faculty and temporary Library faculty as well as temporary faculty under consideration for range elevation.</td>
<td>Five (5) tenured Library faculty members at the rank of Librarian or Associate Librarian</td>
<td>One (1) alternate tenured Library faculty member at the rank of Librarian or Associate Librarian</td>
</tr>
</tbody>
</table>

*When a member of a department committee is to be absent from a substantial part of the committee's deliberations, an alternate will replace the member and will continue through the completion of all committee deliberations of that cycle. Consideration should be given to having the alternate(s) present from the start of the deliberations, to enable the alternate(s) to participate effectively, if/when needed.*

**ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:**
(Number additional pages, if needed, as 2-2, 2-3, etc.) (If NONE, so indicate)

The appropriate terminal degree in the College for awarding tenure is a master's degree or doctorate in library and/or information science from an institution accredited by the American Library Association.
Eligibility for Committee Service and Balloting

Membership on faculty personnel committees shall be limited to permanent faculty members. Exceptions to this restriction shall be limited to those instances in which the CSU/CFA Collective Bargaining Agreement requires the participation of other faculty employees.

Faculty participating in the Faculty Early Retirement Program (FERP) may serve on personnel committees when the committee's work would normally be completed during the period of FERP employment. However, personnel committees may not be comprised solely of faculty participating in the Faculty Early Retirement Program.

Faculty members on leave for one or more semesters will normally not serve on personnel committees, and must notify the committee chair prior to the beginning of the semester in which they will be absent. If a faculty member is available and willing to serve and if there are extraordinary circumstances that make the faculty member's attendance highly desirable, a faculty member may serve while on leave subject to the college dean's approval.

Each department/division/school and each college shall elect one or more personnel committees comprised of tenured faculty members to conduct evaluations of faculty members. Each department/division/school committee shall have a minimum of three members and one alternate. For faculty units that are not organized into departments/divisions/schools, the unit-specific evaluations policies will identify equivalents to personnel committees. A faculty member cannot serve on more than one level of peer review for another faculty unit employee in any given academic year. If a faculty member is elected to peer review committees at two levels, the faculty member may decline service on either the department/division/school or college committee.

When a member is to be absent from a substantial part of the committee's deliberations, the alternate will replace the member and will continue through the completion of all committee deliberations of that cycle. A committee member on the college evaluation committee may not be present when the committee is deliberating and voting on candidates from his or her department/division/school.

As established by the department/division/school policy, the chair or director may serve on the department/division/school evaluation committee either as an elected or ex officio voting member, or as an ex officio non-voting member. If the chair or director is not a voting member of the department/division/school evaluation committee, he or she has the responsibility to write an independent evaluation of the faculty member. Indicate below if the chair or director is always included on the committee, excluded from the committee, or eligible to serve if elected to the committee.

No member of an evaluation committee may participate in the evaluation of anyone who holds a rank higher than the member's rank. Additionally, faculty members under promotion consideration are not eligible to serve on promotion or tenure peer review committees.

The ballot of nominees for committee(s) will list at least twice the number of faculty to be elected. If the department does not have eligible members for a department personnel committee equal to twice the number to be elected, they will add the names of eligible nominees who are willing to serve from closely related disciplines to achieve that number. The ballot should consist only of faculty eligible to serve. It is expected that all eligible faculty will be on the departmental ballot and shall serve if elected.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 3-2, 3-3, etc.) (IF NONE, so indicate)

For each faculty evaluation committee, indicate whether the chair is always included on the committee, excluded from the committee, or eligible to serve if elected to the committee.

Administrators are ineligible to vote or serve on Library Personnel committees.
Recruitment of Probationary Faculty

Before recruitment for any position takes place, explicit and reasonable criteria for evaluating applicants shall be established in writing by departments and shall be made available in the individual departments and Colleges. Departments may require additional professional training, vocation experience or education above and beyond the terminal degree. Departments shall distinguish between required and desired criteria, and shall consider such factors as instructional ability, training, professional potential or achievement, research ability, ability or willingness to work effectively in a multi-ethnic environment and quality of recommendations. All applications for a position shall be judged by the same criteria.

The department shall develop the appropriate vacancy announcement using the established template, which shall be approved by the College dean and the Assistant/Associate Vice President for Academic Affairs – Academic Personnel. The vacancy announcement must include the name of the specific terminal degree that is required for tenure and promotion if the possession of that degree is not a requirement for appointment. (For information about equivalency statements, see the section of the Faculty Handbook entitled "Eligibility Criteria for Tenure and Promotion") Vacancy announcements for tenure-track positions shall be disseminated locally, regionally, and nationally.

Recruitment should be based on explicit long-term (3-5 year) plans developed on the basis of the following: careful forecasting of curriculum developments for each department, projected changes in class size, limits related to changes in content and methods of instruction in each class, changing needs for each offering, projected student/faculty ratios, projected FTEs, and department equity and diversity concerns.

Departments shall be required to recruit faculty from a wide variety of institutions in order to provide significant breadth of background and experience in each department. No more than 25 percent of a department's probationary and tenured faculty should have their highest academic degrees from any single institution. Before making a new appointment at variance with this limit, the dean of the College must be satisfied that serious and persistent factors beyond the department's control make the exception necessary. Such factors would include, but not be limited to, equity and diversity concerns.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 4-2, 4-3, etc.) (If NONE, so indicate.)

NONE
Appointment of Probationary Faculty

Initial probationary appointments may be for a period of one or two years.

Recommendations regarding probationary appointments shall originate at the department or equivalent unit. Probationary appointment procedures shall include the following:

a. Each department or equivalent unit shall elect a peer review committee of tenured faculty unit employees, which may include FERP faculty, for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the President and upon request of the department/division/school, these appointment committees may also include probationary faculty. If the President has authorized recruitment of a tenured faculty member, the appointments committee shall be limited to faculty members at a rank equivalent to or higher than the rank at which the faculty member will be appointed.

b. Each departmental peer review committee recommendation report shall be approved by a simple majority of the committee casting a vote. An abstention shall count as a negative vote.

Probationary appointments are normally made at the Assistant Professor or equivalent librarian or counselor rank in accordance with provisions of the Agreement. Each newly appointed probationary faculty member is assumed to have the qualifications and potential to be a candidate for retention, tenure, and promotion in due course.

The President, upon recommendation of the affected department or equivalent unit and the appropriate administrator(s) may grant to a faculty member at the time of initial appointment to probationary status up to two (2) years service credit for probation.

No probationary appointments will be made without a personal interview by a qualified representative of the University. A personal interview is considered desirable as a condition of any faculty appointment and Colleges are expected to adhere to this guideline except where special conditions (e.g., summer semester staffing problems) interfere. Budgetary restrictions on out-of-state travel and interview money will not be considered a "special condition" in this sense. Recruitment funds available to the University will be expended for interview purposes in preference to the payment of moving expenses for new faculty.

After considering the recommendation of the department or equivalent and the appropriate administrator, appointments of faculty members shall be made by the President or designee. No faculty member shall be deemed appointed in the absence of an official written notification from the President or designee which shall include: beginning and ending dates of the appointment, classification/rank, number of units, status, assigned department/unit or other employment conditions.

At the time of initial appointment, instructional faculty must be evaluated for oral and written proficiency in English through procedures to be developed by each department. Upon completion of the evaluation, the department chair of the faculty member concerned will certify proficiency in English appropriate to the discipline, instructional setting, and material, being communicated. Such certification shall be placed in the faculty member's personnel file. If a member of the instructional faculty is unable to demonstrate proficiency in oral and written communication in English, he or she shall be directed to courses, workshops, or programs designed for the improvement of those skills.

Each new faculty member shall be provided with evaluation criteria and procedures in effect at the time of his/her initial appointment within 14 days of the beginning of the first semester of his/her appointment. In addition, the faculty member shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 5-2, 5-3, etc.) (IF NONE, so indicate.)
NONE

5-1
Personnel Action Files

All reviews shall be based on evidence in the two-part personnel action file, which includes the permanent personnel action file (PPAF) and the working personnel action file (WPAF). All evaluations will be entered into the faculty member's permanent personnel action file (PPAF). The permanent personnel action file (PPAF) is maintained by the University. Reports of peer observations of instruction and quantitative summaries of student opinion surveys are maintained in the PPAF.

The candidate is responsible for providing the following materials to his or her working personnel action file (WPAF) before the published date of the file closure: a current curriculum vitae, a personnel information form that summarizes and describes the candidate's activities and accomplishments during the period under review, and evidence of these activities and accomplishments.

In addition, faculty not subject to retention, tenure, or promotion review are invited annually to record accomplishments and contributions to the University in a letter or on the personnel information form provided by the College and filed in the office of the College dean, with a copy submitted to the department chair. Failure to respond to this invitation shall not in itself be deemed prejudicial.

A specific deadline before the recommendation is made at the first level of evaluation shall be established by campus policy at which time the Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion of material after the date of this declaration must have the approval of a peer review committee designated by the College and shall be limited to items that are deemed significant and that became accessible after this declaration. Material inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation and comment before consideration at subsequent levels of review. If, during the review process, the absence of required evaluation documents is discovered, the Personnel Action File shall be returned to the level at which the requisite documentation should have been provided. Such materials shall be provided in a timely manner.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 6-2, 6-3, etc.) (If NONE, so indicate.)

NONE
Individualized Professional Plans

Each faculty member shall have the discretion to develop, in collaboration with his or her Dean and the Library Faculty Affairs Committee, an individualized professional plan (IPP). Such plans shall specify the candidate's goals and objectives and may alter the balance or focus of performance among categories A, B, and C for a specified period of time.

A faculty member may choose to prepare an IPP when either his or her work assignment or area of specialization warrants a departure from the usual evaluation criteria, or when the faculty member's work is of a nature that it makes it difficult to apply the established evaluation criteria articulated above. Such a plan must indicate the time period during which it will apply to the evaluation of the faculty member's performance. No IPP may be retroactively applied, and in no case shall an IPP exceed three years in duration. However, an IPP may be renewed.

An IPP must be approved by the faculty member, the Dean of the University Library, and the Provost. The IPP must indicate (1) the unusual circumstances or work assignment that warrant(s) the creation of the plan, (2) the work plan (and expected outcomes) for the faculty member over the course of the IPP's duration, and (3) where necessary, the criteria by which the faculty member will be evaluated. An individualized professional plan will still require that a faculty member be evaluated in all areas of expected performance. Whenever an IPP is approved, it must be placed in the permanent personnel file. An IPP will be effective upon its approval and will govern only that part of the evaluation period during which it is in place.

Each unit should consider whether it wants to present any specific guidelines for how Individual Professional Plans should be structured, when they should be done, and how the consultation/collaboration process at the dept/div level will work (including specifying on 2-1 and which committee(s) will do that collaboration). Describing specific structures and processes is optional.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 7-2, 7-3, etc.) (If NONE, so indicate.)

NONE
Eligibility for Tenure

To be eligible for tenure, a faculty member must have an appropriate terminal degree or have been appointed under an equivalency (in-lieu) statement. The appropriate terminal degree(s) for the department are:

<table>
<thead>
<tr>
<th>Area of Specialization</th>
<th>Terminal Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library or information science</td>
<td>Master’s degree or doctorate in library and/or information science from an institution accredited by the American Library Association.</td>
</tr>
</tbody>
</table>

The appropriate terminal degree is required for consideration for tenure and promotion beyond the rank of assistant professor or senior assistant librarian, with the exception described in the following paragraph.

Any department having a position in which professional or vocational experience in lieu of a terminal degree is highly beneficial shall develop a written statement that will define the equivalence for that position. The department shall use the form entitled "Request for Approval of a Terminal Degree Other than a Doctorate" which can be found at the end of this document. Such statements shall have been recommended by the appropriate department and College committees, the dean of the College, the Faculty Policy Committee, and approved by the Provost and Vice President for Academic Affairs and the President prior to advertisement of the position. A faculty member appointed to such a position shall be eligible for tenure and promotion under the criteria contained in that statement. That faculty member must be judged by the same qualitative standards as are other tenure and promotion candidates.

Consideration for tenure normally occurs during the sixth year of service as a probationary faculty member. A probationary faculty member may request to be considered for early tenure by making a request in writing to the College Dean by the deadline specified in the Personnel Actions Calendar. The normal period of probation shall be a total six (6) years of full-time probationary service and credited service, if any. Any deviation from the normal six (6) year probationary period except as provided by the agreement (for example, due to certain leaves) shall be the decision of the President following his/her consideration of recommendations from the department or equivalent unit and appropriate administrator(s). A successful candidate for early tenure must have a sustained outstanding record at Cal State Los Angeles in Category A, "Educational Performance" and Category B, "Professional Achievement," and must have at least a satisfactory record in Category C "Contributions to the University." A faculty member may request to be considered for early tenure only once.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 8-2, 8-3, etc.) (If NONE, so indicate.)

NONE
Eligibility for Promotion

Department and College committees shall consider for promotion all faculty members:
1. Who are simultaneously being considered for tenure or
2. Who are tenured faculty and in their fifth year in rank as an associate professor, unless the faculty member requests in writing not to be so considered.

A faculty member shall not normally be promoted to Associate Professor or equivalent rank/classification and may not be promoted to Professor during the probationary period. Probationary faculty members shall not be promoted beyond the rank of Associate. A probationary faculty member shall normally be considered for promotion at the same time he/she is considered for tenure. Tenure of an Assistant Professor carries with it promotion to Associate Professor.

A faculty member, upon application, may be considered for promotion to Professor, Librarian, or SSP-AR Level III, prior to the equivalent of the fifth (5th) year of service. Such requests also may be made by the department chair or colleagues. Such requests must be received by the Dean or equivalent at least two weeks before the date set for the closure of personnel files.

A successful candidate for early promotion must have a sustained outstanding record at Cal State Los Angeles in Category A, “Educational Performance” and Category B, "Professional Achievement," and must have at least a satisfactory record in Category C, “Contributions to the University.” A faculty member may request to be considered for early promotion only once at each rank. Prior to the final decision, candidates for promotion may withdraw without prejudice from consideration at any level of review.

The terminal degree is mandatory for promotion beyond the rank of Assistant Professor. However, a faculty member, after 10 years of meritorious service, may be considered for promotion to the next higher rank, although technically not eligible for consideration for promotion under regular criteria (e.g., a terminal degree or equivalency). Those faculty members must be judged by the same qualitative standards as are other promotion candidates. Each College shall state in writing its procedure for determining that the faculty member’s years of service are meritorious. Such procedure shall include provision for formal consultation with an appropriate College committee. Once declared eligible for promotion, the faculty member remains eligible for such consideration thereafter until promoted to the rank of professor.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 9-2, 9-3, etc.) (If NONE, so indicate.)

NONE
Evaluation of Permanent Instructional Faculty

Librarians at California State University, Los Angeles are appointed as members of the faculty. In keeping with the terminology utilized in the Collective Bargaining Agreement between the California State University and the California Faculty Association, the term “permanent library faculty” shall refer to all probationary (tenure-track) and tenured library faculty. This evaluation policy governs permanent library faculty.

Library faculty members represent a vital and visible part of the intellectual life of CSULA. They contribute to the fulfillment of the University’s educational mission by providing access to knowledge resources, teaching, collaborating with other campus faculty to integrate information literacy into the curriculum, managing electronic resources, organizing information and data, developing collections and delivering traditional library services to the University and the broader community. Library faculty work to foster the development of students in seeking, evaluating, and synthesizing information seeking and ideas across all disciplines.

Permanent library faculty members have the following classifications:

- senior assistant librarian
- associate librarian
- librarian

The purpose of this library faculty evaluation policy is to maintain and enhance the high quality of the academic programs at CSULA by assuring that all permanent library faculty members meet and maintain high standards of performance as library professionals, teachers, scholars, and members of the campus community. The policy aims to achieve this objective by establishing criteria for fair, thorough, and consistent evaluation of individual library faculty members at all levels of review.

Evaluations of tenure-track and tenured library faculty shall focus on the quality and effectiveness of professional duties and responsibilities, professional achievement, and other contributions to the University by the library faculty member under review.

The evaluation of a library faculty member is based upon a comprehensive review of the individual’s qualities, achievements, and promise during the year or years included in the review period. Attention shall be given to forming a general “profile” or comprehensive estimate of the faculty member’s performance and special professional interests and accomplishments.

All reviews shall be based on evidence in the two-part personnel action file, which includes the permanent personnel action file (PPAF) and the working personnel action file (WPAF). All evaluations will be entered into the library faculty member’s permanent personnel action file (PPAF). The permanent personnel action file (PPAF) is maintained by the University. Reports of peer observations of instruction and quantitative summaries of student opinion surveys are maintained in the PPAF. The candidate is responsible for providing the following materials to his or her working personnel action file (WPAF) before the published date of file closure: a current curriculum vitae, a personnel information form that summarizes and describes the candidate’s activities and accomplishments during the period under review, and evidence of these activities and accomplishments.

I. Types of Evaluation

There are two types of evaluations for permanent library faculty members:

**performance reviews**, required for retention, tenure, and promotion of library faculty, and

**periodic evaluations**, conducted when an evaluation is required, but in periods in which a library faculty member is not under consideration for retention, tenure, or promotion.
Performance reviews serve the dual purposes of determining whether or not a library faculty member’s performance warrants retention, tenure, or promotion, and of providing the library faculty member with constructive feedback on his or her performance in the areas under review.

Periodic evaluations are aimed primarily at providing the library faculty member with feedback on his or her performance. However, they may be considered in subsequent performance reviews.

Library faculty members shall undergo a performance review when under consideration for retention, tenure, or promotion. A library faculty member undergoing a performance review shall be reviewed by the appropriate Library Personnel Committee, the Dean of the University Library, and the Provost.

A library faculty member undergoing periodic evaluation shall be reviewed by the appropriate Library Personnel Committee and the Dean of the University Library. Periodic evaluations shall include review of a library faculty member’s performance in all of the same areas as during a performance review.

A request for an external review of materials in one’s personnel file may be made by any of the parties involved in the review.

II. Evaluative Standards, Evaluation Timelines, Post Tenure Performance Reviews and Periodic Evaluations and Review Periods

The policies for library faculty regarding evaluative standards, evaluation timelines, post tenure performance reviews and periodic evaluations, and review periods are the same as those for the instructional faculty.

III. Criteria Governing Evaluations of Library Faculty

Reviews for retention, tenure, and promotion to associate librarian are cumulative in the sense that the progress or growth of the library faculty member since joining the library faculty is a factor in evaluation. Generally, the evaluation of a probationary library faculty member will take into account all and only the activities and achievements since the initial probationary appointment. Reviews are comparative in the sense that the library faculty member is evaluated against the quality and effectiveness of performance of colleagues taking into account the broad range of activities in which different members of the library faculty engage.

Performance reviews for promotion to the rank of librarian are similarly cumulative and comparative – i.e., the progress or growth of library faculty members while in their present rank is assessed against the quality and effectiveness of colleagues’ performance, taking into account the broad range of activities in which different members of the library faculty engage.

All tenured librarians (at any rank) shall be evaluated at intervals no greater than five years. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the Dean of the University Library.

Library faculty members are evaluated on the basis of their performance in the following categories:

A. professional librarian responsibilities;
B. professional achievement; and
C. contributions to the University.

Of the three categories, category A normally shall have the greatest weight. A library faculty member may choose to prepare an individualized professional plan when either his or her work assignment or area of specialization warrants a departure from the usual evaluation criteria, or when the library faculty member’s work is of a nature that makes it difficult to apply the established evaluation criteria articulated below. Such a plan must indicate the time period during which it will apply to the evaluation of the library faculty member’s performance.
The policies regarding individualized professional plans for library faculty are the same as those for instructional faculty.

Although the criteria governing performance reviews are the same for retention, tenure, and promotion cases, reviewers should recognize qualitative differences between these types of reviews. This difference, however, is one of degree, not kind, and it may be summed up under the concept of growth or progress. At the time of the performance review of the library faculty member for retention during the probationary period, judgment is based on demonstrated growth, performance, and promise in categories A, B, and C.

At the time of candidacy for tenure and/or promotion, however, a library faculty member is expected to have demonstrated substantive achievements in each of the three areas; promise of future growth will not be sufficient to warrant a positive recommendation for tenure or promotion. Special consideration will be given to the continuity and growth of the activities comprising this total performance.

**Category A, Professional Librarian Responsibilities**, consists of two elements:

1. professional performance, and

2. related educational activities.

While library faculty members are distinct from instructional faculty members in their assigned responsibilities, their primary mission is to support student learning. The contributions of individual library faculty members represent significant diversity in terms of activities performed.

1. Professional performance includes those activities completed by the library faculty member that contribute to student learning. These activities, listed in no particular order, include, but are not limited to:

   - Accomplishing professional objectives and fulfilling responsibilities in support of University and Library mission statements;
   - Promoting student learning through the appropriate collection and classification of resources, provision of reference or consultation, and/or implementation of effective delivery systems for access;
   - Providing instruction (e.g., teaching a course in the University's Catalog; or teaching course integrated information literacy instruction sessions or conducting library workshops);
   - Considering and initiating new ideas, new technologies, or alternative approaches to library procedures;
   - Applying bibliographic techniques effectively to the acquisition, development, classification, and organization of selected information resources;
   - Initiating and carrying to conclusion projects that contribute substantially to the Library mission;
   - Performing effectively in terms of an individual library assignment of responsibility; and
   - Creating library resources in a variety of formats.

For library faculty members who serve as course instructors, the policy governing student input in the academic personnel process are the same as that for instructional faculty.

2. Related educational activities include, but are not limited to: assisting faculty in curriculum/program development, programmatic assessment of learning outcomes, and other academic support activities that enhance student learning. Library faculty members provide significant outreach to liaison areas for the purposes of instruction, for example, partnering in course integrated assignments, and curriculum development with faculty outside the library. Library faculty also work with their liaison faculty in
departments/divisions/schools and colleges in the developing collections and may be involved in other teaching related program liaison work (e.g., campus-wide information literacy efforts).

The evaluation of professional librarian responsibilities is based on the following activities, listed in no particular order, which include but are not limited to:

- Project reports, logs, planning documents, self-studies, or other work product assessments;
- Faculty and/or student feedback related to a service area or product;
- Products created in support of student learning, including web pages, guides to web pages, and tutorials, etc.;
- Feedback from faculty in the assigned liaison department related to collection development and/or outreach; and
- Surveys of internal/external clients.

In evaluating these contributions in category A as to their relative merits, the quality and effectiveness, and not only the quantity of the contributions shall be the primary consideration.

**Category B, Professional Achievement**, is defined as performance of discipline-related activities that include, but are not limited to the following broad areas identified in no particular order:

- Academic and scholarly contributions to the library faculty member’s profession and field that are externally evaluated and published or formally accepted for publication, such as research, critical essays, and theoretical analyses published as a book, chapter, or article;
- Development of technology, textbooks, and original teaching or testing materials that are adopted for professional and/or instructional use outside the library;
- Presentations at meetings of scholarly and professional societies;
- Presentations as invited authority in the library faculty member’s field before scholarly and professional audiences;
- Participation in activities of scholarly or professional societies beyond membership, such as elective office, fellowship status, committee membership, receipt of special awards, organization of symposia, and chairing or moderating of conference sessions;
- Receipt of fellowships, grants, contracts, or other subsidies and commissions for scholarly activities in the library faculty member’s field;
- Holding special appointments such as visiting professorships, lectureships, or consultant assignments in other academic, scholarly, professional, or government institutions;
- Editing or reviewing of scholarly or professional publications;
- Professional practice that utilizes the library faculty member’s academic expertise;
- Service to one’s profession, in such cases where the activity is based on one’s disciplinary expertise (for example, appointment to a granting agency’s review board or service on a professional board); and/or
- Community based participatory research, community service, and community based activities that involve the academic expertise of the library faculty member.
In evaluating these contributions in category B as to their relative merits, the quality and effectiveness, and not only the quantity of the contributions in Category B shall be the primary consideration.

The Library concurs with the bulleted list above.

**Category C, Contributions to the University**, is defined as all other service to the University, profession, or community that contributes to the mission and governance of the University including but not limited to the following broad areas as identified in no particular order:

- Contributing to academic governance, such as memberships and participation in the activities of Library, University, and system committees, and service in administrative capacities;

- Participating in any student, faculty, professional, or community organization, engaging in any service to colleges and/or the community, or engaging in other activities that bring positive recognition to the library faculty member and to the University;

- Delivering speeches, conducting colloquia, or otherwise conveying information about the library faculty member’s scholarship, profession, field, and University to community groups; and/or

- Organizing and engaging in significant University, college, and Library activities that improve the educational environment and/or student, staff, or faculty life, such as organization of retreats, conferences, or orientations.

In evaluating these contributions in Category C as to their relative merits, the quality and effectiveness, and not only the quantity of the contributions shall be the primary consideration

**ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:**

(Number additional pages, if needed, as 10-4, 10-5, etc.) (If NONE, so indicate.)

**A. External Review**

The policies regarding external review for library faculty are the same as those for instructional faculty.

**B. Evaluation of Library Faculty Active in Programs Outside the Library**

When a library faculty member’s assignment includes significant instruction and activities in an academic program outside the Library, that library faculty member may request an assessment of his or her performance in the activities associated with the academic program. In that case, prior to the file closure date, the chair/director/coordinator of the academic program shall provide a written assessment of the contributions of the library faculty member to that program for the library faculty member’s personnel file. This assessment shall be part of the evidence upon which the evaluation is based.
Committee Procedures

Evaluation committees are responsible for evaluating the work of the candidates in all areas based on the information provided in the personnel action file, for making a recommendation regarding retention/tenure/promotion, and for applying the specific criteria and standards of the department/division/school or of the college to the performance of their colleagues in the evaluation process. When faculty have approved individualized professional plans on file, the committee shall review and take into account such plans in evaluating the faculty member's performance. When a faculty member accepts a regular or temporary non-teaching assignment, special consideration shall be given to performance in that assignment.

The committee is expected to consider whether evaluation criteria and recommendations from previous years have been met. Additionally, the expectation for future growth leading to tenure and/or promotion should be stated to provide guidance in future evaluations. If deficiencies are found, the committee is responsible for making recommendations for improvement.

In addition to the responsibilities detailed above, the department/division/school committee is responsible for conveying to other levels of review the relative merit of the individual candidate's performance from the perspective of the candidate's academic discipline.

Each evaluation recommendation and report shall be approved by a simple majority of the membership of that committee. The reservations of the minority may be written into the full committee report as qualifications or reservations or as a separate minority opinion, which shall always be included with the majority report.

The faculty member may submit, within ten (10) calendar days following receipt of the recommendation and before the recommendation is submitted to the department chair, a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. Such a meeting shall be held in a timely manner. A copy of the response or rebuttal statement shall accompany the recommendation of the department chair, be placed in the PPAF and also be sent to all previous levels of review. This section shall not require that evaluation timelines be extended.

A request for an external review of materials submitted by a faculty member may be initiated at any level of review by any party to the review. Such a request shall document (1) the special circumstances which necessitate an off campus reviewer, and (2) the nature of the materials needing the evaluation of external reviewer. The dean of the college shall select appropriate external reviewer(s), with the approval of the President or designee and the concurrence of the faculty member under review, and transmit to the reviewers the materials to be reviewed. A copy of the relevant parts of this policy shall accompany the materials to be reviewed. Once the external reviewer(s)' report is received, the file is returned to the initial stage of review and the review commences from that level forward with the reviewers' report added to the permanent personnel action file (PPAF).

If any stage of a Performance Review has not been completed within the specified period of time, the Performance Review(s) shall be automatically transferred to the next level of review or appropriate administrator and the faculty member shall be so notified.

When a faculty member serving in an administrative position is nominated for, or must be considered for, promotion, retention, or tenure, the Colleges shall establish an ad hoc committee at the request of the faculty member being reviewed to develop a written evaluation of the administrative service by interviewing those administrators and faculty members who normally come into contact with the candidate. This committee shall develop a written report prior to the closure of the personnel file for the year. The report shall be placed in the candidate's personnel file.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 11-2, 11-3, etc.) (If NONE, so indicate.)

NONE
Review of Faculty Holding Joint Appointments and of Faculty Active in Interdisciplinary Programs

The criteria for evaluating faculty with joint appointments shall be consistent with those used for comparable evaluations of faculty members appointed to a single department/division/school.

Faculty with joint appointments in two or more departments/divisions/schools or equivalent units shall be evaluated either by the peer review committee, in each department/division/school or by a joint committee of faculty from each department/division/school. If a joint committee is utilized, this committee will consist of members of all academic units within which the candidate holds a joint appointment. Each academic unit shall elect the committee members representing the unit and each unit shall be represented in as close to equal proportion as possible to proportion of the candidate's time assigned to that unit. If not a member of the peer review committee, the chair or director of each academic unit shall write an independent evaluation. A faculty member appointed in two different colleges will be evaluated by the college-level peer review committee in each college in which he or she is appointed.

College dean(s), in consultation with the faculty member holding a joint appointment and the department/division chair(s) or school director(s), shall determine whether the faculty member will be evaluated in each department/division/school or by a joint committee; this determination should be made at least 30 days prior to the file closure date for the faculty member's first evaluation. In subsequent years, changes to the department/division/school-level review process can be effected either at the recommendation of the faculty member with dean's approval or at the discretion of the dean after consultation with the faculty member. Such changes will become effective for any review cycles beginning 30 days after the change is instituted.

In every case, the department/division/school and college-level recommendations shall be forwarded to the respective dean(s) of the college(s) in which an appointment is held; each dean shall conduct an evaluation and forward a recommendation to the Provost. For individuals holding a joint appointment, the President shall make a single decision regarding retention, tenure, or promotion.

When a faculty member with an appointment in a specific department/division/school devotes all or part of his or her efforts to instruction in or participates in the development and administration of an interdisciplinary program, that faculty member may request an assessment of his or her performance in the activities associated with the interdisciplinary program. In that case, prior to the file closure date, the coordinator of the interdisciplinary program shall provide a written assessment of the contributions of the faculty member to that program for the faculty member's permanent personnel action file. This assessment shall be part of the evidence upon which the evaluation is based.

Coordinators of such interdisciplinary programs shall be evaluated annually by the committee and the Dean. The committee shall consist of at least three (3) tenured faculty who are currently involved in the program and shall be established according to the rules stated in the Faculty Handbook under "Personnel Committees". There shall be an opportunity for written input by all faculty involved in the program. Specific procedures for evaluation shall be developed by the coordinating committee of the program subject to the approval of the College in which the program is housed.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES ADDRESSING THE REVIEW OF FACULTY WITH JOINT APPOINTMENTS, AND ANY OTHER RELEVANT POLICIES OR PROCEDURES, IF ANY:
(Number additional pages, if needed, as 12-2, 12-3, etc.) (If NONE, so indicate.)

None
Student Consultation in Academic Personnel Processes

Student opinion surveys on instruction are mandatory in all classes for all faculty.

Summary results of student opinion surveys will be placed in the faculty member's personnel file. Each student has the option to write comments on the reverse side of the form. These forms shall be returned directly to the faculty member.

Students at the University shall be given the opportunity annually to submit written and signed statements regarding all faculty being evaluated by personnel committees. These statements shall be limited to the students' own experience with faculty members under consideration regarding Category A, educational performance (including academic advisement and instructionally related activities). Only signed statements will be considered valid.

Department chairs shall inform students of all candidates being evaluated no later than one month prior to the closing of the candidates' personnel files. The announcement shall be posted prominently outside the department office. This announcement may also be distributed to students by any other means deemed appropriate by the department chair.

The announcement shall include the candidate's name, and a statement that information is sought on educational performance (including academic advisement and instructionally related activities), in the form of written statements signed by students addressed to the department chair. The announcement should inform students that their written statements will be placed in the faculty member's personnel file and will be available to the faculty member and to others with legal access to the file. The announcement shall also include the deadline for submission of written statements. The deadline will be no later than eight days prior to the closing of the faculty member's personnel file.

Upon request of the department/division chair or school director, or appropriate committee, faculty members may remind students that they have the right to participate in the academic personnel process by submitting written, signed statements.

Written statements received from students in response to the posted announcement will be transmitted by the department/division chair or school director to the dean for placement in the faculty member's personnel file. A copy of the written statements will be placed in the faculty member's mailbox at least five calendar days before they are placed in the file.

The departmental committee may request students who have submitted statements to meet with its members for purposes of clarification. The students who are invited to meet with the departmental committee will be notified that the faculty member has the right to be present following the rules of oral testimony.

It is unprofessional conduct for a faculty member to request from students currently enrolled in his/her classes, positive written and signed performance appraisals of himself/herself or of another faculty member. This does not preclude a faculty member from requesting anonymous, voluntary statements from students during the semester for the purpose of improving the course. Students who express to a faculty member an appreciation of a course should be informed of the appropriate procedures for expressing these views.

It is unprofessional conduct for a faculty member to actively seek negative performance appraisals of other faculty members from any students. Students who express negative opinions of another faculty member should be informed of the appropriate procedures for expressing these views.

It is unprofessional conduct for a faculty member to confront or retaliate against students who have submitted negative performance appraisals.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 13-2, 13-3, etc.) (If NONE, so indicate.) NONE
Oral Testimony

Personnel recommendations relating to retention, tenure, and promotion shall be based on material contained in the faculty member's personnel file. When, under extraordinary circumstances, a personnel committee needs clarification of material in a candidate's personnel file, the committee may choose to invite appropriate person(s) to testify before the committee about the material in the personnel file. A request for testimony is initiated by the personnel committee and shall be provided before the committee makes its recommendation.

Any request for oral testimony will be made in writing by the chair of the committee to the invited party. Whenever a party other than the candidate is invited to give testimony, the candidate shall also be invited to be present for the oral testimony. Any person invited to provide testimony may decline to do so; the committee cannot compel testimony. In any case in which oral testimony is provided to the committee, a summary of that testimony shall be recorded by the committee. The candidate and the person who testified must be shown the summary of the oral testimony and shall be given the right to reply to any statement in the summary. Such a reply shall be attached to the oral testimony summary and both the summary and reply shall be placed in the candidate's personnel file.

A request for oral testimony shall not delay the transfer of the personnel file to the next level of review.

Pursuant to Article 15 of the Collective bargaining agreement between California Faculty Association and the California State University, a faculty member has the right to request a meeting with a personnel committee or appropriate administrator within 10 days following the receipt of their recommendation. If such a meeting is held, the discussion therein does not constitute oral testimony and thus does not fall within the scope of this policy.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 14-2, 14-3, etc.)

NONE
Types of Evaluation for Permanent Faculty

There are two types of evaluations of permanent faculty members:

- Performance reviews, required for retention, tenure and promotion of permanent faculty, and
- Periodic evaluations, conducted when an evaluation is required, but in periods in which a faculty member is not under consideration for retention, tenure, or promotion.

Performance reviews serve the dual purposes of determining whether or not a faculty member's performance warrants retention, tenure, or promotion, and of providing the faculty member with constructive feedback on his or her performance in the areas under review. Periodic evaluations are aimed primarily at providing the faculty member with feedback on his or her performance. However, they may be considered in subsequent performance reviews.

Permanent (probationary and tenured) faculty members shall undergo a performance review when under consideration for retention, tenure, or promotion. A permanent faculty member undergoing a performance review shall be reviewed by the appropriate department/division/school peer review committee, the department/division chair or school director (if not a member of the department/division/school peer review committee), the appropriate college peer review committee, the dean, and the Provost.

A permanent faculty member undergoing periodic evaluation shall be reviewed by the appropriate department/division/school peer review committee, the department/division chair or school director (if not a member of the department/division/school peer review committee), and the dean. Periodic evaluations shall include review of a faculty member's performance in all of the same areas as during a performance review.

At all levels of review, before recommendations are forwarded to a subsequent review level, the faculty member shall be given a copy of the recommendation and the written reasons therefor. The faculty member, within ten (10) calendar days following receipt of the recommendation, may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. A copy of the response or rebuttal statement shall accompany the Personnel File. This section shall not require that evaluation timelines be extended.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 15-2, 15-3, etc.) (If NONE, so indicate.)

NONE
Role of the Dean of the University Library

The Dean of the University Library is responsible for communicating Library and University criteria and standards for evaluation to the candidates. The Dean of the University Library, in consultation with the appropriate Library personnel committee, is also responsible for working closely with faculty who develop individualized professional plans.

More generally, it is the continuing duty of the Dean of the University Library to counsel faculty members concerning factors that add strength or affect status. It is the right of every faculty member to request such counsel at any time. The first counseling of new faculty members shall be undertaken at the Dean of the University Library's initiative, and must include but not be limited to verification that the faculty member has access to the current Faculty Handbook and understands its purpose. Each new faculty member shall be provided in writing with evaluation criteria and procedures in effect at the time of his/her initial appointment within 14 days of the beginning of the first semester of their appointment. In addition, pursuant to the Agreement, the faculty members shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process.

The initial counseling of new faculty shall also include verbal orientation to the Library and University as deemed appropriate; and answers to questions raised by the new faculty member. Thereafter, counseling of the faculty member shall be at the faculty member's option and initiative, except that reports prepared annually for purposes of retention, tenure, and promotion must be provided to the respective faculty members undergoing such evaluation. The Dean of the University Library shall initiate the meetings at which these evaluations are discussed. If the Dean is dissatisfied with or has reason to question the performance of the faculty member, the faculty member must be notified promptly.

For probationary faculty, it is the duty of the Library committee designated to survey the faculty member's accomplishments and to summarize annually, in the form of a report to the Dean, the committee's judgment of the faculty member's accomplishments and abilities. A similar report must be written in the years when the faculty member is eligible for consideration for promotion. The Dean may be invited by majority vote of the committee to make an informal presentation on each of the candidates at the beginning of the committee deliberations, after which he or she shall leave the committee but shall remain available for further consultation. See section on Oral Testimony for procedures to be followed.

Before the recommendation is forwarded to the Dean, the chair of the Library personnel committee shall give the faculty member a copy of the report, which shall state in writing the reasons for the recommendation and shall ask the faculty member to sign the original copy of the report, attesting to the fact that the faculty member has read it but has not necessarily agreed with it. The faculty member shall have the right, within, ten calendar days following receipt of the report, to respond to the committee's recommendation in writing and/or request a meeting. The response or rebuttal statement, if any, shall be forwarded with the report to the committee.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 16-2, 16-3, etc.) (If NONE, so indicate.)

None
Appointment and Evaluation of Temporary Faculty

Full- and part-time temporary library faculty are normally hired to meet specific needs at a rank consistent with their professional qualifications, such as highest academic degree earned, library experience, status in the discipline, publications, and so forth. Temporary full-time and part-time faculty shall be provided with written statements from the appropriate administrator specifying, as far as can be determined in advance, that faculty member’s assignment and schedule. The temporary library faculty member’s assignment must be clearly explained. Temporary full-time faculty also shall be informed of their expected extra-instructional support duties (e.g. committee assignments).

Within 14 days of the beginning of his/her initial appointment, each temporary full-time and part-time faculty member shall be provided with evaluation criteria and procedures in effect at the time of that appointment. In addition, the faculty member shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process. In every case, the evaluation of a temporary library faculty member shall be appropriate to his or her assignment and based on the library faculty member’s performance of the essential duties of the position.

Working Conditions

Because the basic responsibilities of temporary full-time and part-time faculty are the same as those of the regular faculty insofar as their assignments are concerned, they should be provided with facilities and services consistent with the performance of their duties.

Temporary full-time and part-time faculty shall have participatory rights in department meetings, except that voting rights shall be subject to Library and University regulations and the Agreement between CSU and CFA. Part-time faculty may not, however, be required to attend such meetings.

Evaluation

Temporary faculty with appointments of one year or more (whether full-time, 12/15, or less) shall be evaluated at least once during the term of appointment. Those faculty members with multi-year appointments may be evaluated more frequently at the request of the faculty member or the President. All other temporary faculty, at a minimum, shall be evaluated at the completion of two semesters of teaching or at the end of two years from the time of initial appointment or last review, whichever comes first.

Evaluations for reappointment consideration will involve a review of the faculty member’s performance since the previous review. If the faculty member is undergoing a first review, the review period shall be defined as the time period between the date of initial appointment and current file closure date; the review period for all other reviews (beyond the first) shall be defined as the time period between the file closure date of the last review and the current file closure date.

Criteria for evaluation of temporary library faculty members shall be appropriate to his or her appointment. Temporary library faculty members assigned exclusively to professional library responsibilities shall be evaluated solely on the basis of such performance, which includes currency in their field(s).

All reviews shall be based upon evidence in the two-part personnel file. The permanent personnel action file (PPAF) for all temporary full-time and part-time faculty members shall be maintained in the office of the Dean of the University Library. The working personnel action file (WPAAF) is the responsibility of the temporary library faculty member. Temporary library faculty members who will be reviewed will be notified at least 30 days prior to the file closure date that they are to submit a WPAAF. The notification shall include reference to this evaluation policy and other applicable policies in the Faculty Handbook. The temporary library faculty member is responsible for providing the following materials to his or her WPAAF before the published date of file closure: a current curriculum vitae; a personnel information form that summarizes and describes the candidate’s activities and accomplishments, including currency in the field during the period under review; and evidence of these activities and accomplishments.
Temporary library faculty members being evaluated shall submit the file to the office of the Dean of the University Library.

Responsibilities of temporary library faculty are outlined under category A: professional librarian responsibilities in the evaluation policy for permanent library faculty. The evaluation of temporary library faculty must be based on an assessment of multiple forms of evidence and include an assessment of the individual's currency in the field, which may, for example, be demonstrated by professional achievement or relevant instructional material, consistent with criteria stated below. These shall be provided to each temporary library faculty member within fourteen (14) days of his or her initial appointment and again when changes occur.

Temporary library faculty members who wish to include evidence of professional achievement and/or contributions to the University, the profession, or the community should do so to the extent that these activities are relevant to performance in their assignment.

For temporary library faculty members who serve as course instructors, the policy governing student input in the academic personnel process is the same as that for permanent instructional faculty.

Levels of Review for the Evaluation of Temporary Library Faculty

The policies for periodic evaluation of temporary library faculty are the same as those for temporary instructional faculty (see Faculty Handbook).

1. Periodic Evaluation of Temporary Library Faculty Members for Reappointment

A temporary library faculty member undergoing a periodic evaluation, but not applying for range elevation, shall be assessed by two levels of review: the appropriate Library Personnel Committee and the Dean of the University Library.

A review that finds a temporary faculty member's performance to be satisfactory or better shall be accompanied by a favorable recommendation for reappointment.

2. Performance Review of Temporary Library Faculty Members for Range Elevation

The policies for performance review of temporary library faculty for range elevation are the same as those for temporary instructional faculty. Range elevation will be based on the faculty member's performance of the essential duties of the position, and if specified as a requirement for employment in the faculty member's appointment letter.

Temporary library faculty members under consideration for range elevation shall be reviewed by the appropriate Library Personnel Committee, the Dean of the University Library, and the Provost.

A review that finds a temporary faculty member's performance to be satisfactory or better shall be accompanied by a favorable recommendation for range elevation.

The criteria to be used to determine currency in the field and the frequency of peer evaluation of instruction for faculty with multi-year appointments must be described below.

THE CRITERIA TO BE USED IN DETERMINING CURRENCY IN THE FIELD AND ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 17-3, 17-4, etc.)

Currency in the field can be established via outside employment in a library, through participation or attendance at relevant symposia, conferences and training.

In each review cycle that a temporary Library faculty member teaches a Library credit course or engages in library instruction that is integrated in other courses within the university, at least one classroom visitation/observation will be required.

18-2
Consideration for Three-Year Appointments

Temporary faculty members shall be evaluated in the academic year preceding the issuance of an initial or subsequent three-year appointment awarded under Article 12.12 of the Collective Bargaining Agreement. This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by the appropriate library personnel committee, and evaluation by the Library Dean.

Evaluation criteria, file submission requirements and review timelines are the same as for other periodic evaluations of temporary faculty.

This periodic evaluation shall consider the library faculty member’s cumulative work performance as evaluated during the entire qualifying period for the three-year appointment. The evaluation shall rate the temporary faculty member as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development.

A three-year appointment shall be issued if the temporary faculty member is determined by the Library Dean to have performed in a satisfactory manner in carrying out the duties of his/her position and absent documented serious conduct problems. The determination of the Library Dean shall be based on the contents of the Personnel Action File and any materials generated for use in any given evaluation cycle. Where the Library Dean determines that a temporary faculty member has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action File.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 18-2, 18-3, etc.) (If NONE, so indicate.)

None
Consideration for Range Elevation

Temporary faculty shall be considered eligible for review for range elevation if (1) they have no more service-based salary increases (SSI) eligibility and (2) have served five years in their current range. Applications for range elevation should include evidence of effective professional librarian performance as well as evidence of currency in the temporary library faculty member's field.

Evaluations for range elevation consideration will involve a review of the faculty member’s performance for the entire period in the current range. The period of review shall be defined as the time period between the date of initial appointment into the current range and the current file closure date.

Temporary faculty members under consideration for range elevation shall be reviewed by the appropriate Library personnel committee, the Dean of the University Library, and the Provost.

At all levels of review in the evaluation process, reviewers are responsible for evaluating the work of the candidates and for making a recommendation regarding range elevation in light of the specific criteria and standards of the college and department/division/school. Reviewers are, therefore, responsible for conveying to other levels of review the relative merit of the individual candidate’s performance from the perspective of the candidate’s academic discipline. If deficiencies are found, the reviewers are responsible for making recommendations for improvement.

A review that finds a temporary faculty member’s performance to be satisfactory or better shall be accompanied by a favorable recommendation for range elevation.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 19-3, 19-4, etc.)

When under consideration for range elevation, temporary faculty shall be reviewed in Category A, professional performance, which includes currency in the field. In addition, as appropriate to their assignment, there must be evidence of professional achievement (Category B) and/or other contributions to the University (Category C).

Policies and procedures governing written evaluations/recommendations are the same as those for tenure-track faculty.

19-1
Review of Department Personnel Procedures

Complete Library personnel procedures, which conform to the Agreement, University policies and procedures, and Library policies and procedures, and which use this template, must be submitted through the Library Faculty Affairs Committee to the University Faculty Policy Committee for review after the effective date of each new Agreement. These shall then be forwarded as a recommendation to the President or designee for approval and formalization. When feasible, this shall be done prior to the fifth week of the Spring semester, but in any event before the beginning of the next RTP review cycle.

After the department documents have been initially approved and during the life of an existing Agreement, Library documents will be kept current by addenda to the standardized documents. The Library may propose addenda at any time. New procedures which originate in the Library Faculty Affairs Committee must be submitted as addenda on a timely basis, but when feasible, by the fifth week of the spring semester each year, so as to be approved in time for the next RTP cycle.

Addenda to the University policies will be sent by the Faculty Policy Committee to the Library in a timely manner, but when feasible prior to the fifth week of spring semester each year. Addenda to University procedures will be sent by the Provost to the Library in a timely manner, when feasible prior to the fifth week of spring semester each year.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 20-2, 20-3, etc.) (If NONE, so indicate.)

None

20-1
REQUEST FOR APPROVAL OF A TERMINAL DEGREE OTHER THAN A DOCTORATE

Department ____________________________

University Library ____________________________

Area of Specialization ____________________________

Library and Information Science ____________________________

Terminal Degree _____Master’s or Ph.D. ____________________________

1. Why is this degree more relevant for this position than a doctorate?

The requirement of a Master’s degree or Ph.D. in library or information science is the traditional degree requirement for serving as an academic librarian.

2. What is the availability of a doctorate in this field?

The availability of the doctorate in the field is limited and normally acquired for teaching in American Library Association accredited master’s programs. It is not normally required for the work of an academic librarian.

3. Does this degree provide a faculty member with the necessary background to do research, scholarly, or creative work in the University?

Yes.

4. Is there a requirement of the specialized accrediting agency related to terminal degrees of faculty in the department? If so, what is that requirement?

No.

5. What are the educational requirements for similar positions at comparable campuses? Please identify the campuses and provide a copy of their relevant policies.

A Master’s degree from an ALA accredited school.