

**Meriam Library Faculty Personnel Guidelines for Retention, Tenure &  
Promotion Provisionally approved September 3, 2024**

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### **Preamble:**

This document sets forth general standards and criteria for retention, tenure, and promotion of probationary, tenured, and temporary, faculty in the Meriam Library. The provisions of this document are intended to be implemented in conformity with University-wide retention, tenure and promotion (RTP) policies as documented in the [Faculty Personnel Policies and Procedures](#) (FPPP), the [Collective Bargaining Agreement](#) (CBA), and the [RTP Calendar](#).

This document serves two purposes. For the candidate, these standards make clear the expectations of the department for retention, tenure, and promotion and they clarify the process so the candidate understands the necessary documentation to provide for the reviewing committees. For RTP committees and outside reviewers, it documents the department's standards by which to assess the candidate's performance in pursuit of retention, tenure, and promotion.

The Library Faculty Personnel Guidelines (LFPG) state the criteria and standards by which the Faculty of the Meriam Library will be evaluated. A probationary faculty member may elect to be evaluated under the LFPG version in effect at their time of hire or the most current approved version.

Like many institutions within the United States, librarianship has a history troubled by issues of white supremacy and exclusionary practices. Equity work within librarianship requires an acknowledgement of this history and a commitment to deliberately and constructively question dominant cultural norms and counter them when they are negatively impacting or harming communities of color and other historically marginalized groups. Meriam Librarians commit to approach equity work not as a goal, but as an ongoing process, wherein we are re-learning, re-envisioning, and rebuilding the profession.

### **Definitions:**

The University Retention, Tenure, and Promotion (RTP) standards designate Instruction as the first, minimum, and indispensable requirement for retention, tenure, and promotion for teaching faculty. As the guidelines for non-instructional faculty, these Library standards require Professional Performance in Librarianship in place of Instruction.

For matters of RTP actions, the Library is considered a Department of the University and will follow the schedule of dates set for Department Personnel Committees. (FPPP 15.1)

For any issue not addressed in these guidelines, the definitions and procedures of the CBA and FPPP will prevail.

### **Librarian terminal degree and ranks:**

The terminal degree for a librarian is a Master's of Library Science from an American Library Association accredited institution. The terminology in effect for how academic ranks of instructional faculty will apply to library faculty:

|                       |   |
|-----------------------|---|
| Instructional Faculty | Library Faculty (Personnel Records and Salary Schedule) |
| Instructor            | Assistant Librarian                                     |
| Assistant Professor   | Senior Assistant Librarian                              |
| Associate Professor   | Associate Librarian                                     |
| Professor             | Librarian   |

## **I. Library Faculty Membership, Voting Rights, Voting Policies and Personnel Committees**

### **A. Library Faculty Membership and Voting**

1. All tenured librarians, probationary librarians, and retired librarians in the Faculty Early Retirement Program (FERP) are regular faculty members with full voting rights.
2. Temporary librarians (lecturers) with a time base of .50 or more are auxiliary faculty members with full voting rights, and those with a time base of less than .50 have a .5 voting right, when applicable.
3. Adjunct librarians are not regular or auxiliary faculty members and have no voting rights.
4. Membership in the faculty does not lapse or reduce during authorized paid leaves of absence, sabbaticals, or reduced time-base.

### **B. Voting Policies & Procedures**

1. A quorum consists of 2/3 of the eligible faculty for a particular issue.
2. Voting is conducted by secret ballot unless the majority approves an open vote at a meeting.
3. Absentee voting is permitted, provided that a written proxy including the matter being voted on, the vote, the absentee voter's name, and the date is given to the department chair.

### **C. Department Personnel Committee (FPPP 4.0)**

1. Charge: Conduct periodic and first level performance reviews of faculty with respect to retention, tenure, and promotion; perform the evaluation of temporary faculty; formulate revisions and additions to the [Meriam Library Constitution and Bylaws](#) and to the Meriam Library Department Standards.
2. Membership & Policies:
  - a. The committee will be composed of three full-time tenured librarians elected by the regular library faculty members as described above.
  - b. FERP faculty may serve with Faculty Affairs approval during the entire portion of the review cycle for the committee.
  - c. Tenured faculty members cannot serve on their own review committee.
  - d. No tenured faculty member under consideration for promotion may serve on a promotion or tenure review committee.
  - e. A committee considering promotion to Librarian shall be composed entirely of full Librarians, and a committee considering promotion to Associate Librarian shall be composed entirely of Associate Librarians and/or full Librarians.
  - f. Department chairs may participate as members of the committee.
  - g. If the department chair serves on the committee, the committee's report is considered a department report, and the department chair will not be considered a subsequent separate level of review.

- h. All eligible librarians will appear on the ballot. If there are fewer than three full librarians, full librarians will automatically be appointed to the College Personnel Committee if required for that review cycle.
- i. During years with insufficient eligible full-time tenured librarians, the department chair will recruit eligible professor(s) from another academic department(s) to serve.
- j. Policies and procedures for election of the committee, including the election of outside members, shall follow Section C.2 of this document above.

#### D. College Personnel Committee (FPPP 4.0)

- 1. Charge: Conduct second level performance reviews of probationary faculty with respect to retention, tenure, and promotion; conduct performance reviews (promotion) of faculty eligible for promotion.
- 2. Membership & Policies:
  - a. The committee will be composed of at least three full librarians.
  - b. The committee may be designated as the Evaluation and Faculty Leaves Committee during years when it is composed entirely of library faculty.
  - c. During years with insufficient eligible full-time tenured librarians, the department chair will recruit full professor(s) from another academic department(s) to serve.
  - d. Policies and procedures for election of committee members, including the election of outside members, shall follow Section C.2 of this document.

#### E. Evaluation and Faculty Leaves Committee

- 1. Charge:
  - a. Conduct periodic evaluations of tenured faculty at intervals of no greater than five years.
  - b. Review sabbatical and other leaves with pay applications (FPPP 13.1).
- 2. Membership & Policies
  - a. For periodic evaluations of tenured faculty, the Evaluation and Faculty Leaves Committee will consist of two tenured faculty of equal or higher rank than the person being evaluated and the department chair.
  - b. For sabbatical or other leaves-with-pay requests, the committee will consist of two tenured librarians and the department chair.
  - c. The College Personnel Committee may be designated as the Evaluation and Faculty Leaves Committee during years when the College Personnel Committee is composed entirely of library faculty.
  - d. Policies and procedures for election of committee members shall follow Section C.2 of this document.

## II. Documents and Files for Evaluation

### A. Personnel Action File (PAF) and Working Personnel Action File (WPAF)

- 1. The PAF is the permanent record of personnel information for each faculty employee and is maintained electronically by the office of the Library Dean online in Box.
- 2. During periods of evaluation, the PAF and the faculty dossier are combined to create the WPAF. After evaluations or reviews are completed, the dossier is returned to the candidate and the PAF remains in the custody of the Dean.
- 3. Refer to FPPP 7.0 and 8.1.2 for procedures related to maintenance of the PAF.

## B. Annual Assignment Letter

1. The annual assignment letter outlines the areas of responsibility from which candidates will be evaluated.
2. Librarians will typically be assigned to a specialized area of responsibility in addition to having a general role.
3. Specific library roles and responsibilities may evolve or change from original hiring descriptions and will be delineated in an annual assignment letter from the Library Dean in consultation with the faculty member and the Department Chair.
4. The assignment letter shall also outline assigned time reductions for newly hired faculty or for other faculty as appropriate.

## C. Dossier

1. The dossier is a file kept by each faculty member and provides the evidence for the criteria for evaluation upon which the RTP review is based.
2. The dossier should be updated as appropriate by the review candidate.
3. The purpose of the dossier is to provide evaluators with the information and documentation necessary to assess the candidate's performance in the areas of Professional Performance in Librarianship, Professional Growth and Achievement, and Other Contributions to the University and Community.
4. Prior to the dossier deadline, the department chair will meet with the candidate to ensure all procedures and guidelines are clear and understood.
5. Contents of the dossier include:
  - a. A copy of department standards under which the candidate will be evaluated.
  - b. Current Curriculum Vita.
  - c. Appointment letter(s).
  - d. A self-reflective narrative describing the candidate's achievements and performance and addressing the goals, methods, strengths and weaknesses, and overall philosophy of librarianship.
  - e. Support materials that include evidence of the activities discussed in their dossier.
  - f. An index of materials in the dossier.
6. The self-reflective narrative should reflect on:
  - a. Professional Performance of Librarianship in the assigned areas of responsibility.
  - b. Professional Growth and Achievement (PG&A).
  - c. Other contributions to the University and Community (Service).
  - d. Throughout the narrative, reflection and application of the campus and library strategic plans and priorities shall be referenced.
7. Supporting materials shall be referenced throughout the dossier and linked or referenced as appropriate.
8. Materials may be divided according to areas discussed in the narrative (e.g.: Librarianship, PG&A, and Service).
9. Index: the FPPP (7.0.14) requires that all candidates include an index of materials in the dossier.

## III. Criteria for Evaluation (FPPP 10.1.2)

Professional Performance of Librarianship, Professional Growth and Achievement, and Other Contributions to the Strategic Plan and Goals of the Library, University and Community (Service), are the three categories of evaluation which are presented in the narrative of the dossier.

The candidate's narrative shall explicitly reference and align with the following documents: the Meriam Library mission/vision/strategic priorities, and the University Strategic Plan, and provide evidence for consideration of retention, tenure, and/or promotion. It is recommended that a candidate also review and reference previous RTP reports as appropriate.

#### A. Professional Performance of Librarianship

Librarianship is demonstrated through an effective record of performance or continuing improvement of performance in assigned duties and is essential for a recommendation for renewal of appointment. For tenure and promotion, performance of librarianship must meet the minimum standard of "meets expectations."

##### 1. Characteristics of Librarianship include:

- a. Demonstrated awareness of best practice theory, principles, and trends in librarianship and in areas of assigned responsibility.
- b. Incorporation of best practices in supporting the goals and objectives of the library and university.
- c. Demonstrated commitment to a learning-centered environment.
- d. Demonstrated awareness of the trends in higher education and incorporation of new directions in appropriate areas of responsibility.
- e. Demonstrated positive, congenial, and collaborative relationships with colleagues, the campus community, and library users.
- f. Evidence of efforts to advance inclusive practices, particularly racial and gender equity, by providing resources and services that reflect the plurality of the campus community.
- g. Demonstrated evidence of inclusive pedagogies to meet the needs of the University's diverse student body.

##### 2. Examples of areas librarians may be assigned include:

- a. Subject liaison to a department, school, or college, assigned by the dean in consultation with the Department Chair and the faculty.
- b. Contributor to reference, consultation, and outreach activities.
- c. Member of a library unit.
- d. Head of a library unit, appointed by the Dean, in consultation with the faculty member and the department chair, including staff supervisory duties.
- e. Specialized service or project(s)
- f. To a specific area of responsibility, which may include but are not limited to, specialization in: Access Services, Acquisitions, Archives, Cataloging, Collection Management, Curriculum and Instruction, Digital Collections, Electronic Resources, Institutional Repository, Library Systems, Metadata, Outreach, Public Services, Reference Services, Scholarly Communication, Special Collections.

#### B. Professional Growth and Achievement (PG&A)

The area of Professional Growth and Achievement seeks evidence of the faculty member's professional development through scholarly activity, including independent scholarship and scholarship undertaken in collaboration with professional colleagues and students, in accordance with the library's mission.

Academic librarians often develop their research interests while on the job and often these interests are determined by the area of their professional responsibilities rather than developing a research agenda throughout a graduate program as is usual for many disciplinary faculty. For these reasons, professional growth and achievement is often practical in nature and highly collaborative rather than

theoretical. It is recognized that individual work and scholarship are highly regarded in academia; however, collaboration is common practice in librarianship, demonstrating the commitment to supporting new researchers and remaining active in the field. Collaborative work and scholarship reduces exclusionary practices in the field and advances the goal of racial and gender equity.

For the duration of the appointment, Professional Growth and Achievement will be assessed using the following types and sources of evidence. The items in Areas A and C below list specific examples of achievement in each category (e.g., publications, presentations, etc.), not necessarily in order of importance. Some of the examples represent a range of significance to the field. In those cases, the examples in Area A are considered to have a greater weight than in Area C. It is the responsibility of the faculty member to write a narrative explaining the impact of Areas A and C. For areas A and C, multiple accomplishments of the same item are acceptable.

Professional growth, or professional development, is a necessary component of retention but alone not sufficient for retention, tenure, and promotion. Professional achievement, or research and publication, is expected of all faculty (FPPP 10.1.3). Evidence of professional growth is demonstrated by maintaining currency in an area of specialty or assignment through such activities as participation in professional organizations and continuing education, workshops, faculty development, or training. Continuous professional development is crucial to maintaining currency and developing new approaches with both constantly changing technology and the study of teaching and learning.

Presentations are a meaningful contribution to the library profession and demonstrate the value of scholarship as conversation.

Professional achievement can be evidenced by contributions to the field of librarianship or disciplinary areas related to one's assignment or expertise. The following points are meant to be descriptive and not prescriptive of the types of activities expected:

**Area A: High Quality/Impact - Multiple accomplishments from the same bullet point are acceptable.**

- Peer-reviewed book published by an academic press.
- Peer-reviewed article published in a scholarly journal.
- Peer-reviewed chapter published by an academic press.
- Book or special issue editor.
- Full-length article in conference proceedings (not an abstract)
- Presenter at a national or international conference.
- Secured a substantial external grant (approximately \$10,000 or more)
- Keynote or invited presentations at a state-wide, national, or international conference, symposium, or workshop. (not guest lectures in a class)
- This is not an exhaustive list of acceptable evidence; the candidate can make an argument for inclusion of other discipline specific accomplishments.

### **Area B: Research Agenda Narrative**

Evidence of an active program of scholarly or creative work in progress. Narrative describes scholarship goals and research trajectory. In multiple authored work, the faculty describes the scope of their contribution. The narrative includes the following evidence:

- Purpose and audience of the candidate’s research/scholarship/creative work in general (suggestion: listed as objectives).
- Scholarship objectives and related accomplishments toward objectives met and unmet.
- Potential funding sources, if applicable, contextualized to content area/discipline.
- Likely/target venues for publications and presentations (including but not limited to conferences, workshops, and professional development venues).
- Grant work, unfunded external grant proposals, grants in progress.
- Likely timeline for the aforementioned outcomes.

### **Area C: Multiple accomplishments from the same bullet point are acceptable.**

- A presenter or workshop leader at a state or regional conferences.
- Acceptance or publication of at least 3 library-related articles/op-eds/newsletters in a newspaper or magazine.
- Published curriculum materials (peer-reviewed lesson plans, units, course design).
- Encyclopedia or reference work articles published in an academic work
- Acceptance or publication of a research report (non-peer reviewed)
- Acceptance of a peer-reviewed book chapter.
- Acceptance in a peer-reviewed journal.
- Acceptance or publication of a chapter in a book (non-peer reviewed)
- Scholarly collaboration with students on joint research.
- Poster presentation at a state-wide, national, or regional conference.
- Secured an external grant (under \$10,000).
- Book review published in an academic journal.
- Publication in a non-refereed journal.
- Member of a journal editorial board (if not listed under service).
- Member of an editorial board for an academic or literary press (if not listed under service).
- Secured 3 internal grants (other than travel grants).
- Holding an appointment or being an officer in a library-related organization outside of the university (if not listed under service)
- This is not an exhaustive list of acceptable evidence; the candidate can make an argument for inclusion of other discipline specific accomplishments.



### **C. Other Contributions to the Strategic Plan and Goals of the Library, University and Community (Service)**

The third area is Service that contributes to shared governance and to the strategic plans, priorities, and goals of the Library and University and to the Community. In each written performance review report, the evaluator(s) shall state whether the candidate has demonstrated an ability to conform to University and Library plans, priorities, and goals and whether the candidate's performance generally facilitates the University's and Library abilities to meet their strategic plans, priorities, and goals. Per FPPP 8.1.3.e.4, the candidate should keep in mind that the reviewers will assess the quality as well as the quantity of activities.

1. Library Service Committees
  - a. Chairing or membership on standing department committees.
  - b. Chairing or membership on hiring committees or personnel committees.
  - c. Chairing or membership on ad-hoc committees, working groups, or project committees.
  - d. Post Tenure: chairing or membership on Department or College Personnel Committees.
2. University service committees
  - a. Chairing on on-going university committees
  - b. Membership on university committees
  - c. Senate level committees are a significant level of service.
  - d. Impactful campus committees which address strategic needs of the university.
  - e. Service on campus advisory boards
3. Other university service areas or community service
  - a. Service in faculty development
  - b. Service on task forces, working groups, and ad hoc committees
  - c. Service to student or community organizations
  - d. Other related faculty activities
4. Service to Professional Organizations
  - a. Organization officer or leadership
  - b. Service on organization committees
  - c. Service to professional publications
  - d. Organization of professional meetings, conferences, or events
5. Service that demonstrates evidence of contributions to historically underserved populations
  - a. Leadership/officer positions in organizations that facilitate diverse faculty and student success and achievement.
  - b. Service in organizations that demonstrate a commitment to questioning dominant cultural norms that negatively impact historically underserved populations.
  - c. Demonstrated commitment to racially equitable learning opportunities.
  - d. Recognizes contributions aligned with improving graduation rates, eliminating equity gaps, HSI related priorities, Accessible Technology Initiative priorities, Basic Needs Initiative priorities, healing-centered campus priorities, etc.

### **IV. Meriam Library Faculty Standards for Evaluation of Probationary Faculty (FPPP 10.1.)**

Each written performance review will require an assignment of evaluation in the areas of Professional Performance in Librarianship, Professional Growth and Achievement, and Other Contributions to the

University and Community. Performance evaluations will designate the following rankings in these areas: Exceeds Expectations, Meets Expectations, and Does Not Meet Expectations. Rankings are not assigned to these areas for periodic evaluations.

While “effectiveness” in the Professional Performance in Librarianship is the “primary, essential, and minimum criterion for success,” (FPPP 10.2.5.a) performance evaluations and department standards recognize there are various ways to contribute to the Library, the University, and to achieve professional success. Contributions to Professional Growth and Achievement and to Service to the University and Community are expected at all levels. Exceptional service in one area may compensate for lesser contributions in other areas of review until tenure when the requirements of tenure and promotion must be met.

#### A. Professional Performance of Librarianship

##### **Exceeds Expectations in Professional Performance in Librarianship**

The evidence presented in the dossier demonstrates contributions exceeding expectations in some areas of assignment and meeting expectations in all areas of assignment including: unit participation, engagement with faculty and liaison departments; responsible collection development; knowledge of information resources; effective research consultation and reference service; engages in library promotion and outreach.

##### **Meets Expectations in Professional Performance in Librarianship**

The evidence presented in the dossier demonstrates contributions in all areas of assignment including: unit participation, engagement with faculty and liaison departments; responsible collection development; knowledge of information resources; effective research consultation and reference service; engages in library promotion and outreach.

##### **Does not meet expectations in Professional Performance in Librarianship**

The evidence does not demonstrate at least an adequate level of professionalism and competence as a librarian with respect to the materials, activities, and standards. The candidate has not demonstrated progressive accomplishments in their areas of assignment.

#### B. Professional Growth and Achievement

##### **Exceeds expectations in Professional Growth and Achievement**

The evidence demonstrates the candidate’s significant, highly regarded scholarly and professional activities that contribute to students, to the discipline, and to the professional community. The candidate has demonstrated significant professional contributions at a high level or multiple levels throughout the period of evaluation.

##### **Meets Expectations in Professional Growth and Achievement:**

The evidence demonstrates appreciable scholarly and professional activities that contribute to students, to the discipline, and to the professional community. The candidate has demonstrated progress in engagement in professional contribution over the period of evaluation.

##### **Does not meet expectations in Professional Growth and Achievement**

The evidence does not demonstrate an adequate level of scholarly and professional activities that

contribute to students, to the discipline, and to the professional community. The candidate has not demonstrated the expected level of progressive engagement in scholarly activities or has only demonstrated accomplishments in less significant levels of achievement.

### Rubric for Professional Growth and Achievement (PG&A)

For the duration of the appointment, performance in PG&A will be assessed using the following evaluation rubric:

| <b>Performance Review</b>   | <b>Does Not Meet Expectation</b>   | <b>Meets Expectations</b>   | <b>Exceeds Expectations</b>   |
|---|--|---|---|
| <p><b>2nd Year Review</b></p> <p>For summer of fall appointments, period of review will begin on May 31<sup>st</sup> in the AY preceding the appointment. Spring appointments will begin on the date of appointment. The period of review will include work that is part of service credit years, if any.</p> | <p>Evidence of scholarly/creative activity in Areas A, B and C has not demonstrated the level of performance as defined by Meets Expectations.</p> <p><i>A rating of Does Not Meet Expectation is insufficient for the renewal of the contract.</i></p>    | <p>Evidence of scholarly/creative activity in Area B AND evidence of progress towards item(s) in Area A.</p>                        | <p>Evidence of scholarly/creative activity in Area B AND evidence of progress towards item(s) in Area A AND at least 2 in Area C.</p> |
| <p><b>4th Year Review</b></p> <p>For summer of fall appointments, period of review will begin on May 31<sup>st</sup> in the AY preceding the appointment. Spring appointments will begin on the date of appointment. The period of review will include work that is part of service credit years, if any.</p> | <p>Evidence of scholarly/creative activity in Area B has not demonstrated the level of performance AND/OR the evidence in Area A in not progress.</p> <p><i>A rating of Does Not Meet Expectation is insufficient for the renewal of the contract.</i></p> | <p>Evidence of scholarly/creative activity in Area B AND evidence of progress towards item(s) in Area A AND Evidence in Area C.</p> | <p>Evidence of scholarly/creative activity in Area B AND at least 1 Area A AND at least 3 in Area C.</p>                              |

|  |   |  |  |
|--|---|--|--|
| <p><b>6th Year Retention and Promotion to Associate Librarian Review</b></p> <p>For summer of fall appointments, period of review will begin on May 31<sup>st</sup> in the AY preceding the appointment. Spring appointments will begin on the date of appointment. The period of review will include work that is part of service credit years, if any.</p> | <p>The evidence of scholarly/creative activity in Area B has not met the level of expectations AND/OR is missing at least 1 Area A AND at least 3 in Area C.</p> <p><i>A rating of Does Not Meet Expectation is insufficient for granting tenure and promotion.</i></p> | <p>Evidence of scholarly/creative activity in Area B AND at least 1 Area A AND at least 3 in Area C.</p>   | <p>Evidence of scholarly/creative activity in Area B AND at least 2 in Area A AND at least 5 in Area C.</p>  |
| <p><b>Promotion to Full Librarian</b></p> <p>(The period of review shall be the period since closure of the WPAF prior to promotion to the current rank.</p>   | <p>The evidence of scholarly/creative activity in Area B has not met the level of expectations AND/OR is missing at least 1 Area A AND at least 3 in Area C.</p>  | <p>Evidence of scholarly/creative activity in Area B AND at least 1 Area A AND at least 3 in Area C.</p> <p>Additionally, the evidence clearly demonstrates substantial professional recognition at and/or beyond the University itself.</p> | <p>Evidence of scholarly/creative activity in Area B AND at least 2 in Area A AND at least 5 in Area C. Additionally, the evidence clearly demonstrates substantial professional recognition at and/or beyond the University itself.</p> |

C. Service that Contributes to the Strategic Plans and Goals of the Library, the University, as well as the Community

The third area of evaluation is Service that contributes to shared governance and to the strategic plans, priorities, and goals of the Library and University and to the Community. In each written performance review report, the evaluator(s) shall state whether the candidate has demonstrated an ability to conform to University and Library plans, priorities, and goals and whether the candidate's performance generally facilitates the University's and Library's abilities to meet their strategic plans, priorities, and goals.

**Exceeds expectations for Service**

The evidence demonstrates the candidate's consistently high level of involvement in service related activities. Their performance is demonstrated by (1) the candidate's assumption of key roles on University committees, (2) high levels of involvement in the community or profession, and/or (3) facilitating significant activities as well as demonstrating consistent, on-going contributions to the university's mission and strategic plan on campus and/or in the community.

**Meets expectations for Service**

The evidence demonstrates the candidate's on-going involvement in service related activities. Their performance is demonstrated by (1) Service on University committees, (2) service to the CSU, community, or profession, and/or (3) facilitating activities, as well as demonstrating on-going contributions to the university's mission and strategic plan on campus and/or in the community.

**Does not meet expectations for Service**

The evidence does not demonstrate an adequate level of involvement in service related activities listed in the department standards. Their performance is evidenced by a lack of the candidate's (1) service on committees, (2) involvement in the community or profession, and/or (3) facilitating activities as well as demonstrating limited contributions to the university's mission and strategic plan on campus and/or in the community.

**V. Process for Evaluation of Probationary (Tenure-Track) Faculty**

A. Periodic Evaluations (FPPP 10.1.4)

1. Librarians are assessed annually during the probationary period. The first assessment is a Periodic Evaluation; the second assessment is a Performance Review. All personnel actions are based on the Performance Review.
2. If the initial appointment does not include service credit toward tenure, a Periodic Evaluation is conducted in the first, third, and fifth years. A Performance Review is conducted in the second and fourth year. The sixth-year review is a review for tenure and promotion.
3. If the initial appointment includes service credit toward tenure, the credit is applied to the beginning of the probationary period. The librarian will begin in their second year of probation with one year of credit or in the third probationary year with two years of credit. The first review will still always be a periodic evaluation.

4. The Periodic Evaluation is a developmental review that does not result in a personnel action. The candidate's file (WPAF) will be reviewed by the Library Personnel Committee, the Department Chair (unless the Chair serves as a member of the committee), and the Library Dean.
  5. The Periodic Evaluation is the time for the librarian to give a clear picture of how they are doing in their path toward tenure and promotion and to raise questions or concerns about their progress.
  6. Periodic Evaluations will be based on evidence existing in the file. Candidates do not solicit letters from outside the library for a Periodic Evaluation.
- B. Performance Reviews (FPPP 10.2)
1. The Performance Review is a rigorous appraisal of performance resulting in a personnel action such as retention or tenure. The candidate's file (WPAF) will be reviewed by the Library Personnel Committee, Department Chair (unless the Chair serves as a member of the committee), Library College Committee, the Library Dean, and the Provost or designee.
  2. The librarian will receive a rating (Exceeds expectations, Meets expectations, Does not meet expectations) in each area of evaluation in addition to developmental comments and indication of progress toward tenure.
  3. .
- C. Both the Periodic Evaluation and Performance Review should give the librarian a clear picture of progress in the path toward tenure and promotion and point out any deficiencies that have been identified and recommendations to remedy these deficiencies.

## **VI. Granting of Tenure or Promotion (FPPP 10.4) to Associate Librarian**

An Associate Librarian is expected to perform responsibilities with a high degree of insight, judgment, knowledge and independence. Demonstration of an increasing level of expertise and responsibility in the candidate's primary area of assignment is required as well as significant Professional Growth and Achievement. The ability to apply current knowledge successfully in developing and enhancing Meriam Library programs and services must be demonstrated.

- A. Promotion to Associate Librarian is normally awarded simultaneously with the award of tenure.
- B. To be considered a viable candidate for tenure and promotion to Associate Librarian, the Faculty Personnel Policies and Procedures require the candidate to demonstrate, at a minimum:
  1. Meets Expectations in Librarianship
  2. Meets Expectations in Professional Growth and Achievement
  3. Meets Expectations in Service that contributes to the Strategic Plans and Goals of the Library, University, and to the Community
- C. Accelerated Tenure and Accelerated Promotion (FPPP 10.5, 11.1.3))
  1. To qualify for accelerated tenure or promotion to associate librarian, the candidate must: (1) have been rated Exceeds Expectations in a Performance Review as defined in *10.3.3* in all three categories of evaluation: Instruction (Librarianship), Professional Growth and Achievement, Other Contributions to the University and Community; and (2) demonstrate the likelihood that this high level of

performance will continue; and (3) have worked a minimum of one academic year under the conditions similar to their department's typical full-time assignment. (FPPP 10.5.3)

**VII. Evaluation of Tenured Faculty (FPPP 11.1-11.3) (5-year review of tenured faculty) for Promotion to Full Librarian (Full Professor) (FPPP 11.1)**

- A. Tenured faculty having served four years at the same rank normally will be reviewed annually for promotion unless the individual requests in writing that the review not take place in a particular academic year. (FPPP 11.1.1)
- B. Promotion of Tenured Faculty will follow the provisions under 10.3, Evaluation of Probationary Faculty – Performance Review Process. In consideration of promotion, the period of review shall be the period since closure of the WPAF prior to promotion to the current rank. (FPPP 11.1.2)
- C. Candidates for promotion to Librarian should have demonstrated both achievement and potential for growth in each of the areas of evaluation. In addition, Candidates for promotion to Librarian must also clearly demonstrate substantial professional recognition at and/or beyond the University itself. All recommending bodies must clearly identify those activities and achievements which demonstrate fulfillment of this requirement. (FPPP 11.1.2)
- D. Areas of evaluation for promotion:
  - 1. Librarianship
    - a. A Librarian is expected to perform their responsibilities with a high degree of insight, judgment, knowledge, and independence.
    - b. Demonstration of an increasing level of expertise and responsibility in the candidate's primary area of assignment is required.
    - c. The ability to apply current knowledge successfully in developing and enhancing Meriam Library programs and services must be demonstrated.
    - d. Candidate must Meet Expectations for promotion.
  - 2. Professional Growth and Achievement
    - a. Refer to the rubric in section IV.B. of this document for PG&A expectations to attain promotion to full librarian.
    - b. Candidate must Meet Expectations for promotion.
  - 3. Service that Contributes to the Strategic Plans and Goals of the Library, the University, as well as the Community
    - a. Demonstrated on-going commitment in service related activities including Service on University committees, service to the CSU, community, or profession, and/or facilitating activities.
    - b. Demonstrated on-going contributions to the university's mission and strategic plan on campus and/or in the community.
    - c. Candidate must Meet Expectations for promotion.



- E. Accelerated Promotion:
1. To qualify for accelerated promotion to full librarian, the candidate must: (1) be ranked Exceeds Expectations in all three categories of evaluation: Librarianship, Professional Growth and Achievement, Other Contributions to the University and Community; and (2) demonstrate the likelihood that their exceptional performance will continue, and (3) clearly demonstrate substantial professional recognition at and beyond the University itself. Inasmuch as consideration of accelerated promotion to full librarian is not the normal pattern, a recommendation for accelerated promotion must be accompanied by its justification as an exceptional record at each level of review. (FPPP 11.1.3)
  2. A tenured faculty member wishing to apply for accelerated promotion to full librarian must make a request in writing to the Department Chair and the Dean. In the request, the candidate shall offer a brief description of how they meet the criteria (see above in 11.1.3) for eligibility for accelerated promotion. This request shall be included in the candidate's Personnel Action File and in the candidate's Dossier prior to closure of each. (FPPP 11.1.4)
- F. Prior to the final decision, the candidate may withdraw their application for promotion without prejudice. All relevant personnel reports (Department/Unit, Chair, College Dean, and Provost) from that cycle will be expunged from the candidate's records (WPAF and PAF) (FPPP 11.1.5)

### **VIII. Evaluation of Temporary Faculty (FPPP 9.0)**

- A. Evaluation of lecturer or temporary faculty shall follow the procedures in section 9.0 of the FPPP. Lecturers (assistant librarians) shall be evaluated based on their assignment.
- B. Effectiveness in the professional performance in librarianship shall be the primary category of evaluation.
- C. Other areas of their work assignment shall be considered.
- D. Contributions to professional growth and achievement and university service will be recognized but are not required unless part of the lecturer librarian's job assignment.
- E. Frequency of lecturer evaluation will follow FPPP 9.1.4.
- F. When necessary lecturer ranges will follow FPPP 5.2.5.
- G. Lecturer range elevation reviews and procedures will follow criteria in FPPP. 12.1.2. and 12.2.
- H. Lecturers shall be generally appointed at Range 3.
- I. Lecturer appointments may be part or full-time.
- J. Full-time appointments are eligible for one year, two year, or three year appointments.
- K. After 6 years of appointment, lecturers are eligible for three-year appointments.
- L. Generally, lecturers will be appointed for specific needs or specialized services or projects of the library, e.g. cataloging, reference services, etc. as delineated in LFPG III.A.2.e. and III.A.2.f.

### **IX. Sabbatical Leaves (FPPP 13.1.2; 15.2)**

- A. Sabbatical eligibility requires follow the FPPP 13.1.2.c.
  - B. A sabbatical leave for Library Faculty is a paid leave at full salary for a period of four months.
  - C. The deadline for application for a sabbatical leave will be the last Friday in September in the fall semester prior to the academic year for which the leave is requested.
  - D. The application for sabbatical leave will include completion of the "Application for Sabbatical or Difference-in-Pay Leave" form available from Faculty Affairs and Success. The application will also include a written statement describing the purpose of the proposed plan of study, research, travel, or service to be carried out during the period of the sabbatical leave.
  - E. A Library faculty member awarded a sabbatical leave will provide a written report to the Library
- Provisional Standard approved 9-3-24 for AY 24/25

Faculty Leaves Committee within one semester of the completion of their leave.

**X. Emeritus Status (FPPP 13.4) Election**

- A. When a retirement is announced (either full retirement or FERP), the Department Chair may initiate a ballot for distribution to all Regular and FERP Librarians to approve Emeritus status.
- B. A simple majority of all library faculty is required for approval.



## Department/Program Standards Approval Sheet

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Process:

- a) Department or program votes; if approved, Department Chair/Director submits to College Dean for review.
- b) College Dean reviews, consults with Department Chair/Director regarding questions/ issues, then forwards Dean reviewed Word document to Faculty Affairs and Success via email for review.
- c) Faculty Affairs and Success reviews for compliance with CBA/FPPP, consults with the Dean and Department Chair/Director as needed, then forwards Department/Program Standards to Provost for review and approval;
- d) Provost reviews and approves, recommending changes if necessary, then returns document to Faculty Affairs and Success.
- e) If not approved, Faculty Affairs and Success forwards requested changes for revision and re-submission to Dean and Department Chair/Director.
- f) If approved, Faculty Affairs and Success adds *Provost Designee Approved Date* footer to the document and:
  - a. Routes this approval sheet with approved Department/Program Standards for signatures via Adobe Sign,
  - b. Uploads document to Faculty Affairs and Success Standards website, and
  - c. Informs Dean and Department Chair/Director of approval with link to Faculty Affairs and Success website location.

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Chair/Director Approval: *Arene Korber*

Date: Sep 4, 2024

Dean Review: *Bradford Eden*  
Bradford Eden (Sep 4, 2024 11:11 PDT)

Date: Sep 4, 2024

Provost/Designee Approval: *Mahalley D. Allen*

Date: Sep 5, 2024