

## **ARTICLE 21**

### **LIBRARY**

#### **WHAT CHANGES ARE PROPOSED**

- Adds text from Appendix H to Article 21.
- Incorporates multi-year contracts.
- Clarifies description of creative and/or scholarly activities in addition to service and primary responsibilities.

#### **WHY THE CHANGES ARE IMPORTANT**

- Appendix H was intended to be included in Article 21 during the last bargaining session, but due to time constraints was added as a supporting document instead.
- Multi-year contracts is in line with Article 22 proposal.
- As more faculty librarians participate in creative and/or scholarly activity as well as service, the need for support and recognition of these activities has increased in order to make faculty librarians more in-line with teaching faculty.

**ARTICLE 21**  
**PROMOTIONS AND EVALUATION FOR LIBRARY FACULTY**

21.1 Policy.

(a) Promotion decisions shall be based upon established University promotion criteria and library guidelines for application of those criteria pursuant to Article 9. Such decisions shall reflect assessments that are not merely a totaling of a library faculty member's annual performance evaluations but an assessment of the library faculty member's performance since his/her last promotion or since his/her hiring (if there is no previous promotion). The rating of Meets Expectation on an annual performance evaluation is not necessarily reflective of successive progress toward promotion. In addition, such decisions shall reflect a demonstration of the library faculty member's potential for growth and continuing contributions to the University and profession by means of the library faculty member's written statement articulating an agenda for continuing growth and development. If there has been no previous UNF promotion, the promotion decision shall also include an assessment of the library faculty member's applicable accomplishments at other institutions.

(b) Library faculty members who have been evaluated as meeting the criteria for promotion pursuant to the procedures contained herein shall be promoted.

(c) Promotion criteria and library guidelines for application of those criteria pursuant to Article 9 shall be available in the main office of the library, as well as provided to the UFF-UNF President. Each library faculty member shall be provided a copy of the University promotion criteria and the guidelines for application of those criteria under which he/she shall be evaluated.

21.2 Promotion Eligibility.

(a) Promotion shall be through the Library, and library faculty members shall carry their rank with them if they change units within the Library.

(b) To be eligible to apply for promotion, a library faculty member must have completed the following minimum number of years of full-time duties:

(1) Assistant University Librarian to Associate University Librarian — ~~a total of five (5) years of professional library experience, with no less than three~~ (3) years in rank at UNF.

(2) Associate University Librarian to University Librarian — ~~a total of nine (9) years of professional library experience, with no less than two (2) years at~~

- 44 UNF, four (4) years, with no fewer than three (3) years in rank at UNF.  
45
- 46 (c) Credit for ~~the number of years~~ a maximum of one year of full-time duties in rank  
47 shall be determined at the time of appointment by the Provost and Vice President  
48 for Academic Affairs and shall be specified in the employment contract.  
49
- 50 (d) Ranks at the Associate University Librarian and University Librarian levels are  
51 continuous multi-year appointments as defined in Article 12.8. Associate  
52 University Librarian is a three (3) year appointment. University Librarian is a five  
53 (5) year appointment.  
54
- 55 (e) Library faculty are not required to seek promotion. There is no penalty for an  
56 Librarian's unsuccessful bid for promotion.  
57
- 58 21.3 University Criteria for Promotion. The decision to award a promotion to a library faculty  
59 member shall be a result of his/her meritorious performance and shall be consistent with the  
60 University's promotion criteria and library guidelines for application of those criteria pursuant to  
61 Article 9. These judgments of excellent or outstanding performance are complex. They cannot  
62 easily be reduced to a quantitative formula, nor can the considerations that must be applied in each  
63 individual case be completely described in general terms or by numbers alone, separate from  
64 necessary qualitative assessments.  
65
- 66 (a) The library faculty member's accomplishments elsewhere which are applicable to  
67 the UNF promotion criteria shall be considered in addition to his/her performance  
68 during his/her service at the University.  
69
- 70 (b) Promotion Criteria.  
71
- 72 (1) Promotion from Assistant University Librarian to Associate University  
73 Librarian requires that the candidate be excellent in performing his/her assigned  
74 duties and show evidence of professional and intellectual accomplishments  
75 contributing to the University and the profession.  
76
- 77 (2) Promotion from Associate University Librarian to University Librarian requires  
78 that the candidate must be outstanding in performing his/her assigned duties  
79 and show evidence of substantial professional and intellectual accomplishments  
80 that contribute to the University and the profession.  
81
- 82 (3) Assessment of excellent or outstanding performance shall be the responsibility  
83 of the library Promotion Committee and shall be based on documentation  
84 provided by the librarian in his/her Promotion Dossier.  
85
- 86 (a) ~~Meritorious~~ Performance of assigned duties (excellent performance in the

87 case of promotion to Associate University Librarian and outstanding  
88 performance in the case of promotion to University Librarian) is evidenced  
89 by showing increasing responsibility and continuing growth in the  
90 profession, ~~successfully applying the library faculty member's knowledge~~  
91 ~~of library science in the development and organization of the library~~  
92 ~~collection, and/or facilitating the use of library services and resources by~~  
93 ~~the University community~~ knowledge of librarianship. For promotion from  
94 Associate University Librarian to University Librarian, the performance of  
95 assigned duties must be more meritorious than that which resulted in the  
96 library faculty member's promotion from Assistant University Librarian to  
97 Associate University Librarian. Each faculty member shall have a unique  
98 balance of primary activities as determined by their supervisor, job  
99 description, and annual assignments.

100  
101 (b) ~~Demonstrating professional and intellectual accomplishments that~~  
102 ~~contribute to the University and the profession~~ Continuing contributions of  
103 service (excellent performance in the case of promotion to Associate  
104 University Librarian and outstanding performance in the case of promotion  
105 to University Librarian) is evidenced by professional development  
106 contributions, creative contributions, and a record of active participation in  
107 University governance through committees and otherwise ~~or a record of~~  
108 ~~active service to one's professional discipline and the broader public which~~  
109 ~~may occur at the,~~ as well as a record of active service to librarianship and  
110 the broader community at the local, state, national and international levels.  
111 For promotion from Associate University Librarian to University Librarian,  
112 these contributions must be greater than those which resulted in the library  
113 faculty member's promotion from Assistant University Librarian to  
114 Associate University Librarian.

115  
116 (c) Scholarly and/or creative activity (excellent performance in the case of  
117 promotion to Associate University Librarian and outstanding performance  
118 in the case of promotion to University Librarian) is evidenced by creative  
119 contributions and products of intellectual activity.

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122 (c) The promotion decision shall also take into account the following:

- 123  
124 (1) ~~Whether the candidate has~~ Must have a master's degree in library science  
125 from an American Library Association (ALA) accredited school ~~and~~  
126 ~~conforms to the other requirements set by UNF;~~  
127  
128 (2) annual assignments and annual performance evaluations;  
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- 130 (3) at least two letters of external evaluation addressing the candidate's service  
131 or scholarly/creative activity;  
132  
133 (4) the contributions the faculty member has made to the Library and University  
134 based upon his/her entire record of performance, service and  
135 scholarly/creative activity over the period since his/her promotion (or if  
136 there has been no previous UNF promotion, over the faculty member's  
137 entire period of service at UNF);  
138  
139 (5) ~~(3) whether the library faculty member has engaged in a pattern of behavior~~  
140 ~~that disrupts or obstructs the orderly and effective functioning of the unit,~~  
141 ~~the Library, or University. Documentation of such disruptive or obstructive~~  
142 ~~behavior must be made in a timely manner and placed in the library faculty~~  
143 ~~member's evaluation file. This section shall not be construed or used to~~  
144 ~~limit the library faculty member's right to exercise his/her academic~~  
145 ~~freedom.~~  
146

147 21.4 Changes in University Promotion Criteria or Library Guidelines for Application of  
148 University Promotion Criteria  
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- 150 (a) The library faculty and supervisors shall periodically review library guidelines for  
151 application of those criteria pursuant to Article 9.  
152  
153 (b) Changes in University promotion criteria or in library guidelines for application of  
154 those criteria shall not become effective until one (1) year following adoption of  
155 the changes, unless mutually agreed to in writing by the UFF-UNF President and  
156 the University President or designee. The date of adoption shall be the date on  
157 which the University President or designee approves the changes.  
158  
159 (c) Library faculty members shall be evaluated for promotion under the criteria that  
160 exist as of the deadline by which the library faculty member is required to notify  
161 his/her supervisor that he/she is a candidate for promotion. However, if new or  
162 changed University promotion criteria or library guidelines for application of those  
163 criteria have been adopted within three (3) years preceding the deadline, the library  
164 faculty member may elect to be evaluated under the promotion criteria that existed  
165 prior to such addition or change. The election must be made not later than the  
166 deadline by which the library faculty member is required to notify his/her  
167 supervisor that he/she is a candidate for promotion.  
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169 21.5 Progress Toward Promotion.  
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- 171 (a) Beginning with the second year of employment, a library faculty member may  
172 request in writing an appraisal regarding his/her progress toward promotion.

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- (b) The appraisal shall be a separate component of the annual evaluation and is intended to provide assistance and counseling to the library faculty ~~members~~ member to help ~~him/her~~ ~~them~~ achieve promotion. The appraisal will be submitted on the Library Faculty Annual Promotion Appraisal Form (Appendix H-3).
- (c) The supervisor’s appraisal shall specify whether the library faculty member is making appropriate and satisfactory progress toward achieving promotion according to library guidelines for application of University’s promotion criteria. The supervisor shall mention any deficiency in the library faculty member’s performance that the supervisor believes may adversely affect the library faculty member’s ability to achieve promotion.
- (d) If the appraisal identifies a deficiency in the library faculty member’s performance, the supervisor shall make timely relevant recommendation(s) for improvement.
- (e) The library faculty member’s higher-level supervisors up to and including the Dean of the Library shall also review and approve the promotion appraisal.
- ~~(f)~~ (e) The library faculty member may request, in writing, a meeting with an administrator at the next higher level to discuss concerns regarding the promotion appraisal that were not resolved in previous discussion with the evaluator.
- ~~(g)~~ (f) The appraisals are not binding upon the University.

21.6 Initiation of the Promotion Process.

- (a) The promotion process begins when the Dean or comparable supervisor notifies the faculty member of his/her eligibility for promotion or the faculty member provides the Dean or comparable supervisor written notification of candidacy.
- (b) Candidates for promotion shall be provided a copy of the Library promotion procedures checklist and a copy of library guidelines for application of the University promotion criteria for library faculty and any other necessary materials, information, and forms.
- (c) The Dean or designee shall advise the candidate in the preparation of the promotion dossier.

- 212 (d) Promotion Dossier.  
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214 (1) The candidate shall be responsible for ensuring that all pertinent  
215 information is included in the promotion dossier and for ensuring that the  
216 dossier is complete.  
217  
218 (2) The only documents that may be considered in making a promotion  
219 recommendation are those contained or referenced in the promotion dossier.  
220 ~~Documents shall not be placed in protective sheets inside the dossier.~~  
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222 ~~(3) The promotion dossier should include, to the greatest extent possible, all~~  
223 ~~relevant data that would inform the Library Promotion Committee of the~~  
224 ~~candidate's activities and accomplishments throughout his/her professional~~  
225 ~~career. As a tangible representation of the entire professional career of the~~  
226 ~~candidate, the promotion dossier shall include those items that will~~  
227 ~~demonstrate meritorious performance of assigned duties (excellent~~  
228 ~~performance in the case of promotion to Associate University Librarian,~~  
229 ~~outstanding performance in the case of promotion to University Librarian),~~  
230 ~~professional and intellectual development, creative accomplishments,~~  
231 ~~contributions to the University, the community, or the profession, and other~~  
232 ~~evidence that would normally qualify the candidate for promotion.~~  
233  
234 (3) The promotion dossier shall consist of a ~~1.5 inch summary binder plus any~~  
235 ~~other evidence the candidate chooses to present to support his/her~~  
236 ~~candidacy.<sup>1</sup>The candidate shall ensure that the 1.5 inch summary binder~~  
237 ~~dossier~~ includes all of the following materials ~~in the order specified.~~  
238  
239 a. a cover/title page  
240  
241 b. a table of contents listing each document in the promotion dossier  
242  
243 ~~UNF Library Promotion Application Form Checklist of Required~~  
244 ~~Documents and Review Statement~~ a signed statement by the  
245 candidate attesting to the accuracy of the information included in the  
246 promotion dossier  
247  
248 d. a copy of library guidelines for application of the University  
249 promotion criteria  
250  
251 e. the candidate's resume/curriculum vitae  
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<sup>1</sup>If an approved electronic format of dossier becomes available, they will be acceptable for this process.

- 253 f. ~~a copy of the candidate's annual assignments (past and current UNF~~  
254 ~~job descriptions) in reverse chronological order. the candidate's past~~  
255 ~~and current UNF assigned activities.~~ (Inclusion of past professional  
256 job descriptions at other institutions is optional.)  
257
- 258 g. ~~a copy of all the candidate's UNF annual evaluations in reverse~~  
259 ~~chronological order.~~ (Inclusion of other evaluations from  
260 professional appointments elsewhere is optional.)  
261
- 262 h. a summary and discussion by the candidate of their career, service,  
263 and scholarly activity that shows growth as a librarian and  
264 professional aspirations.  
265
- 266 i. letters of support from librarians, other faculty members, or external  
267 reviewers. ~~all letters received from librarians or other faculty~~  
268 members, which are submitted by the deadline. These letters  
269 1) at least two professional external recommendation letter is  
270 required  
271 2) all letters of support are intended to focus solely on the  
272 candidate's execution of his/her assigned duties ~~and professional~~  
273 and intellectual accomplishments that demonstrate contributions  
274 to the University and the profession, service, and scholarly  
275 and/or creative activities. Only the portions of the letters that  
276 focus on the candidate's execution of assigned duties ~~and~~  
277 ~~professional and intellectual accomplishments, service, and~~  
278 scholarly and/or creative activities shall be considered in the  
279 promotion recommendations and decision.  
280
- 281 ~~j. i.~~ any optional materials the candidate chooses to include addressing  
282 his/her qualifications for promotion (such as a ~~statement of~~  
283 ~~qualifications~~ list of courses taught and frequency, transcripts of  
284 academic course work completed after the master's degree in library  
285 science, letters of ~~reference and commendations, continuing~~  
286 education certificates, or other items that the candidate deems  
287 pertinent).  
288
- 289 ~~k. j.~~ copies of the supervisor's annual promotion appraisals, if  
290 applicable.  
291
- 292 ~~l. k.~~ a listing of documents added to the dossier by authorized individuals  
293 as per this Article after commencement of consideration of the  
294 dossier. The listing shall be added to the table of contents by the  
295 individual who requested the additional document(s), referencing



296 the date, and the reasons why such document(s) were included.

297  
298 m. f. a section for the insertion of the assessments and recommendations  
299 of the candidate's supervisor, the Library Promotion Committee,  
300 the Dean of the Library, the Provost and Vice-President of  
301 Academic Affairs, and the President

302  
303 ~~m. Summary of Statements Document (the page recording the decisions~~  
304 ~~and signatures)~~

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306  
307 (5) Alterations to the Promotion Dossier

308  
309 a. Once the dossier has been compiled by the candidate and submitted  
310 to the Chair of the Library Promotion Committee, no material shall  
311 be removed from the promotion dossier. However, the Dean of the  
312 Library or the Provost shall remove materials proven to be contrary  
313 to fact, or in violation of this Agreement. This section shall not  
314 authorize the removal of materials from the promotion dossier when  
315 there is a dispute concerning a matter of judgment or opinion rather  
316 than fact.

317  
318 b. Once the dossier has been compiled by the candidate and submitted  
319 to the Chair of the Library Promotion Committee, the candidate may  
320 not introduce new information into the dossier but may update  
321 information already in the dossier.

322  
323 c. No materials shall be added to the promotion dossier after this point  
324 without the candidate's consent, except:

325  
326 1. the written assessments and recommendations of the Library  
327 Promotion Committee and administrators who are charged  
328 with making recommendations regarding the candidate's  
329 promotion application, and the candidate's response to these,  
330 if any;

331  
332 2. clarification, documentation, or validation of assertions  
333 made by the candidate in the dossier, when requested in  
334 writing by the Chair of the Library Promotion Committee;

335  
336 3. information as specified in Section 21.6(d)(4) above, which  
337 may have been inadvertently omitted; and

338

339 4. timely submitted letters from librarians or other faculty  
340 members as provided in Section 21.6(d)(4) j h.

341  
342 d. No candidate shall be required to provide additional information or  
343 materials not referenced in Section 21.6(d)(4) or 21.6(d)(5)c.,  
344 above, nor shall the candidate be penalized or disadvantaged for  
345 refusing to provide such information or materials.

346  
347 e. Prior to the consideration of the candidate's promotion dossier and  
348 at any point in the review process, the candidate shall have the right  
349 to review the contents of the promotion dossier and may attach a  
350 brief and concise response to any materials therein.

351  
352 f. If any material is added to or changed in the dossier after the  
353 commencement of consideration, the date shall be recorded on the  
354 material, and a copy shall be sent to the candidate within five (5)  
355 days by personal delivery. The candidate may attach a brief  
356 response within five (5) days of his/her receipt of the added or  
357 changed material. The promotion dossier shall not be forwarded  
358 until either the candidate submits a response or five (5) days have  
359 elapsed from the date of receipt of the additional or changed  
360 materials by the candidate.

361  
362 (6) Except by consent of the candidate, there shall be no anonymous material  
363 in the promotion dossier except for numerical summaries of student  
364 evaluations that are part of the regular evaluation procedure of classroom  
365 instruction and/or written comments from students obtained as part of that  
366 regular evaluation procedure. If written comments from students in a course  
367 are included in the promotion dossier, all of the comments obtained in the  
368 same course must be included.

369  
370 (7) The contents of the promotion dossier shall only be available for inspection  
371 by the candidate, the candidate's representative, University officials who  
372 use the information in carrying out their responsibilities, and the Library  
373 Promotion Committee, which is charged with the responsibility of  
374 evaluating the candidate's performance.

375  
376 21.7 Promotion Review and Recommendation Procedures. ~~The Library shall establish a Library~~  
377 ~~Promotion Committee which, except as provided below, shall be composed of five (5) professional~~  
378 ~~library faculty members of Associate or University Librarian rank, with representatives from both the~~  
379 ~~Public Services Division and the Technical Services Division. At least three (3) of the Committee~~  
380 ~~members shall be at the rank of University Librarian, unless there are not three (3) University~~  
381 ~~Librarians available to serve. In that event, the Dean of the Library shall appoint sufficient additional~~

382 members to the Committee from among faculty holding the rank of Professor from a list submitted by  
383 the Library faculty. The submitted list shall consist of three (3) times the number of Professors as  
384 vacant positions on the Committee. The term of office for each member on the Committee shall be two  
385 (2) academic years. No candidate being considered by the Committee for promotion may serve on the  
386 Committee. Only Library faculty members holding the rank of University Librarian or Professor shall  
387 vote on cases of promotion to University Librarian. The only documents that shall be considered in  
388 making a promotion recommendation are those contained or referenced in the promotion dossier.  
389 Recommendations for the awarding of promotion shall include the following levels of review:

390  
391 (a) ~~— The only documents that shall be considered in making a promotion recommendation~~  
392 ~~are those contained or referenced in the promotion dossier.~~

393  
394 (b) ~~— The candidate shall be notified of the recommendation on his/her promotion~~  
395 ~~application at every level and shall be able to withdraw without prejudice until the~~  
396 ~~date on which the dossier is scheduled to go forward. At the candidate's option, the~~  
397 ~~candidate may meet with the Dean of the Library, the Provost and Vice President~~  
398 ~~for Academic Affairs, or the President to discuss the candidate's qualifications for~~  
399 ~~promotion, the procedures used in consideration of the candidate's case, and any~~  
400 ~~recommendations.~~

401  
402 (c) ~~— Recommendations for the awarding of promotion shall include the following levels~~  
403 ~~of review:~~

404  
405 (1) Supervisor

406  
407 a. Upon receiving the candidate's Library Promotion Application  
408 Form, the supervisor shall deliver the form to the Dean of the  
409 Library by the date in the promotion schedule. The Dean of the  
410 Library shall ensure that the candidate has the current library  
411 guidelines for application of the University promotion criteria.

412  
413 b. After delivering the candidate's Library Promotion Form to the  
414 Dean of the Library, the supervisor shall submit a written  
415 assessment of the candidate's qualifications with reference to the  
416 University's promotion criteria for library faculty and library  
417 guidelines for application of those criteria and shall make a positive  
418 or a negative recommendation.

419  
420 c. The supervisor shall ~~meet with the candidate to~~ give the candidate a  
421 copy of his/her written assessment and recommendation, prior to  
422 sending a copy to the Library Promotion Committee chair, to be  
423 shared with the other members of the committee and the Dean of the  
424 Library.

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- d. The candidate shall have five (5) days from receipt of the supervisor’s assessment and recommendation to submit a written response. The candidate’s response, if any, shall be included in the promotion dossier.
  
- (2) Library Promotion Committee
  - a. The Library shall establish a Library Promotion Committee which, except as provided below, shall be composed of five (5) professional library faculty members of Associate or University Librarian rank, with representatives from both the Public Services Division and the Technical Services Division. Only Library faculty members holding the rank of University Librarian shall vote on cases of promotion to University Librarian.
  
  - ~~b. a:~~ Upon including the supervisor’s recommendation and his/her written response, if any, the candidate shall submit the dossier to the Library Promotion Committee chair.
  
  - ~~c. b:~~ The Library faculty shall establish in library guidelines provisions governing the composition and conduct of the Library Promotion Committee.
  
  - ~~d. e:~~ The Library Promotion Committee’s function shall be to review each candidate’s promotion dossier, to provide a separate written assessment of the candidate’s qualifications for promotion, and to provide an objective professional written recommendation to the Dean of the Library. This written assessment and recommendation, which shall become a part of the candidate’s promotion dossier, shall include a description of the Committee’s procedures, a discussion of the candidate’s qualifications for promotion with reference to the University promotion criteria and library guidelines for application of those criteria, and the result of the vote taken by the Committee. The vote shall be conducted in a lawful manner which is intended to assure a free and voluntary exercise of choice.



- 504 and recommendation to the candidate, the supervisor, and the  
505 Library Promotion Committee, to be shared with other members of  
506 the committee. The candidate shall have five (5) days from receipt  
507 to submit a written response. The candidate's response, if any, shall  
508 be included in the promotion dossier.
- 509
- 510 e. The Dean of the Library shall not forward the dossier to the Provost  
511 and Vice President for Academic Affairs until either the candidate  
512 submits a response or the five (5) day period for responding expires,  
513 whichever occurs first.
- 514
- 515 f. In cases in which the Dean of the Library's recommendation differs  
516 from the recommendations of the Library Promotion Committee, the  
517 supervisor, or both, the Provost and Vice President for Academic  
518 Affairs (hereinafter "Provost") shall meet jointly with the  
519 Committee, the supervisor, and the Dean of the Library.
- 520
- 521 (4) Provost and Vice President for Academic Affairs
- 522
- 523 a. After reviewing each candidate's promotion dossier and considering  
524 the written assessments and recommendations of the Library  
525 Promotion Committee, the supervisor, and the Dean of the Library,  
526 and the candidate's written responses, if any, the Provost shall  
527 submit to the candidate a draft written assessment of the candidate's  
528 qualifications for promotion with reference to the University's  
529 promotion criteria and library guidelines for application of those  
530 criteria, and shall make a positive or a negative recommendation.  
531 The assessment shall confirm that all procedural and substantive  
532 responsibilities have been fulfilled.
- 533
- 534 b. Within five (5) days of receipt of the draft written assessment, the  
535 candidate may submit a written response or schedule a meeting with  
536 the Provost to discuss the candidate's qualifications for promotion,  
537 the procedures used in consideration of the candidate's case, and the  
538 Provost's recommendation.
- 539
- 540 c. The Provost shall forward a copy of his/her final assessment and  
541 recommendation to the candidate after the candidate submits a  
542 response to the draft written assessment or the five-day period for  
543 responding expires, whichever occurs first. The candidate shall  
544 have five (5) days from receipt of the final assessment and  
545 recommendation to submit a written response. The candidate's  
546 response, if any, shall be included in the promotion dossier.

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- d. The Provost shall not forward the promotion dossier to the President until either the candidate submits a response or the five (5) day period for responding expires, whichever occurs first.
- e. The Provost shall also forward his/her final assessment and recommendation to the Dean of the Library, the candidate's supervisor, and to the chair of the Library Promotion Committee, who shall share it with other members of the committee.
- f. Following the submission of his/her final assessments and recommendations to the President and the President's final decision, the Provost shall make a report to the faculty at large delineating the positive or negative recommendations for Promotion in comparison to those forwarded by the Library Promotion Committee and the number of withdrawals from the promotion process. The Provost shall also provide a report to the UFF delineating the positive or negative recommendations for promotion in comparison to those forwarded by the supervisor, the Library Promotion Committee, the Library Dean, the Provost, and the President, by rank, and the number of withdrawals from the promotion process by rank.

(5) President

- a. After reviewing each candidate's promotion dossier and considering the written assessments and recommendations of the Library Promotion Committee, the supervisor, the Dean of the Library, ~~and~~ the Provost, and the candidate's written responses, if any, the President shall make a final decision whether to award promotion.
- b. The President or designee shall notify the library faculty member in writing as soon as possible, but no later than ten (10) days after the date of the decision. A copy of the President's decision shall be sent to the Provost, the Dean of the Library, the candidate's supervisor, and the Chair of the Library Promotion Committee, who shall share it with the other members of the committee.

21.8 Promotion Decision.

- (a) The President shall award promotion. The President or designee shall notify the library faculty member in writing of the decision as soon as possible, but no later than ten (10) days after the date of the decision.

590 (b) If a library faculty member is denied a promotion and makes a written request to  
591 the President within twenty (20) days after receipt of notification of denial, the  
592 President or designee shall provide the library faculty member with a written  
593 explanation of the reasons why promotion was not granted. The written explanation  
594 shall be provided within twenty (20) days of the library faculty member's written  
595 request.

596  
597 (c) Within thirty-five (35) days after the promotion decision, the promotion dossier  
598 shall be returned to the library faculty member. However, if a grievance has been  
599 filed, a copy of the promotion dossier shall be provided to the grievant, and the  
600 Provost shall retain the original promotion dossier until final disposition of the  
601 grievance.

602  
603 (d) Allegations of procedural deficiencies shall be subject to the grievance procedure;  
604 however, the final decision of the President as to promotion is not subject to an  
605 arbitrator's decision.

606  
607 21.9 Withdrawal from the Process.

608  
609 (a) A candidate for promotion may withdraw, without prejudice, at any stage in the  
610 promotion process before March 15, or before the Provost submits his/her final  
611 assessment and recommendation to the President, whichever is later.

612  
613 (b) If a candidate withdraws from consideration, the promotion dossier (including all  
614 assessments and recommendations) shall be returned to the candidate.

615  
616 21.10 Promotion Salary Increase. The University Administration shall increase the annual base  
617 salary rate of library faculty members recommended for promotion by twelve and one-half (12.5)  
618 percent, effective at the beginning of their respective annual appointments.

619  
620 **[The following section replaces Appendix H of the 2014-2017 CBA, with the exception that**  
621 **Appendixes H Library Faculty Annual Report of Activities form, H1 Library Faculty**  
622 **Assigned Activity Form, H2 Library Faculty Annual Performance Evaluations, and H3**  
623 **Library Faculty Annual Promotion Appraisal Form should be retained.]**

624  
625 21.11 Library Faculty Evaluation Policy.

626  
627 Evaluations are intended to communicate to a faculty member a qualitative assessment of  
628 that faculty member's performance of assigned duties by providing him/her written  
629 constructive feedback that will assist in improving the faculty member's performance and  
630 expertise.

631  
632 (a) The performance of a faculty member shall be evaluated at least once annually, with



633 the following exceptions:

634  
635 (1) faculty members on visiting appointments who have not been reappointed  
636 for the following Academic Year

637  
638 (2) faculty members hired late in the Academic Year who have worked less  
639 than three months before the end of the evaluation period

640  
641 (3) faculty members who have resigned, and

642  
643 (4) faculty members who have not been reappointed for the following  
644 Academic Year or have been issued notice of termination for just cause.

645  
646 (b) The period of the annual evaluation shall include the previous Summer term and  
647 Fall and Spring semesters.

648  
649 (c) Personnel decisions shall be based on written annual evaluations, provided that  
650 such decisions need not be based solely on written faculty performance evaluations.

651  
652 21.12 Sources of Evaluation

653  
654 An annual evaluation is a subjective assessment of an individual's performance based on  
655 objective criteria. The criteria are useful tools for evaluating overall performance. The  
656 evaluation is intended to be comprehensive and not based on a single or limited number of  
657 criteria. Therefore, the person responsible for completing the faculty member's annual  
658 evaluation shall consider all appropriate and available information that is relevant to the  
659 faculty member's performance of assigned responsibilities. This will include the Library  
660 Faculty Annual Report of Activities, the Library Faculty Assigned Activities, the library  
661 faculty position description, and documented information from the following sources:  
662 immediate supervisor, peers, students, faculty member/self, other University officials who  
663 have responsibility for supervision of the faculty member, and individuals to whom the  
664 faculty member may be responsible in the course of a service assignment. Any materials  
665 to be used in the evaluation process submitted by persons other than the faculty member  
666 shall be shown to the faculty member, who may attach a written response. Any materials  
667 that have not been shown to the faculty member cannot be used in the evaluation process.  
668 Whenever a single or limited number of criteria are deemed controlling, the written  
669 evaluation must justify that conclusion.

670  
671 (a) Library Faculty Position Description

672  
673 (1) Each library faculty member shall be provided a written position  
674 description mutually agreed to and signed by the faculty member and  
675 his/her supervisor and shall have a clear understanding of his/her job

676 responsibilities as established in his/her position description. The signed  
677 position description shall be kept on file in the library administrative  
678 office.

679  
680 (2) Changes in a faculty member's position description may be proposed by  
681 the faculty member, by the faculty member's supervisor, by a library  
682 director, or by the library dean. Any proposed changes to the description  
683 must be reviewed by the faculty member and his/her supervisor, agreed  
684 upon mutually, and signed before they can take effect. In no case can a  
685 position description be rewritten to include a higher level of responsibility  
686 for a faculty member without a commensurate increase in compensation.  
687 Examples of increases in responsibility include, but are not limited to, the  
688 addition of supervisory duties, the significant broadening of job  
689 responsibilities, the permanent or interim assumption of assignments in  
690 excess of his/her original job description due to faculty or staff vacancies,  
691 or the assignment of responsibility as a higher-level manager or  
692 administrator.

693  
694 (b) Library Faculty Assigned Activities

695  
696 (1) At the beginning of each evaluation period, each library faculty member and  
697 his/her supervisor shall jointly develop assigned activities that the faculty  
698 member is expected to perform during the annual evaluation period from June  
699 1 to May 31.

700  
701 (2) Library faculty assigned activities are based 80% on primary activities and  
702 20% on service and scholarly or creative activities as defined in the library  
703 faculty performance evaluation guidelines pursuant to Article 9.

704  
705 (3) Assigned activities may include a mix of priorities from the library faculty  
706 position description as well as activities in support of the department's  
707 strategic plan and goals for that year.

708  
709 (4) Assigned activities mutually agreed to by the faculty member and his/her  
710 supervisor shall be recorded on a Library Faculty Assigned Activities form  
711 (Appendix H-1), which will be completed and signed by the library faculty  
712 member and his/her supervisor by August 15. The Library Faculty Assigned  
713 Activities form shall be placed in the library faculty member's evaluation file.

714  
715  
716 (5) The University Administration shall make a reasonable and good-faith effort,  
717 consistent with the other provisions of this Agreement, to provide faculty with  
718 the necessary facilities, resources and staff support for carrying out their

719 assigned duties and responsibilities. No library faculty's workload shall be  
720 arbitrary or unreasonable to the extent that the faculty member is unable to  
721 perform primary, service, and scholarly or creative activities within the time  
722 constraints of the contract work week to meet the requirements of this  
723 Agreement. If a library faculty member is asked or expected to accept  
724 assignments in excess of his/her original job description or assigned activities,  
725 this shall be taken into account and allowances made by the evaluator when  
726 assessing the faculty member's progress toward completion of assigned  
727 activities.

728  
729 (6) The Library Faculty member's supervisor will take steps to ensure the  
730 equitable opportunity, in relation to other faculty members in the same  
731 department/unit, to fulfill applicable criteria for evaluation, promotion, and  
732 merit salary increases.

733  
734 (7) Changes in assigned activities may be proposed by the faculty member,  
735 his/her supervisor, or the appropriate library director during the course of an  
736 evaluation year should the need arise. All changes shall be agreed upon  
737 mutually by the faculty member, his/her supervisor, and the appropriate  
738 library director. Should changes become necessary or desirable, a new Library  
739 Faculty Assigned Activities form shall be completed and signed by the faculty  
740 member and his/her supervisor, and placed in the library faculty member's  
741 evaluation file.

742  
743 (8) A faculty member and/or his/her supervisor may request a mid-year review of  
744 assigned activities to discuss current progress on the year's activities. The  
745 faculty member may request in writing, at his/her discretion, written feedback  
746 and the supervisor shall provide written feedback within two weeks of the  
747 mid-year review.

748  
749 (c) Library Faculty Annual Report of Activities

750  
751 Library faculty shall represent their job performance and progress toward  
752 completion of assigned activities in a Library Faculty Annual Report of Activities  
753 (Appendix H). The Annual Report of Activities will include any interpretive  
754 comments and/or supporting data that the faculty member deems appropriate in  
755 evaluating his/her performance, including additional activities accomplished  
756 beyond those assigned, service, and scholarly and/or creative activity. Information  
757 from other sources which can be included with the Library Faculty Annual Report  
758 of Activities might include, but is not limited to, comments from peers, teaching  
759 faculty, and members of the profession with whom the faculty member has worked.  
760 The intent of this provision is to provide the faculty member with a broad  
761 opportunity to display his/her performance over the previous year which will allow

762 for a comprehensive evaluation.

763

764 21.13 Evaluation Rating Categories

765

766 (a) Each library faculty member shall be evaluated in each area of assigned duties, viz.  
767 performance of primary activities and service activities, consistent with the  
768 following rating categories.

769

770 Exemplary

771

772 Above Satisfactory

773

774 Satisfactory

775

776 Below Satisfactory

777

778 Unsatisfactory

779

780 Meets Expectations

781

782 Exceeds Expectations

783

784 Far Exceeds Expectations

785

786 Below Expectations

787

788 Unsatisfactory

789

790 (b) It is the responsibility of the faculty member to provide the supervisor with  
791 sufficient information to permit the supervisor to conduct an effective evaluation  
792 of the faculty member's performance of his/her assigned duties. It is expected that  
793 the faculty member will provide evidence of his/her accomplishments to serve as a  
794 foundation for the rating assigned to those accomplishments. The evaluator must  
795 take into account any relevant materials submitted by the faculty member. If a  
796 faculty member fails to provide evidence of his/her accomplishments, the  
797 department chair/unit supervisor will complete the evaluation based on available  
798 information as provided in Article 21.12. It is the responsibility of the supervisor to  
799 make comprehensive assessments of the evidence provided by the faculty member.  
800 Each supervisor completing a performance evaluation shall articulate sufficient and  
801 specific grounds or reasons to substantiate the rating given in each assigned  
802 category and to articulate how the faculty member's performance can be improved.

803

804 21.14 Criteria for Library Performance Ratings.

805 The supervisor shall assign a rating to each area of assigned duties, primary activities,  
806 service, and scholarly and/or creative activities, and shall carefully consider the nature of  
807 the assignments and quality of the performance in these areas as follows:  
808

809 (a) Primary activities. For library faculty, performance of activities as listed in the job  
810 description and expressed in the annual Library Faculty Assigned Activities form  
811 constitutes 80% of the assigned duties for library faculty. Demonstration of job  
812 performance will differ according to the area of responsibility within the Library and  
813 the particular circumstances of each library faculty member. Examples of primary  
814 activities are provided in the library faculty performance evaluation guidelines  
815 pursuant to Article 9.  
816

817 (b) Service and scholarly and/or creative activities constitute 20% of assigned duties for  
818 library faculty. In general, service activities include participation on committees  
819 outside of the library, activity in professional organizations, and other forms of  
820 engagement in the library profession. Specific examples of service activities are  
821 provided in the library faculty performance evaluation guidelines pursuant to Article  
822 9. In general, scholarly and/or creative activities include contributions and products  
823 of intellectual activity, such as professional publications, presentations, grant  
824 proposals, and reviews.  
825

826 (c) Rating structure: The rating structure presented here serves as a model. The relative  
827 criteria for evaluation for primary assignment and service activities is more fully  
828 defined in the library faculty performance evaluation guidelines pursuant to Article 9.  
829

830 1) A rating of Satisfactory will be demonstrated by successfully meeting the normal  
831 performance standards of the position description. The faculty member's  
832 performance includes a combination of the following: a sufficient level of  
833 organization and planning to complete assigned activities by deadlines with some  
834 direction from the supervisor, and responsiveness to library users. Service and  
835 research/creative/scholarly activities reflect commitment to the university  
836 community, engagement in professional development, and participation in the  
837 broader professional community outside of the university.  
838

839 2) A rating of Above Satisfactory will be demonstrated by a faculty member  
840 exceeding in quantity and/or quality the normal minimum performance standards  
841 of those rated Satisfactory.  
842

843 3) A rating of Exemplary will be demonstrated by a faculty member exceeding in  
844 quantity and/or quality the expectations for those rated Above Satisfactory.  
845

846 4) A rating of Below Satisfactory will be demonstrated by a faculty member failing  
847 to meet the normal minimal performance standards of those rated Satisfactory.

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5) A rating of Unsatisfactory will be demonstrated by a faculty member engaging in practices that are detrimental to educating students. There is evidence that the faculty member lacks the competence to perform the requirements of the job description and remediation is unsuccessful. Service and research/creative/scholarly activities reflect little to no engagement in the university or professional community.

~~1) Exemplary~~

~~The faculty member demonstrates performance that exceeds in quality and/or quantity the normal performance standards for Above Satisfactory.~~

~~2) Above Satisfactory~~

~~There is evidence showing performance that exceeds in quality and/or quantity the normal performance standards for Satisfactory.~~

~~3) Satisfactory~~

~~There is evidence of adequate performance that is sufficient to fulfill basic requirements of the position.~~

~~4) Below Satisfactory~~

~~There is evidence showing performance does not meet the standards of those rated Satisfactory.~~

~~5) Unsatisfactory~~

~~There is evidence showing performance fails to meet minimal standards for Below Satisfactory.~~

21.15 Annual Evaluation Process

- (a) The supervisor shall provide to his/her supervised faculty instructions for submission of a faculty member's Annual Report of Activities no later than April 1.
- (b) Each library faculty member shall submit to his/her supervisor the faculty member's Annual Report of Activities no later than June 1. If a library faculty member fails to provide his/her annual report by this date, the supervisor shall proceed to complete the faculty member's evaluation without that information, unless the library Dean has extended the deadline and subsequent deadlines based on extenuating circumstances that justify the extension.
- (c) The supervisor shall complete the annual evaluation taking into account the faculty member's Annual Report of Activities and other sources of evaluative information referenced in Article 21.12, the library's criteria for annual evaluations in Article 21.14,

- 891 and the library's guidelines for application of University criteria pursuant to Article 9.  
892  
893 (d) The supervisor shall provide the faculty member with written constructive feedback  
894 that is designed to assist the faculty member in improving his/her performance and  
895 expertise, and shall endeavor to identify any major performance deficiencies.  
896  
897 (e) The supervisor's Library Faculty Annual Performance Evaluation form (Appendix H-  
898 2), with an attached copy of the library faculty member's Library Faculty Annual  
899 Report of Activities and Library Faculty Assigned Activities Form shall be provided to  
900 the faculty member no later than July 1.  
901  
902 (f) If the faculty member disagrees with the content of his/her evaluation, the faculty  
903 member shall request the opportunity to discuss the evaluation with the evaluator by  
904 July 1. The evaluator shall have the option of revising the Library Faculty Annual  
905 Performance Evaluation form and providing the revision to the faculty member prior  
906 to July 5.  
907  
908 (g) The faculty member may request, in writing, a meeting with an administrator at the  
909 next higher level by July 15 to discuss concerns regarding the evaluation that were not  
910 resolved in previous discussion with the evaluator. No material will be considered that  
911 was not timely submitted by the June 1 deadline. The evaluator shall have the option  
912 of revising the Library Faculty Annual Performance Evaluation form and providing the  
913 revision to the faculty member prior to July 15.  
914  
915 (h) The faculty member and the evaluating supervisor must sign the finalized Library  
916 Faculty Annual Performance Evaluation form no later than July 15 and submit the  
917 signed documents to the library administrative office to be filed in the faculty member's  
918 evaluation file. A copy of the signed evaluation shall be given to the library faculty  
919 member by July 15. The date the faculty member receives a finalized copy of the  
920 evaluation shall commence the time period specified in Article 31 for filing a grievance.

921  
922 21.16 Library Faculty Evaluation File  
923

- 924 (a) Policy. There shall be one (1) official library faculty evaluation file located in the  
925 library administrative office. When evaluations and other personnel decisions are  
926 made, other than for promotion, the only documents that shall be considered are those  
927 described in Article 21.12 that are referenced in the official evaluation file. All such  
928 documents shall bear the date of receipt by the custodian.  
929  
930 (b) The Library Faculty Evaluation File is subject to the provisions described in Article  
931 18.6.  
932