

**ARTICLE 22  
PROMOTIONS FOR LIBRARY FACULTY**

**22.1 Policy.**

- (a) Promotion decisions shall be based upon established University promotion criteria and library guidelines for application of those criteria adopted 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 successful 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 may 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 adopted 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.

**22.2 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 four (4) years at UNF.
  - (2) Associate University Librarian to University Librarian — a total of nine (9) years of professional library experience, with no less than

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three (3) years in rank at UNF.

- (c) Credit for a maximum of one year of full-time duties in rank shall be determined at the time of appointment by the Provost and Vice President for Academic Affairs and shall be specified in the employment contract.
- (d) Library faculty are not required to seek promotion. There is no penalty for a library faculty's unsuccessful bid for promotion.

**22.3 University Criteria for Promotion.** The decision to award a promotion to a library faculty member shall be a result of his/her meritorious performance and shall be consistent with the University's promotion criteria and library guidelines for application of those criteria adopted pursuant to Article 9. These judgments of excellent or outstanding performance are complex. They cannot easily be reduced to a quantitative formula, nor can the considerations that must be applied in each individual case be completely described in general terms or by numbers alone, separate from necessary qualitative assessments.

- (a) The library faculty member's accomplishments elsewhere which are applicable to the UNF promotion criteria shall be considered in addition to his/her performance during his/her service at the University.
- (b) Promotion from Assistant University Librarian to Associate University Librarian requires that the candidate be excellent in performing his/her assigned duties and show evidence of professional and intellectual accomplishments via service and scholarly activities that contribute to the University and the profession.
- (c) Promotion from Associate University Librarian to University Librarian requires that the candidate must be outstanding in performing his/her assigned duties and show evidence of substantial professional and intellectual accomplishments via service and scholarly activities that contribute to the University and the profession.
- (d) The Library Promotion Committee shall assess the candidate's qualifications for promotion based on documentation provided by the librarian in his/her promotion dossier.
  - (1) Meritorious performance of assigned duties (excellent performance in the case of promotion to Associate University Librarian and outstanding performance in the case of promotion to University Librarian) is evidenced by showing increasing responsibility and continuing growth in the performance of activities as outlined in the job description, scholarship, and service agendas. Each faculty

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member shall have a unique balance of primary activities as determined by their supervisor, job description, and annual assignments.

- (2) Continuing contributions of service (excellent performance in the case of promotion to Associate University Librarian and outstanding performance in the case of promotion to University Librarian) is evidenced by a record of active participation in University governance through committees and otherwise, as well as a record of active service to librarianship at the local, state, national, or international levels.
  - (3) Scholarly and/or creative activity (excellent performance in the case of promotion to Associate University Librarian and outstanding performance in the case of promotion to University Librarian) is evidenced by creative contributions and products of intellectual activity.
- (e) The promotion decision shall also take into account the following:
- (1) The candidate must have a master's degree in library science from an American Library Association (ALA) accredited school and conform to the other requirements set by UNF;
  - (2) Annual assignments and annual performance evaluations;
  - (3) At least two (2) letters of external evaluation addressing the candidate's service or scholarly activity; (The letters must be external to the library, but may be from UNF or other university faculty.)
  - (4) The contributions the faculty member has made to the Library and University based upon his/her entire record of performance, service, and scholarly activity over the period since his/her promotion (or if there has been no previous promotion, over the faculty member's entire period of service at UNF);
  - (5) Whether the library faculty member has engaged in a pattern of behavior that disrupts or obstructs the orderly and effective functioning of the unit, the Library, or University. Documentation of such disruptive or obstructive behavior must be made in a timely manner and placed in the library faculty member's evaluation file. This section shall not be construed or used to limit the library faculty member's right to exercise his/her academic freedom.

**22.4 Changes in University Promotion Criteria or Library Guidelines for Application of University Promotion Criteria**

- (a) The library faculty and supervisors shall periodically review library guidelines for application of those criteria pursuant to Article 9.
- (b) Changes in University promotion criteria or in library guidelines for application of those criteria shall not become effective until one (1) year following adoption of the changes, unless mutually agreed to in writing by the UFF-UNF President and the University President or designee. The date of adoption shall be the date of ratification.
- (c) Library faculty members shall be evaluated for promotion under the criteria that exist as of the deadline by which the library faculty member is required to notify his/her supervisor that he/she is a candidate for promotion. However, if new or changed University promotion criteria or library guidelines for application of those criteria have been adopted within three (3) years preceding the deadline, the library faculty member may elect to be evaluated under the promotion criteria that existed prior to such addition or change. The election must be made not later than the deadline by which the library faculty member is required to notify his/her supervisor that he/she is a candidate for promotion.

**22.5 Progress Toward Promotion.**

- (a) Beginning with the second year of employment, a library faculty member may request in writing an appraisal regarding his/her progress toward promotion.
- (b) The appraisal shall be a separate component of the annual evaluation and is intended to provide assistance and counseling to the library faculty member, to help him/her to 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 the 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 supervisor(s), up to and including the Dean, shall review and approve the promotion appraisal.

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- (f) 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) The appraisals are not binding upon the University.

### 22.6 **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.
- (d) **Promotion Dossier.**
  - (1) The candidate shall be responsible for ensuring that all pertinent information is included in the promotion dossier and for ensuring that the dossier is complete.
  - (2) The only documents that may be considered in making a promotion recommendation are those contained or referenced in the promotion dossier.
  - (3) The promotion dossier should include, to the greatest extent possible, all relevant data that would inform the Library Promotion Committee of the candidate's activities and accomplishments throughout his/her professional career. As a tangible representation of the entire professional career of the candidate, the promotion dossier shall include those items that will demonstrate meritorious performance of assigned duties (excellent performance in the case of promotion to Associate University Librarian, outstanding performance in the case of promotion to University Librarian).
  - (4) The promotion dossier shall include any other evidence the candidate chooses to present to support his/her candidacy. The candidate shall ensure that the dossier includes all of the following materials in the order specified.

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- a. A cover/title page
- b. A table of contents listing each document in the promotion dossier
- c. A signed statement by the candidate attesting to the accuracy of the information included in the promotion dossier
- d. A copy of library guidelines for application of the University promotion criteria
- e. The candidate's curriculum vitae
- f. The candidate's past and current UNF assigned activities. (Inclusion of past professional job descriptions at other institutions is optional.)
- g. The candidate's UNF annual evaluations. (Inclusion of other evaluations from professional appointments elsewhere is optional.)
- h. A summary and discussion by the candidate of his/ her career, service, and scholarly activity that shows growth as a librarian and his/her professional aspirations.
- i. At least two (2) letters of external evaluation addressing the candidate's service or scholarly activity are required. The letters must be external to the library, but may be from UNF or other university faculty,
- j. In addition, letters that are intended to focus solely on the candidate's execution of his/her assigned duties may be submitted from within the library. Only the portions of the letters that focus on the candidate's execution of assigned duties, service, and scholarly and/or creative activities shall be considered in the promotion recommendations and decision.
- k. Any optional materials the candidate chooses to include addressing his/her qualifications for promotion (such as a list of courses taught and frequency, transcripts of academic course work completed after the master's degree in library science, letters of commendation, continuing education certificates, or other items that the candidate deems pertinent).
- l. Copies of the supervisor's annual promotion appraisals, if

applicable.

- m. A listing of documents added to the dossier by authorized individuals as per this article after commencement of consideration of the dossier. The listing shall be added to the table of contents by the individual who requested the additional document(s), referencing the date, and the reasons why such document(s) were included.
- n. A section for the insertion of the assessments and recommendations of the candidate's supervisor, the Library Promotion Committee, the Dean of the Library, the Provost and Vice-President of Academic Affairs, and the President

**(5) Alterations to the Promotion Dossier**

- a. Once the dossier has been compiled by the candidate and submitted to the Chair of the Library Promotion Committee, no material shall be removed from the promotion dossier. However, the Dean of the Library or the Provost shall remove materials proven to be contrary to fact, or in violation of this Agreement. This section shall not authorize the removal of materials from the promotion dossier when there is a dispute concerning a matter of judgment or opinion rather than fact.
- b. Once the dossier has been compiled by the candidate and submitted to the Chair of the Library Promotion Committee, the candidate may not introduce new information into the dossier but may update information already in the dossier.
- c. No materials shall be added to the promotion dossier after this point without the candidate's consent, except:
  - 1. The written assessments and recommendations of the Library Promotion Committee and administrators who are charged with making recommendations regarding the candidate's promotion application, and the candidate's response to these, if any;
  - 2. Clarification, documentation, or validation of assertions made by the candidate in the dossier, when requested in writing by the Chair of the Library Promotion Committee;
  - 3. Information as specified in Section 21.6(d)(4) above, which may have been inadvertently omitted; and

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4. Timely submitted letters from librarians or other faculty members as provided in Section 21.6(d)(4)h.
  - d. No candidate shall be required to provide additional information or materials not referenced in Section 21.6(d)(4) or 21.6(d)(5)c., above, nor shall the candidate be penalized or disadvantaged for refusing to provide such information or materials.
  - e. Prior to the consideration of the candidate's promotion dossier and at any point in the review process, the candidate shall have the right to review the contents of the promotion dossier and may attach a brief and concise response to any materials therein.
  - f. If any material is added to or changed in the dossier after the commencement of consideration, the date shall be recorded on the material, and a copy shall be sent to the candidate within five (5) days by personal delivery. The candidate may attach a brief response within five (5) days of his/her receipt of the added or changed material. The promotion dossier shall not be forwarded until either the candidate submits a response or five (5) days have elapsed from the date of receipt of the additional or changed materials by the candidate.
- (6) Except by consent of the candidate, there shall be no anonymous material in the promotion dossier except for numerical summaries of student evaluations that are part of the regular evaluation procedure of classroom instruction and/or written comments from students obtained as part of that regular evaluation procedure, when applicable. If written comments from students in a course are included in the promotion dossier, all of the comments obtained in the same course must be included.
  - (7) The contents of the promotion dossier shall only be available for inspection by the candidate, the candidate's representative, University officials who use the information in carrying out their responsibilities, and the Library Promotion Committee, which is charged with the responsibility of evaluating the candidate's performance.

### 22.7 Promotion Review and Recommendation Procedures.

- (a) The only documents that shall be considered in making a promotion recommendation are those contained or referenced in the promotion dossier.

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- (b) Recommendations for the awarding of promotion shall include the following levels of review:

**(1) Supervisor**

- a. Upon receiving the candidate's Library Promotion Application Form, the supervisor shall deliver the form to the Dean of the Library by the date in the promotion schedule. The Dean of the Library shall ensure that the candidate has the current library guidelines for application of the University promotion criteria.
- b. After delivering the candidate's Library Promotion Form to the Dean of the Library, the supervisor shall submit a written assessment of the candidate's qualifications with reference to the University's promotion criteria for library faculty and library guidelines for application of those criteria and shall make a positive or a negative recommendation.
- c. The supervisor shall give the candidate a copy of his/her written assessment and recommendation, prior to sending a copy to the Library Promotion Committee chair, to be shared with the other members of the committee and the Dean of the Library.
- 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.

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- (2) **Library Promotion Committee.** The Library shall establish a Library Promotion Committee that shall be composed of five (5) professional library faculty members of Associate or University Librarian rank, with as equal as possible representatives from all library departments. At least three (3) of the Committee members shall be at the rank of University Librarian, unless there are not three (3) University Librarians available to serve. In that event, the Dean of Library shall appoint sufficient additional members to the Committee from among faculty holding the rank of Professor from a list submitted by the Library faculty. Only Library faculty members holding the rank of University Librarian shall vote on cases of promotion to University Librarian.
- 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.
  - b. The Library Dean will initiate the process for faculty to vote on those who will serve on the Library Promotion Committee.
  - c. 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.
  - d. The Library Promotion Committee shall forward a copy of its assessment and recommendation to the candidate, who shall have five (5) days from receipt to submit a written response. The candidate's response, if any, shall be included in the promotion dossier.
  - e. The Library Promotion Committee shall not forward the promotion dossier to the Dean of the Library until either the candidate submits a response or the five (5) day period for responding expires, whichever occurs first.

(3) **Dean of the Library**

- a. The Dean of the Library shall review all procedural and substantive matters for completeness in order to ensure that the Library Promotion Committee has met its responsibilities.
- b. If the promotion recommendations of the Library Promotion Committee and the supervisor disagree, the Dean of the Library shall meet jointly with the Committee and the supervisor no later than two (2) weeks following receipt of the dossier to discuss the differing recommendations. Upon the library faculty member's written request, the Dean of the Library shall also meet with the candidate to discuss the promotion recommendations of the Library Promotion Committee and the supervisor and to correct any misunderstanding or misinformation.
- c. After reviewing each candidate's promotion dossier and considering the written assessments and recommendations of the Library Promotion Committee and the supervisor, and the candidate's written responses, if any, the Dean of the Library shall submit a written assessment of the candidate's qualifications for promotion with reference to the University's criteria for promotion and library guidelines for application of those criteria and make a positive or a negative recommendation. The Dean of the Library's written assessment and recommendation shall point out if his/her recommendation differs from that of the Library Promotion Committee, the supervisor, or both, and shall include confirmation that all procedural and substantive responsibilities of the Committee and the supervisor have been met.
- d. The Dean of the Library shall forward a copy of his/her assessment and recommendation to the candidate, the supervisor, and the Library Promotion Committee, to be shared with other members of the committee. The candidate shall have five (5) days from receipt to submit a written response. The candidate's response, if any, shall be included in the promotion dossier.
- e. The Dean of the Library shall not forward the dossier to the Provost and Vice President for Academic Affairs until either the candidate submits a response or the five (5) day period for responding expires, whichever occurs first.

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- f. In cases in which the Dean of the Library’s recommendation differs from the recommendations of the Library Promotion Committee, the supervisor, or both, the Provost and Vice President for Academic Affairs (hereinafter “Provost”) shall meet jointly with the Committee, the supervisor, and the Dean of the Library.

### (4) **Provost and Vice President for Academic Affairs**

- a. After reviewing each candidate’s promotion dossier and considering the written assessments and recommendations of the Library Promotion Committee, the supervisor, and the Dean of the Library, and the candidate’s written responses, if any, the Provost shall submit to the candidate a draft written assessment of the candidate’s qualifications for promotion with reference to the University’s promotion criteria and library guidelines for application of those criteria, and shall make a positive or a negative recommendation. The assessment shall confirm that all procedural and substantive responsibilities have been fulfilled.
- b. Within five (5) days of receipt of the draft written assessment, the candidate may submit a written response or schedule a meeting with the Provost to discuss the candidate’s qualifications for promotion, the procedures used in consideration of the candidate’s case, and the Provost’s recommendation.
- c. The Provost shall forward a copy of his/her final assessment and recommendation to the candidate after the candidate submits a response to the draft written assessment or the five-day period for responding expires, whichever occurs first. The candidate shall have five (5) days from receipt of the final assessment and recommendation to submit a written response. The candidate’s response, if any, shall be included in the promotion dossier.
- 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, 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.

**22.8 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.
- (b) If a library faculty member is denied a promotion and makes a written request to the President within twenty (20) days after receipt of notification of denial, the President or designee shall provide the library faculty member with a written explanation of the reasons why promotion was not granted. The written explanation shall be provided within twenty (20) days of the library faculty member's written request.
- (c) Within thirty-five (35) days after the promotion decision, the promotion

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dossier shall be returned to the library faculty member. However, if a grievance has been filed, a copy of the promotion dossier shall be provided to the grievant, and the Provost shall retain the original promotion dossier until final disposition of the grievance.

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

**22.9 Withdrawal from the Process.**

- (a) A candidate for promotion may withdraw, without prejudice, at any stage in the promotion process before March 15, or before the Provost submits his/her final assessment and recommendation to the President, whichever is later.
- (b) If a candidate withdraws from consideration, the promotion dossier (including all assessments and recommendations) shall be returned to the candidate.

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