

Rescinded by F89-3

F89-4

At its meeting of November 6, 1989, the Academic Senate approved the attached Policy Recommendation presented by Phyllis Connolly for the Professional Standards Committee. This policy rescinds F87-2 Rev.

APPOINTMENT, RETENTION, TENURE AND PROMOTION
STANDARDS AND PROCEDURES FOR LIBRARIANS

ACTION BY THE UNIVERSITY PRESIDENT:

*Accepted and Approved as
University Policy.
Effective for the ¹⁹⁸⁹1990 promotion + tenure cycle.
Gail Fullerton
Nov 27, 1989*

APPOINTMENT, RETENTION, TENURE AND PROMOTION

STANDARDS AND PROCEDURES FOR LIBRARIANS

I. PURPOSE

The purpose of this document is to state the criteria, standards and procedures for appointment, retention, tenure and promotion of librarians at San Jose State University. Library Faculty Unit Employees are, in this document, referred to as librarians. Full-time librarians include those in 10-month and 12-month appointments. Librarians are covered by the collective bargaining agreements and understandings between the Trustees of the California State University and bargaining units representing the university faculty and by Title 5 of the California State Administrative Code.

Effective use of the criteria and standards rests on the informed and conscientious efforts of peers and administrators to use professional levels of judgment in linking performances of individuals to the goals and mission of the San Jose State University Library and the standards of the library profession. These criteria and standards are designed to encourage effectiveness in academic assignment, to further professional development and to recognize individual achievement.

II. CRITERIA FOR EVALUATION

Introduction

The San Jose State University Library seeks librarians who will substantially contribute to the growth and development of the Library and the University as a whole. To achieve this goal librarians must evaluate each other with certain standards of achievement in mind.

The two basic criteria for evaluation are effectiveness in academic assignment and scholarly and/or professional contributions and achievement. Effectiveness in academic assignment shall be the primary and essential, but not the only, consideration in evaluating a librarian's performance. In assessing the overall performance relative to the criteria, the nature of the librarian's assignment and opportunities therein shall be considered. Normally, appropriate scholarly and/or professional contributions and achievement are also required. However, a librarian who is outstanding in one area, but less active in others, may well be contributing more to the University than someone who is adequate in all areas but outstanding in none. Outstanding accomplishment is sufficient reason for an exception to the normal expectations for appointment, retention, tenure or promotion.

An important assumption underlying the criteria is that quality of performance in both scope and depth is what distinguishes one librarian rank from another. In library service the quality of performance is of prime importance. Rank is not to be determined solely on the basis of assigned responsibility. Factors to be considered in judging the quality of performance are: degree of demonstrated expertise; independence; involvement in

planning and development; leadership; creativity; versatility; initiative; innovation; and cooperative interrelationships with others. Academic growth and development are essential for the retention and advancement of librarians.

A. Effectiveness in Academic Assignment

Librarians shall be evaluated within the scope of their academic assignment. All librarians should regularly review professional literature; be able to give authoritative presentations to faculty, students and visitors regarding the Library and its policies; communicate clearly, openly and effectively with patrons and colleagues; work in cooperation with co-workers; work toward the goals of the total library program; and serve on and actively participate in library and campus-wide committees. Such service may include participation in university committees and organizations, including educational equity activities, and library personnel and other committees.

A judgment of effectiveness in academic assignment involves evaluation of the quality of performance of library responsibilities including, when relevant, supervision, training and development of library personnel. Service to the University beyond the Library should be evaluated.

Evidence of effectiveness in academic assignment may include contributions to or initiation of library programs and services, sharing expertise with respect to professional functions, development of appropriate instructional materials and programs on library use, successful application of new technology to library programs, editing publications limited to campus use, creation of special indexes and bibliographies, development of unique reference files and other projects and activities contributing to effective library service, signed peer evaluations, signed evaluations from student, staff and faculty library users, authoritative assessments of the bibliographic quality of the collection or bibliographic access to the collection. All available evidence shall be evaluated by the committee reviewing the candidate.

Work toward appropriate advanced degrees for librarians may be considered in the evaluation process as evidence of effectiveness in academic assignment. Continuing education such as attendance at workshops, academic coursework not leading to a degree and acquisition of additional languages may also be considered as evidence of effectiveness in academic assignment.

An additional academic degree in librarianship or a subject specialty is not required.¹

Specific criteria for the most common library responsibilities are described elsewhere. Librarians shall be evaluated by those criteria which apply to the specific responsibilities in their academic assignment.

¹ The Association of College and Research Libraries has approved the following statement as ACRL policy, "The master's degree in library science from a library school accredited by the American Library Association is the appropriate professional degree for Academic Librarians." (College and Research Library News, No. 3, March 1975, p. 1.)

B. Scholarly and/or Professional Contributions and Achievements

Professional and/or scholarly contributions are a relevant and important part of librarianship and are effective in maintaining and developing professional expertise. Such contributions to the profession normally are expected for continuation and advancement within the University.

Professional contributions and achievements include, but are not limited to, active participation or leadership in: professional associations, meetings, panels, activities or workshops, consulting, continuing education programs; service on editorial boards or as editor of a professional journal or newsletter; adjudicator or reviewer for publishers or associations; public lectures, honors and awards; and service to the profession and the community. In general, professional achievement consists of active participation or leadership in the California State University or in professional associations related to a librarian's discipline. Service to other associations and to the community, state or nation in a capacity related to one's discipline requiring the application of the librarian's professional knowledge or skills shall also be recognized as a professional contribution or achievement. Service to the profession and the community may take such forms as: editing professional publications; teaching; visiting lectureships; development of workshops and seminars; service as a consultant in a professional capacity, including service on panels which evaluate agencies and service on community advisory boards; conducting a research project and presentation of the results; and exhibits, displays, public performances or activities of a creative or innovative nature appropriate to the candidate's area.

Scholarly achievement includes, but is not limited to, publication of books, articles, reviews, technical reports, computer software, bibliographies, approval of grant proposals, or presentations of scholarly papers to professional associations--in general work based on research and entailing theory, analysis, interpretation, explanation or demonstration.

Professional and/or scholarly contributions and achievement shall be evaluated, not merely enumerated. This applies to works in progress if they are submitted as evidence. Acceptance of scholarly or creative work by an editorial board or review (or jury) constitutes an evaluation of that work. Evidence includes, but is not limited to, receipt of awards, prizes, fellowships, grants and evaluations by professional people on or off campus who are in the position to assess the quality and significance of the contribution.

III. UNIVERSITY STANDARDS FOR PARTICULAR PERSONNEL ACTIONS

A. Appointment

Initial appointment requires a Master's Degree in Library Science from a library school accredited by the American Library Association or an equivalent degree. The Library's need for leadership and expertise and the candidate's experience, professional and/or scholarly contributions and achievements shall be considered in determining the appropriate rank and step of initial appointment. Every effort should be made to appoint at a rank and step appropriate

for prior professional experience. Candidates must show potential for tenure and eventual promotion to advanced rank. Probationary appointments are normally made at the Senior Assistant Librarian rank for individuals with the MLS. Appointments above the middle step of a rank must be fully justified on the basis of education, experience, special skills, or other relevant factors. Appointment to an advanced rank requires that the candidate evidence the accomplishments normally expected for promotion to that rank. Probationary credit of up to two years may be awarded by the President upon the recommendation of the Faculty Unit and the University Library Director at the time of appointment, following evaluation of previous service at a postsecondary education institution, previous full-time California State University employment, or comparable experience.

An exception to the American Library Association accredited degree requirement may be made in unusual circumstances, in the case of distinguished individuals with significant experience and accomplishments or with particular expertise which makes a unique ability available to the Library. The basis of the exceptions shall be made a permanent part of the librarian's personnel file and the decision recorded whether or not possession of the American Library Association accredited degree is to be expected for tenure or promotion to advanced rank.

B. Retention

It is expected that a librarian show increasing effectiveness in academic assignment, or consistent effectiveness in the case of an individual whose effectiveness is fully satisfactory from the start. Similarly, the librarian should show progress toward meeting the tenure requirements in the area of professional and/or scholarly contributions and achievement. Librarians should not be retained if their performance is not sufficient to warrant a reasonable expectation that tenure will be granted at the end of the probationary period. Those appointed at an advanced rank shall be evaluated in accordance with standards appropriate for that rank.

C. Tenure

The tenure decision is perhaps the most important decision the University must make with respect to its librarians since, in effect, it represents a commitment on the part of the University which may entail three or four decades of service on the part of the librarian. The granting of tenure is not solely a reward for services performed during the probationary years, but is an expression of confidence that a librarian will continue to be a valued colleague, a competent librarian and an active member of the profession. Tenure decisions should be based upon thorough review of librarians during their probationary years. (In cases where probationary credit has been given for previous service, the review period shall include only those years subsequent to the probationary appointment.) The granting of tenure requires more than potential or promise. It requires demonstrated effectiveness in academic assignment and evidence of professional and/or scholarly contributions and achievement. A tenure decision should normally be made in a librarian's sixth probationary year. Tenure may be awarded earlier in the case of outstanding librarians with significant scholarly and/or professional achievements and excellence in academic assignment. In extraordinary cases,

when a candidate for appointment has already earned tenure and promotion to the rank of librarian at a university, or has otherwise demonstrated achievements in the areas of librarianship and scholarly, artistic, or professional activity conclusively indicating that university standards for tenure and promotion to the rank of full Librarian have been met, the "President may award tenure to any individual, including one whose appointment and assignment is in an administrative position, at the time of appointment. Appointments with tenure shall be made only after an evaluation and recommendation by the appropriate department," according to the Agreement (Section 13.16).

Tenure should not be granted to individuals whose record does not evidence the quality of academic performance and professional and/or scholarly contributions which demonstrate the ability to earn promotion to the ranks of Associate Librarian and Librarian.

D. Promotion

Introduction

Candidates will be expected to exhibit increasing expertise and leadership with standards applied appropriate to rank. Professional growth and development are essential for the advancement of librarians. The period of review shall be the period since the librarian's last promotion. For those appointed at the associate librarian rank, the period of review shall begin with appointment to probationary status. A curriculum vitae may, however, be included in the dossier to indicate earlier achievement.

1. Promotion to Senior Assistant Librarian

The rank of Senior Assistant Librarian is the rank in which a librarian independently performs the full range of professional librarian activities within a particular area of library service. Evidence of professional growth and versatility is required. Normally, candidates are expected to demonstrate versatility by participation in various areas of library activity in addition to the area of the librarian's chief responsibility, in library-wide activities or in service to the University beyond the Library. Normally, promotion to Senior Assistant Librarian requires participation in professional and/or scholarly activities which demonstrates the potential for scholarly and/or professional achievement.

2. Promotion to Associate Librarian

Librarians at this rank serve as experts in the bibliographical literature of a given subject area or as recognized authorities in a broad range of library activities. Candidates must have achieved a high degree of professional competence as evidenced both by peer and administrative judgments of their performance of library responsibilities and by their contributions beyond the University to the profession. Normally, a candidate is expected to have contributed to the effectiveness of the Library through active committee work, coordinating assignments, program development or other appropriate service. In addition, there should be evidence that scholarly, artistic and/or professional activities are a continuing part of a librarian's professional life. Promotion to Associate Librarian does not require the

extent of scholarly and/or professional contributions expected for the rank of Librarian, but at the same time it requires demonstration of achievement or contribution to the candidate's discipline or professional community beyond the campus. The record of professional and/or scholarly contributions should be of an active nature. Such evidence may include, but is not limited to, participation in planning the programs of professional meetings or scholarly contributions which demonstrate the candidate's potential for leadership in the profession, professional competence and continuing growth and development.

3. Promotion to Librarian

This is the highest academic rank and should represent genuine achievement. Promotion to Librarian requires evidence of continuing effectiveness and a high level of expertise in the areas of responsibility within the Library and in the profession at large, and evidence of effective and significant contributions or leadership in promoting library service. Such evidence may include, but is not limited to, leadership responsibilities in the Library, University, system-wide or professional organizations, a leadership role in continuing education activities for the professional or significant scholarly contributions to the profession. Normally candidates are recognized for their professional competence in regional or national professional circles.

IV. PROCEDURES FOR RECRUITMENT, RETENTION, TENURE AND PROMOTION

A. Policies Governing All Personnel Committees

1. Only tenured full time librarians may participate in deliberations or vote on personnel recommendations. The tenured and probationary librarians shall elect one or more committees for recruitment, retention, tenure and promotion recommendations. A librarian shall not serve on more than one committee level of peer review. Librarians who are candidates for tenure or promotion are ineligible to serve on any promotion or tenure peer review committees. Librarians who are not members of the faculty unit shall not serve on the first or second level personnel committees except that the second level committee may invite the University Library Director and the Associate Academic Vice President for Graduate Studies and Research to participate in deliberations without vote. Department heads may serve on the first or second level personnel committees if elected.² As part of the evaluation process, department heads may make recommendations for candidates under their immediate supervision. If such recommendations are to be made, the department head shall not participate as a member of the peer committees. All staff shall be provided the opportunity to contribute their written evaluation of candidates under review.

2. Normally, personnel committees shall be comprised of at least five (5) tenured full-time voting members. In no case shall a personnel committee be composed of fewer than three (3) members.

² For purposes of this document, department heads shall be analogous to department chairs in the Agreement.

All personnel committees will be elected by tenured and probationary librarians. If a vacancy occurs, for whatever reason, on the first or second level personnel committees, then a special election to fill the vacancy will be conducted by that personnel committee.

3. Librarians who have served four consecutive years on the first or second level personnel committees may decline to serve another consecutive term if they request to be excused prior to the preparation of the ballot from the first level personnel committee. The Library and Information Science faculty may decline if they do not have adequate representation on their department level committee.

4. In all personnel recommendations, a simple majority prevails.

5. Prior to the beginning of the review process, the faculty unit employee subject to review shall be responsible for the identification of materials he/she wishes to be considered and for the submission of such materials as may be accessible to him/her. Evaluating committees and administrators shall be responsible for identifying and providing materials relating to evaluation not provided by the employee.

For any materials not already contained in the Personnel Action File and submitted by other than the candidate, the candidate shall be notified and given a copy by the first level personnel committee. The candidate may rebut or respond in writing to this material and/or may request a meeting be held to discuss this material with the first level personnel committee within five (5) working days following the candidate's receipt of a copy of this material and before the committee begins its deliberations.

6. Before the recommendation is made by the first level personnel committee, a specific deadline shall be established by campus policy at which time the Working Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion of material after the date of this declaration must have the approval of a peer review committee designated by the campus and shall be limited to items that became accessible after this declaration. Material inserted in this fashion shall be returned to the first level personnel committee for review, evaluation and comment before consideration at subsequent levels of review. The peer review committee shall inform the candidate of such insertions in conformity with the provisions of the Agreement (Section 11.4).

If, during the review process, the absence of required evaluation documents is discovered, the Working Personnel Action File shall be returned to the level at which the requisite documentation should have been provided. Such materials shall be provided in a timely manner.

7. Personnel recommendations or decisions relating to retention, tenure, promotion, termination, or any other personnel action shall be based on material contained in the Working Personnel Action File, hereinafter referred to as the dossier.

8. All personnel materials, proceedings, and recommendations are confidential except that: (a) positive final decisions may be announced; (b)

each librarian shall have access to material in his/her personnel files as provided by law, Trustee policy, the Unit 3 Faculty Agreement, and campus policy; and, (c) any individual may voluntarily disclose materials from his/her personnel file at an appropriate proceeding such as a grievance or court procedure.

9. Deadlines for the procedural steps provided herein shall be established at the start of the academic year. If any stage of the review has not been completed within the specified time, the performance review will automatically be transferred to the next level.

10. The President has the authority to make appointments, continue faculty members on probationary status, grant tenure, and grant promotions.

B. Recruitment Procedures

1. All recruitment procedures shall be carried out in accordance with the University's Affirmative Action Policy.

2. Library recruitment committees shall be composed of elected full-time tenured faculty members. A department head (or equivalent) who has not been elected may be invited by a committee to participate in its deliberations, without vote.

3. Recruitment committees shall evaluate all candidates for appointment to regular positions and determine the order of desirability among the finalists for the position. The University Library Director shall give copies of the salary schedule for the librarian ranks and the "Performance Standards for Particular Personnel Actions" (or its equivalent) to finalists. The recruitment committee shall make a recommendation with written justification as to the appropriate rank, step and probationary credit, if any, for appointment of particular candidates. The chair of the recruitment committee shall forward the recommendation via librarians with line responsibility for the position to the University Library Director.

4. Persons to be employed initially in academic administrative assignment with retreat rights to the librarian ranks shall be reviewed and must receive a favorable recommendation from an appropriate library faculty committee before retreat rights are granted. They shall thereafter be subject to review for retention, tenure and promotion in accordance with the library or teaching faculty RTP procedures.

5. Except in rare cases and for compelling reasons, no person shall be offered a probationary appointment in any department unless such an appointment has been recommended by the library's elected recruitment committee.

C. Retention and Tenure Procedures

1. Candidates for Retention and Tenure

Normally, probationary faculty shall be reviewed for retention, tenure, or termination in their second, fourth, and sixth years. If, however, committees or administrators believe that it is in the best interest of the

each librarian shall have access to material in his/her personnel files as provided by law, Trustee policy, the Unit 3 Faculty Agreement, and campus policy; and, (c) any individual may voluntarily disclose materials from his/her personnel file at an appropriate proceeding such as a grievance or court procedure.

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University to require a yearly review, they may so recommend to the President. These performance reviews shall be conducted by first and second level and, when appropriate, university committees and administrators, whose respective roles are specified elsewhere in this document. Performance reviews shall not be required for newly appointed faculty who have been given one year of probationary credit.

Second-year probationary faculty shall be notified of the President's decision regarding retention by February 15. Other probationary faculty shall be notified of the results of their reviews by June 1 (13.17); if terminated, they shall receive a terminal year appointment.

During the years in which reviews are not conducted (normally, the first, third, and fifth probationary years), the first level committee, the department head, the Associate Director, and the Library Director shall consider an annual summary of achievements prepared by the faculty member, student and other evaluations of teaching, and any previous evaluations and recommendations by committees and administrators. Copies of their observations and suggestions shall be given to the faculty member, placed in the official Personnel Action File, and included in subsequent years' dossiers.

2. Library First Level Personnel Committee Procedures

a. Members of the committee shall be elected for alternating two year terms by all tenured and probationary librarians who are members of the faculty unit. Only tenured, full-time librarians are eligible for election. Within the first two (2) weeks of May, elections for the next year's first level personnel committee will be conducted by the first level personnel committee.

The election of the first level personnel committee shall immediately follow the election of the second level committee. A list of those eligible for election will be circulated to the library faculty by the first level personnel committee before these elections; any person on this list who wishes to decline to serve must notify the chair of the committee within five (5) working days.

b. The committee shall hold its first meeting within two (2) weeks after the beginning of instruction in the Fall semester in order to elect a chair from its membership. This first meeting shall be convened by the chair of the previous committee.

c. The University Library Director shall give the first level personnel committee the names of those librarians who are to be reviewed for retention, tenure, and promotion at the first meeting.

Candidates shall be responsible for preparing their dossiers. The chair, or a personnel committee member designated by the chair, shall advise the candidate of what should be included in the dossier. It shall be the primary responsibility of the librarian under review to gather the necessary evidence for a full and fair appraisal and to prepare an index to the material being placed in the dossier. This index shall be appropriately updated to reflect material added to the file during the course of the

evaluation cycle. This index shall be placed in the librarian's permanent personnel file at the close of each year's deliberations to provide an accurate record of all materials in the dossier.

Recommendations and statements of reasons from previous year's committees and administrators shall be considered by the first level personnel committee and, if requested by either the candidate or the committee, discussed with the candidate. These past recommendations and statements of reasons, and the President's letters, shall go forward with the dossier.

The department head and/or the program head shall each write an evaluation of the academic assignment of the librarian under review and forward it to the first level personnel committee. The committee shall add the evaluations to the candidate's dossier and shall consider them when making its recommendations.

The first level personnel committee shall consider whether evidence for a full and fair evaluation is present and secure additional information as necessary. The committee, at its discretion, may conduct interviews, summaries of which shall be signed by those interviewed and included in the dossier. The committee may also have access to Personnel Action Files for the candidates under review. If material in the Personnel Action File forms part of the reason for a recommendation, that material or a digest thereof shall be made part of the dossier.

d. The recommendation of the first level personnel committee shall be approved by a simple majority. The chair shall have a vote. The vote of the committee shall be recorded. A member of the committee voting with the majority shall be selected to write an evaluation of the librarian for the committee. A minority report or reports may be written by a member or members of the committee, and shall be forwarded with the committee's recommendation.

e. The first level personnel committee shall forward the dossier and recommendation for librarians under review to the department head. The department head shall forward the dossier to the appropriate Associate Director.

f. The appropriate Associate Director shall write a recommendation for the librarian under review and place it in the candidate's dossier. A copy of the recommendation shall go to the candidate.

g. In accordance with the policy on "Faculty Personnel Records" librarians under review shall indicate that they have read the recommendations of the first level personnel committee, department head and the Associate Director. If they disagree with the recommendation of the first level personnel committee, the department head, or the Associate Director, they shall have the right to respond to or rebut in writing those recommendations within seven (7) calendar days after notification of these recommendations. (Responses or rebuttals should be addressed to the second level committee but should be delivered to the library office for placement in dossiers.) Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendation with the recommending party. This provision shall not require that the timelines be altered. Dossiers shall be forwarded to the next

level no earlier than the eighth day after notification, accompanied by any response or rebuttal materials.

3. Second Level Procedures

The second level personnel committee serves as the school level retention, tenure and promotion committee and represents all tenured and probationary faculty of the Library and the Division of Library and Information Science.

a. The second level personnel committee shall be composed of five (5) tenured full time full librarians or full professors. The five (5) tenured faculty who serve on the second level personnel committee shall be elected by the probationary and tenured faculty from the Library and the Division of Library and Information Science.

If fewer than five full-time tenured faculty are eligible to serve on the second level personnel committee, additional full-time tenured faculty members from related academic disciplines outside the Library and the Division of Library and Information Science shall be selected to serve. The first level personnel committee, in consultation with all probationary and tenured librarians and Library and Information Science faculty, the University Library Director, and the Associate Academic Vice President for Graduate Studies and Research, shall prepare a list of nominees. The probationary and tenured librarians and Library and Information Science faculty shall elect the additional members of the second level personnel committee.

The election of the second level personnel committee shall be held within the first two (2) weeks of May each year and precede the election of the first level personnel committee. Librarians who have served four consecutive years on the first or second level personnel committees may decline to serve another consecutive term if they request to be excused prior to the preparation of the ballot. The Library and Information Science faculty may decline if they do not have adequate representation on their first level committee.

b. The University Library Director shall write a recommendation and evaluation for the candidate under review.

c. The recommendation of the second level personnel committee, a statement of reasons for its recommendation and the recommendation and the evaluation of the University Library Director shall be included in the dossier and a copy shall be sent to the candidate under review, and to the appropriate Associate Director and first level personnel committee. The candidate shall be notified if new material is to be added to the dossier.

d. Library faculty shall have seven (7) calendar days after notification of the second level recommendations in which to respond to or rebut those recommendations in writing. Responses or rebuttals should be addressed to the next level of review (university retention and tenure committee or President) but should be delivered to the library office, for placement in dossiers. A library faculty member may also request a meeting be held to discuss the recommendations within seven (7) calendar days after

notification. Dossiers shall be forwarded to the next level on the eighth day after notification, accompanied by any response or rebuttal materials.

4. University Committee Recommendations

a. The Library and the Division of Library and Information Science are to be considered as together constituting a School, for purposes of representation on the university retention and tenure committee.

b. The probationary and tenured faculty of the Library and the Division of Library and Information Science shall elect a member to the university committee from a slate of all eligible full librarians and full professors. The election will be conducted by the second level personnel committee prior to elections held for the second level and the first level personnel committees. No one elected may serve as a member of the first or second level personnel committees.

c. The Associate Academic Vice President for Faculty Affairs shall schedule the university committee. He/she may meet with the committee only if invited to do so.

d. The university committee shall review the dossiers of all fourth and sixth year probationary faculty and of all other probationary faculty who were recommended for tenure by the first or second level committee or Director.

e. The recommendation of the university retention and tenure committee, and a statement of reasons for its recommendation, shall be included in the dossier, and copies sent to the candidate, the Library Director, the Associate Director and second level committee, and the department head or equivalent and the first level personnel committee.

f. The Associate Academic Vice President for Faculty Affairs may make a recommendation in any case reviewed by the university committee, and that recommendation shall be made in writing and included in the dossier, with a copy sent to the candidate, the Library Director, the Associate Director and second level committee, and the department head or equivalent and the first level personnel committee. When the recommendation is contrary to the recommendation of the university committee, a statement of reasons shall also be given in writing.

g. The affected faculty member shall have the right to respond to or rebut the university-level recommendations in writing to the President within seven days after notification of the recommendations. (Response or rebuttals should be delivered to the Office of the Associate Academic Vice President for Faculty Affairs, for placement in dossiers.) The faculty member may also request a meeting be held to discuss the recommendations within seven days after notification. Dossiers shall be forwarded to the President no earlier than the eighth day after faculty unit members have been notified of the recommendations made. Responses or rebuttals received within the seven calendar day limit must accompany the dossier.

h. The President shall notify a candidate in writing, giving the

reasons for the decision. A copy of the decision shall be given to the faculty member and all review levels and shall be placed in the personnel file.

i. When the presidential action is not consistent with the recommendation of the university committee, the President shall meet with the committee to discuss the reasons for the action.

D. Promotion

Procedures for promotion will be the same as for retention and tenure with the following exceptions:

1. Candidates for Promotion

Probationary librarians shall normally be considered for promotion at the same time they are considered for tenure. Probationary librarians shall not normally be promoted during probation. However, a librarian at the rank of Assistant Librarian may be considered for promotion after completing one (1) year of service in rank. Tenured library faculty shall normally be reviewed for promotion after being granted four step increases on the appropriate salary schedule in Article 31 of the Agreement and/or Appendix C or have reached the maximum salary for a given rank, unless they request, in writing, not to be so reviewed. In extraordinary cases a faculty member may, upon application and with a positive recommendation from the department, be considered for promotion to Librarian prior to having been granted four step increases. Probationary librarians shall not be promoted to the rank of Librarian.

2. Committee Membership

No librarian shall participate in promotion deliberations about colleagues of equal or higher rank. Librarians being considered for promotion are ineligible for service on promotion or tenure peer review committees. When a committee member is disqualified by reason of rank and the remaining members of the committee total less than three (3), probationary and tenured faculty shall elect a person of appropriate rank to replace the individual.

3. Levels of Review

The review of candidates for promotion will be limited to first and second levels only, with their recommendations forwarded to the President.

4. Recommendations--Previous Years

Recommendations or decisions and statements of reasons made by committees and administrators in previous evaluations during the period under review shall be included in dossiers.

5. Recommendations

Recommendations shall be as follows:

a. Strongly recommended

- b. Recommended, or
- c. Not recommended

6. Ranking

The first and second level personnel committees may rank all recommended candidates and the individual's ranking shall be included in each dossier.

7. Responses or Rebuttals

Unless a librarian requests that the dossier not be forwarded, all dossiers shall be forwarded to the President. Dossiers shall be forwarded no earlier than the eighth day after faculty members have been notified of the recommendation. Responses or rebuttals filed within the seven calendar day limit shall accompany the dossiers.

8. The President shall notify the librarian in writing of the final decision on the promotion, giving reasons for the decisions, no later than June 15. A copy of the decision shall be provided to the librarian and to all levels of review.

9. At the conclusion of the process, librarians denied promotion shall be apprised of their strengths and weaknesses by the University Library Director and advised of what they might do to improve their chances for promotion in the future.

V. AMENDMENT PROCEDURE

Each year the first level personnel committee shall review this document to determine if any changes are needed. In addition, amendments proposed by librarians shall be submitted in writing to the current first level personnel committee. Amendments shall not conflict with the Agreement. The first level personnel committee will draft amendments and process them through the procedure stated below.

Amendments shall be drafted by the first level personnel committee and submitted to the probationary and tenured librarians for their consideration. At least one hearing will be held to consider the amendment(s). The revised amendment(s) shall then be presented to the probationary and tenured librarians for a vote.

Amendments receiving less than a simple majority affirmative vote of all the tenured and probationary librarians will stand as rejected. Amendments receiving an affirmative simple majority will stand as approved and be forwarded to the Library Administration. In cases of differences the University Library Director will consult with the first level personnel committee to resolve them. The revised amendment(s) will again be submitted to the probationary and tenured librarians for a vote.

Approved amendment(s) will be forwarded to the Academic Senate via the first level personnel committee for their consideration.