

UNIVERSITY LIBRARY FACULTY

PERSONNEL POLICIES AND PROCEDURES

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UNIVERSITY LIBRARY FACULTY PERSONNEL POLICIES AND PROCEDURES

The faculty of the University Library shall implement its personnel policies and procedures as an academic department, subject to applicable university and system rules. The University Library's criteria for making personnel recommendations shall also be used. A quorum at departmental meetings shall be one more than half of the specified membership of that body. Except where noted, a voting faculty member of the University Library has at least a half-time appointment in the Library. A majority vote shall consist of a simple majority of those faculty present at a meeting. Normally, voting will be a show of hands.

All recommendations relating to library faculty shall be made in conformity with the requirements of the Wisconsin Open Meeting Law (Chapter 19.81 ff, Wis.Stats.) Meetings of the University Library Tenure Committee may be held in closed session, following a motion, second, and vote to move into closed session. The affected faculty member may request that his/her tenure meeting be held in open session. If the University Library Tenure Committee moves into closed session, only members of that committee and individuals specifically called or designated by the committee shall be permitted to attend the closed session.

RECRUITMENT AND APPOINTMENT (UWSP University Handbook Chapter 4 Section 2 (UWSP 3.01-3.03))

The director, in consultation with all faculty, will make the decision as to which faculty and staff positions will be requested and filled. Although responsibility for recruitment, interviewing, and hiring of personnel rests with the director, there shall be active participation in each step by appropriate faculty and staff members, as detailed below. Recruitment procedures shall be consistent with Board of Regents policy, state and federal laws, and the University of Wisconsin--Stevens Point Affirmative Action Plan, with respect to nondiscriminatory and affirmative action recruitment.

FACULTY

The faculty shall act as a committee of the whole in preparing a job description, recruiting, examining credentials, and interviewing candidates. The committee of the whole may delegate a subcommittee to handle one or more of the functions listed above. The director shall seek approval to fill a faculty position from the Provost.

As a rule, more than one candidate shall be interviewed for each position. The faculty shall vote to determine the recommendation for initial appointment. Only recommended candidates, together with a record of the vote, shall be forwarded to the chancellor through the appropriate channels.

Each person to whom an appointment is offered shall receive a copy of all University Library personnel policies and procedures.

ACADEMIC STAFF

The director shall have the assistance of the appropriate faculty and staff in preparing a job description, examining credentials, interviewing, and recommending candidates. The director shall seek approval to fill the position from the Provost. University guidelines shall be followed (UWSP University Handbook Chapter 4 Section 2 (UWSP 10.01-10.04)).

CLASSIFIED STAFF

The director shall have the assistance of the appropriate faculty and staff in preparing a job description, examining credentials, interviewing, and recommending candidates. The director shall seek approval to fill the position from the Provost. State and university civil service guidelines shall be followed.

DIRECTOR

The University Library director serves as chair of the University Library faculty and chief representative of the Library's programs and services to the campus, the community, and the UW System.

A university-wide search and screen committee shall be established to select the director, in accordance with all appropriate guidelines passed by the Faculty Senate. The composition of the committee shall be:

1. Three Library faculty, elected by the Library faculty
2. Two Library staff, elected by the Library staff
3. One University faculty representative, appointed by the Chair of the Faculty Senate, with the advice of the Executive Committee of the Senate
4. One representative of the Provost
5. One representative of the Academic Affairs Administrative Council
6. One student, selected by Student Government Association

The chair of the search and screen committee shall be elected by the committee from among the Library faculty members on the committee.

In consultation with the University Library faculty and staff, the search and screen committee shall prepare the job description, recruit, and examine credentials. The University Library director must be eligible for tenure in the Library. A final list of candidates to be interviewed shall be recommended to the Provost. The Provost shall arrange interviews with at least 3 candidates. The Library faculty and staff, as well as other interested persons, shall participate in the interviews conducted by the search and screen committee.

Library faculty and staff shall make separate recommendations of one or more acceptable candidates to the search and screen committee before the committee makes its recommendations to the Provost. Minutes of the faculty and staff meetings in which the recommendations are discussed shall be distributed. It is the Provost's responsibility to weigh the recommendations and to make the appointment of the director.

PROBATIONARY APPOINTMENTS, THEIR RENEWAL, AND THE GRANTING OF TENURE (UWSP University Handbook Chapter 4 Section 2 (UWSP 3.04, 3.06))

The status of each non-tenured faculty member, who holds at least a .5 appointment in the University Library, shall be reviewed annually, or in cases where a two year appointment is granted for exceptional performance, biennially. The review shall be conducted by a committee composed of all tenured University Library faculty. The probationary period shall not exceed 7 consecutive academic years in a full-time appointment. For faculty members holding a part-time appointment of at least half-time, the probationary period shall not exceed 10 consecutive academic years. For guidelines and examples of what constitutes continuous service or a break in continuous service, see UWSP University Handbook Chapter 4 Section 2 (UWSP 3.04).

The faculty may recommend tenure at any time after the completion of the 3rd year, or at the time agreed upon in the initial letter of appointment. Recommendations regarding tenure must be made no later than during the 6th year of employment for full-time faculty and during the 9th year of employment for part-time faculty with at least a half-time appointment. To qualify for tenure, a faculty member must have at least met the minimum requirements for Assistant Professor, as defined in the University Library's promotion criteria.

Renewal of probationary appointments and tenure decisions may be made only upon the affirmative recommendation of the library faculty and the chancellor, except as otherwise provided for in UWSP University Handbook Chapter 4 Section 2 (UWSP 3.08m).

Recommendations relating to renewal of probationary appointments and tenure shall be based on the evaluation of the faculty member's ability in performing primary job responsibilities, scholarship and

professional growth, and general educational service. The library's criteria specify the relative importance of these activities in the evaluation process.

PROCEDURES

Recommendations relating to renewal of probationary appointments and tenure shall be made by the University Library Retention and Tenure Committee. The committee is made up of all tenured University Library faculty with at least a half-time appointment in the library. The director shall be a non-voting member. For each retention decision, the committee shall elect its own chair and select two members to write the recommendation. The probationary member shall be notified in writing within 20 days after each decision at each reviewing level (UWSP University Handbook Chapter 4 Section 2 (UWSP 3.06 (c))).

The director shall provide written notice of the departmental review to the probationary faculty member. Such notice shall:

1. Be received at least 20 days (see UWSP University Handbook Chapter 4 Section 2 (UWSP 1.08) for definition) prior to the date of the review.
2. Inform the faculty member of the opportunity to present information on her or his behalf.
3. For the tenure review meeting, inform the faculty member of her or his right to request an open meeting. The written request must be received 3 days prior to the review.

The probationary faculty member shall compile for the Retention and Tenure Committee:

1. Up-to-date vita
2. Position description
3. Elaboration of job activities including regular duties and any special projects
4. Summary report of peer evaluations compiled by a tenured faculty member as recorded on the Peer Evaluation of Job Performance form (attached). **The summary is based on a minimum of 3 peer evaluations of which 2 are from tenured faculty.**
5. Description of formal and informal teaching, if applicable
6. Student and peer evaluations of teaching effectiveness, if applicable. **Three new library faculty evaluations are required for each retention decision and tenure decision. All accumulated evaluations should be included in the tenure file.**
7. Evidence of scholarship and professional achievements
8. Evidence of general educational service
9. Other relevant or supporting information

The Retention and Tenure Committee shall:

1. Evaluate the faculty member's performance of job responsibilities.
2. Evaluate the faculty member's student and peer evaluations of teaching effectiveness, if applicable.
3. Evaluate the quality and level of accomplishments in scholarship and professional growth and general educational service.

In applying the library criteria, the probationary faculty member's ability in performing primary responsibilities is the most important and carries the most weight. It is understood that if teaching is part of the primary assignment then teaching effectiveness will be included. The next most important performance area is scholarship and professional growth, followed by general educational service. Though the performance area of general educational service is important to positive personnel reviews, a strong record in it normally will not compensate for the lack of continuing, positive records of achievements in the areas of primary responsibilities, and scholarship and professional growth. The quality and level of accomplishments and service must be documented by the faculty member.

After committee review, if the recommendation is favorable:

1. As soon as possible, two members of the committee shall inform the director in writing of the committee's recommendation, citing the faculty member's fulfillment of job responsibilities, scholarship and professional growth, and general educational service criteria.
2. As soon as possible, but within 20 days of the review, the director shall inform the faculty member in writing of the committee's recommendation, including a copy of the committee's letter. In the case of probationary renewals, the director's letter shall inform the faculty member of both the positive and negative factors which entered into the recommendation. If changes or improvements are expected before the next review, these will be described in the director's letter. These letters become a part of the faculty member's library personnel file.
3. The director shall forward the committee's letter of recommendation to the Provost.
4. The director will send a separate written recommendation to the Provost.
5. If the final decision is contrary to the recommendations at any level, such a decision shall include a written explanation to the Chair of the Retention and Tenure Committee.

After committee review, if the recommendation is negative:

1. As soon as possible, two members of the committee shall inform the director in writing of the committee recommendation citing the faculty member's lack of fulfillment of job responsibilities, scholarship and professional growth, and general educational service criteria.
2. As soon as possible, but within 20 days of the review, the director shall inform the faculty member in writing, without elaboration, of the committee's recommendation.
3. The director shall forward the committee's letter of recommendation to the Provost.
4. The director will send a separate written recommendation to the Provost.
5. In the event that a decision is made which results in nonrenewal, the procedures specified in UWSP University Handbook Chapter 4 Section 2 (UWSP 3.08) shall be followed if the faculty member decides to appeal the decision.
6. If the final decision is contrary to the recommendations at any level, such a decision shall include a written explanation to the Chair of the Retention and Tenure Committee.

NONRENEWAL OF PROBATIONARY APPOINTMENTS **UWSP University Handbook Chapter 4 Section 2 (UWSP 3.07)**

Any faculty member denied renewal of a probationary appointment may request from the University Library Retention and Tenure Committee a written statement of the reasons for nonrenewal. Such request shall be made within 10 days of receiving the notice of nonrenewal. The written statement shall be provided by the Library director within 10 days of the request and shall become part of the individual's personnel file.

Any faculty member denied renewal of a probationary appointment shall be granted a reconsideration of the decision upon written request. This written request to the Library director and the chair of the University Library Retention and Tenure Committee must be made within 10 days of the receipt of the statement of reasons.

Such reconsideration shall be conducted by the Committee within 20 days of the request, except that this time may be extended by mutual consent of the parties. The faculty member shall receive adequate notice of the time and place of the reconsideration, shall have an opportunity to respond to the written reasons, shall be able to present evidence relevant to the decision, and shall receive written notification of the decision resulting from the reconsideration.

In the event that a reconsideration affirms the nonrenewal decision, the procedures in UWSP University Handbook Chapter 4 Section 2 (UWSP 3.08) shall be followed.

PROMOTION POLICIES AND PROCEDURES **(UWSP University Handbook Chapter 4 Section 3)**

Promotion of University Library faculty shall be considered by the appropriate University Library Promotion Committee when an individual has petitioned the committee or is recommended by a colleague in the library. Yearly university deadlines must be observed.

The required number of years of experience and advanced degrees for a particular rank should be completed before the individual is recommended for promotion. The qualifications for faculty ranks are the same for part-time as for full-time faculty, except that part-time faculty should have at least 7 years of part-time college-level library experience before promotion to associate professor and at least 13 years before promotion to full professor.

All promotion recommendations by the University Library Promotion Committee must include written statements telling how the faculty member meets or exceeds all the qualifications of the University Library, UWSP, and the UW System.

In applying the library criteria, the faculty member's ability in performing primary responsibilities is the most important and carries the most weight. It is understood that if teaching is part of the primary assignment then teaching effectiveness will be included. The next most important performance area is scholarship and professional growth, followed by general educational service. Though the performance area of general educational service is important to positive personnel reviews, a strong record in it will not compensate for the lack of continuing, positive records of achievements in the areas of primary responsibilities, and scholarship and professional growth. The quality and level of accomplishments and service must be documented by the faculty member.

PROCEDURES

1. The Promotion Committees shall be constituted as follows:
 - a. Library faculty of professor rank shall be a committee to determine recommendations for promotion to the rank of professor.
 - b. Library faculty of professor and associate professor ranks shall be a committee to determine recommendations for promotion to the rank of associate professor.
 - c. In the event that there are fewer than 3 members above the rank of the individual applying for promotion eligible to serve on a committee, the committee shall be constituted by selecting persons of a higher rank from other University departments until 3 or more are found. The director will select the committee members in consultation with the candidate.
 - d. The director shall convene the first meeting of each committee. A chair shall be elected from within the assembled group and shall convene subsequent meetings.

2. The faculty member being considered for promotion shall compile for the committee:
 - a. Up-to-date vita
 - b. Position description
 - c. Elaboration of job activities including regular duties and any special projects.
 - d. Summary report of peer evaluations compiled by a tenured faculty member as recorded on the Peer Evaluation of Job Performance form (attached). **The summary is based on a minimum of 3 peer evaluations of which 2 are from tenured faculty.**
 - e. Description of formal and informal teaching, if applicable
 - f. Student and peer evaluations of teaching effectiveness, if applicable. **Three new library faculty evaluations are required in the promotion file.**
 - g. Evidence of scholarship and professional achievements
 - h. Evidence of general educational service

- i. Other relevant or supporting information

3. The Promotion Committee shall:

- a. Evaluate the faculty member's qualifications for promotion, based on educational criteria, years of library experience, and performance of job responsibilities
- b. Evaluate the faculty member's student and peer evaluations of teaching effectiveness, if applicable
- c. Evaluate the quality and level of accomplishments in scholarship and professional growth, and general educational service.

4. After committee review:

- a. Two members of the committee shall report the committee's recommendations in writing to the director. The quality of the faculty member's accomplishments must be described in the recommendation.
- b. The director shall forward the committee's recommendations along with her/his own to the Provost. In the event that the director's recommendation differs from that of the committee, he/she shall notify the committee of this fact and provide written justification to the faculty member being considered.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS FOR PROMOTION

The nature of professional performance in libraries makes the acquisition of knowledge over a broad spectrum necessary. Combining an ALA accredited Master's in Library/Information Science with additional breadth (a subject area master's degree or less commonly a doctoral degree) enables Library faculty to be effective in meeting the needs of the diverse university community.

The minimum educational and experience requirements for library faculty promotion are as follows:

1. Instructor
 - An ALA accredited master's degree in Library/Information Science, or in the case of the University archivist, also acceptable is a master's degree in History with an archives sequence.
2. Assistant Professor
 - a. An ALA accredited master's degree in Library/Information Science, plus
 - b. A subject area master's degree or an earned doctorate.
3. Associate Professor
 - a. An ALA accredited master's degree in Library/Information Science, plus
 - b. A subject area master's degree or an earned doctorate, plus
 - c. Evidence of scholarly standing as demonstrated through research and publication and other professional attainment. High-quality job performance. A record of general educational service, plus
 - d. Normally, a minimum of 5 years of professional library experience at the college level (7 years for part-time). Exceptions to this criterion must be successfully argued by the candidate.
4. Professor
 - a. An ALA accredited master's degree in Library/Information Science, plus
 - b. A subject area master's degree or an earned doctorate, plus
 - c. Evidence of excellent achievements in scholarship, as demonstrated by research, publication, and other scholarly attainments. Outstanding performance as a faculty

member in the University Library. A record of continuous high quality general educational service, plus
d. Normally, a minimum of 10 years of professional library experience at the college level (13 years for part-time). A minimum of 5 years (7 years for part-time) of professional library experience in the rank of Associate Professor is also acceptable when the candidate has 10 years of combined professional library and college-level teaching experience.

MERIT RECOGNITION POLICIES AND PROCEDURES

The University Library faculty shall make recommendations concerning who is meritorious when mandated to do so by university faculty and administrators. Merit is awarded for exemplary service in one or more areas which are described in the library criteria: primary job responsibilities, scholarship and professional growth, and general educational service.

PROCEDURES

1. The Salary and Merit Committee shall be composed of the chair from the previous year's committee and two members from each academic rank. The committee shall elect its own chair.
2. The Salary and Merit Committee shall supervise:
 - a. The collection of appropriate data from each faculty member
 - b. The opportunity for all faculty to evaluate the data
 - c. The procedures for rating the data
 - d. The application of the formula to attach values to each year's ratings
3. The Salary and Merit Committee shall be sure that each year the University Library's procedures are in compliance with university procedures.
4. The committee chair shall submit to the director a report of the merit distribution recommendations along with a copy of the procedures followed. In the event the director makes a recommendation to the Provost different from that of the Salary and Merit Committee, the director shall inform the committee in writing.

PROFESSIONAL DEVELOPMENT REVIEW OF TENURED FACULTY

Tenured library faculty review is regarded as a constructive process for fostering continued professional development within the framework of Library objectives and needs.

PROCEDURES

1. Frequency

Each tenured faculty member of the University Library will be reviewed at least once every five years for the purpose of professional development. (Review of any faculty exhibiting weak performance will take place more frequently and will be conducted by the library director in a separate procedure.) Tenured faculty who apply for promotion may substitute the promotion review for their next scheduled faculty review, in which case the next faculty review will be 5 years from the promotion.

2. Committee

The Professional Development Committee conducting this process will be composed of the library director, one tenured library faculty colleague selected by the director, and one tenured library faculty colleague selected by the reviewee.

3. Review file

- a. Contents: The faculty member being reviewed will compile for the committee:

- i. Current vita (including professional activities, scholarship and professional growth, general educational service, teaching evaluations, if applicable)
 - ii. Description of job responsibilities
 - iii. Discussion of personal professional goals and career interests
 - b. Procedure: All tenured library faculty may review these materials and provide input to committee members. The committee will review these materials and faculty input, and may meet as a committee prior to the meeting with the reviewee.
4. Professional Development Discussion

The committee will meet with the reviewed faculty member. The focus of the discussion will be:

- a. personal professional goals and career interests in such areas as continuing work responsibilities, new job directions, scholarship and professional growth, or general educational service
- b. how these individual goals fit within the context of library objectives and needs
- c. how the Library may enable the individual in pursuit of these goals

5. Reporting

The director will send a brief summary of the professional development review to the Provost. A summary will be kept in the library personnel file and shared with other tenured Library faculty.

EVALUATION CRITERIA

The following criteria apply to merit, retention, promotion, and tenure decisions.

PERFORMANCE OF PRIMARY RESPONSIBILITIES

Effective performance of position responsibilities including teaching, if applicable, shall be the primary factor in evaluating library faculty for review and for merit, retention, promotion, and tenure decisions. The primary responsibilities of individual University Library Faculty will vary considerably and may evolve over time. Responsibilities will be defined in the candidate's letter of appointment and position description (which will change if the position evolves). Changes in responsibilities as reflected in position descriptions must be approved by library faculty and the latest copy must be filed with library administration. The following areas (in alphabetical order) encompass examples of primary responsibilities by which library faculty are evaluated.

1. Primary Responsibilities

- a. Acquisition of information resources: Including vendor assessment, selection, and communication; and format and edition selection of information resources.
- b. Administration and management: Responsibility for or management of a department, service, system, or function.
- c. Bibliographic description and access: Including the assessment of intellectual content and the creation of metadata records for library and information sources.
- d. Campus Communication: Developing and maintaining communication and interaction with other members of the University community.
- e. Collection Development: Including service as a liaison with a teaching department, or shared or sole responsibility for a specific library collection or discipline.
- f. Electronic Resources Coordination: Technically facilitating use of automated library and online information systems, such as the online catalog, electronic indexes and databases, electronic journals, and digital collections.
- g. Fiscal management: Including the preparation, maintenance, monitoring, and reporting of budgets.
- h. Instruction: Classroom teaching of credit courses, bibliographic instruction, guest lectures, and user instruction outside of the classroom including individual and group tours.

- i. Public relations: Including representing the library at local, regional, national, and international levels, and communicating the policies, procedures, and goals of the university and library at all levels.
- j. Reference: Assisting patrons in the use of the Library's collections and online resources.
- k. Supervision: Including participating in hiring staff and training and evaluating staff and student assistants.
- l. UW System Coordination: Participating in groups or committees promoting system wide sharing or coordination of library and information services.

Effective performance in the applicable above areas, excluding instruction, will be evaluated according to the following criteria using the Peer Evaluation of Job Performance form (attached). A minimum of 3 evaluations, of which 2 must be from tenured faculty, should be provided.

- a. Quality and timeliness of work.
- b. The achievement of job objectives, and the ability and willingness to develop objectives that respond to the goals of the university and the library.
- c. Ability to work cooperatively with library and university colleagues and users.
- d. Adaptability, creativity, and initiative.

Evaluation will be based on the following data as applicable to assigned duties (not all will be appropriate in all cases):

- a. Input from the Library Director either in written form or provided at the retention/promotion/tenure meeting.
- b. Peer observation as recorded on the Peer Evaluation of Job Performance form (attached).
- c. Letters or other input from outside the library (campus or system colleagues or other patrons) acknowledging activities or services provided.
- d. Documentation in the candidate file illustrating activities or projects, e.g., bibliographic aids, pages from Web sites, internal documents, reports generated.
- e. Evidence of continuing education in the area of responsibilities.
- f. Other evidence of accomplishment of primary responsibilities.

2. Instructional Effectiveness (if applicable)

Classroom visitation by at least three **library faculty** should be the primary method of evaluation of instructional effectiveness for both credit courses and library instruction sessions. **During the period leading to the first retention recommendation, the probationary faculty member's classes should be observed by at least three library faculty.** For subsequent retention and tenure, these observations must have been completed since the last retention decision. All accumulated evaluations should be included in the tenure file. For promotion decisions, if the promotion decision is concurrent with the tenure decision, then the tenure criteria apply. If the promotion decision occurs after the tenure decision, then 3 new teaching evaluations since the tenure decision or since last promotion are required. For credit courses, the evaluators will write a report on the following:

- a. Mastery of course content.
- b. Explanation and organization of concepts.
- c. Stimulation of student interest.
- d. Stimulation of critical thinking and analysis.
- e. Observed reactions from students.

For library instruction sessions, the evaluators will write a report on:

- a. Mastery of content of the session.
- b. Explanation and organization of concepts.
- c. Stimulation of student interest.
- d. Observed reactions from students.

When applicable, student evaluation data shall be collected and examined using the standard evaluation form and procedures currently accepted by the Faculty Senate (UWSP University Handbook Chapter 4 Section 2 (UWSP 3.05)).

The candidate shall document his/her currency in the areas of specialization, commitment to teaching, and interest in teaching improvement. Some examples of activities that might be used by the candidate to document these aspects include:

- a. Innovative instructional methods/techniques.
- b. Development of discipline-related library handouts, tutorials, and other resources.
- c. Periodic revisions of course materials, including syllabi, evaluation instruments and instructional media.
- d. Attendance at conferences, seminars and meetings devoted to teaching in one's areas of specialization.

SCHOLARSHIP AND PROFESSIONAL GROWTH

For University Library faculty, scholarship and professional growth may be exhibited by activities that are related to one's assigned responsibilities or in the area of a subject specialty. The following activities shall be considered evidence of scholarship and professional growth, although they are not of equal significance nor listed in ranked order. The quality, quantity, and relative level of accomplishments must be documented by the faculty member and evaluated by the appropriate committee. A variety of activities is expected. Evaluative criteria include: relevance and contribution to the body of scholarly knowledge in the particular field; extent of originality or creativity in researching, writing, or presentation; breadth of dissemination; and quality of forum in which scholarly work is disseminated. In general, scholarship that shows evidence of undergoing outside (peer) scrutiny before publication or presentation or award (e.g. peer referees, editors or editorial boards, conference committees, grant funding committees) will be deemed of higher value (#1-14 below). Continuing and increasing levels of attainment are expected as the library faculty move through the retention, tenure, and promotion process.

1. Publication of scholarly books or chapters of books.
2. Publication of articles in peer reviewed journals.
3. Publication of articles in edited academic or professional journals.
4. Publication of papers in conference proceedings.
5. Publication of reviews of books or other information sources.
6. Publication of encyclopedia articles.
7. Publication on the web comparable to print publication.
8. Other edited publications as documented by the candidate.

9. Editing scholarly publications.
10. Presentations at state, regional, or national academic or professional conferences.
11. Panel member or paper discussant at an academic or professional conference.
12. Peer reviewer for conference papers or professional publications.
13. Securing grants for research or library programs from local or extramural sources
14. Evidence that publications are cited by other researchers.

15. Presentations to local university and lay groups that require a level of expertise commensurate with presentations at academic and professional meetings.
16. Extensive service as a consultant that requires professional or discipline-focused expertise.
17. Applying the knowledge and skills gained in classes, workshops, or conferences in execution of job responsibilities, teaching, or research.
18. Designing and implementing professional or administrative surveys and studies.
19. Producing creative work related to the library faculty member's professional interests, such as exhibits, films, videos, or programs.
20. Creation and implementation of innovative teaching exercises or techniques, including web presentations.
21. Development of substantial processes, computer programs, or apparatus useful in library or archival operations.
22. Substantial in-house publications, paper or web, whose content requires professional evaluation and knowledge, such as bibliographies, indexes, finding aids, handouts, or tutorials.

23. Other professional or creative activities that are considered by the Library Faculty as evidence of scholarship.

Retention/Tenure

The faculty member is actively engaged in scholarship and professional growth. During the first 3 years of a tenure-track appointment, the faculty member should accomplish, as a minimum, 2 scholarly/professional activities from the above list. At the end of the sixth year, the faculty member should have, as a minimum, a total of 5 scholarly/professional activities, of which at least 1 should be from Item 1 to Item 14 above, to be evaluated for tenure as an Assistant Professor.

Associate Professor

The faculty member shows continuous growth and depth in scholarship and professional activities. In preparation for the promotion to Associate Professor, the faculty member should have accomplished, as a minimum, a total of 7 scholarly/professional activities from the above list, of which at least 2 should be from Item 1 to Item 14 above.

Full Professor

The faculty member shows evidence of distinguished scholarship and professional achievement. In the time period after achieving the rank of Associate Professor, the faculty member should accomplish, as a minimum, 5 scholarly/professional achievements, of which at least 2 should be from Item 1 to Item 8 above.

GENERAL EDUCATIONAL SERVICE

1. Membership in library, media, or subject field professional organizations.
2. Attendance at, participation in, or organization of meetings, workshops, conferences, or task forces of professional organizations.
3. Service on or officer of professional organizations.
4. Presentations to, or service as a consultant to, students, colleagues, or the general public.
5. Service on or officer of University Library or other university committees.
6. Advising of campus student groups.
7. Activities connected with improvement of the community and services which increase the favorable visibility of the university in the community.

PERIODIC REVIEW OF THE UNIVERSITY LIBRARY DIRECTOR

The director shall be reviewed in the second and fifth years of employment and every five years thereafter by University Library faculty, classified staff, and academic staff, and other university personnel following the procedures in Chapter 4 Section 5 of the University Handbook and shall use a questionnaire as described in chapter 4 Section 5 and Chapter 4 Section 15 of the University Handbook.

Each staff member of the University Library shall have the opportunity to complete a questionnaire. These questionnaires shall be coded by category of faculty and classified/academic staff so that summary results for these two groups can be examined and evaluated by the Provost.

After the review forms have been compiled and analyzed by the Provost, the Provost will meet with a 3 person committee of elected University Library faculty to discuss the summary results of the review. The committee will then discuss the review with the full library faculty in a meeting. The Provost will also discuss the results with the director.

If a majority of the University Library faculty should fail to review the director favorably the Provost shall consider further steps, including, if warranted, initiating procedures to recruit and appoint a new director.

GRIEVANCES

A member of the University Library faculty who feels that his or her rights have been violated or that he/she has been dealt with unfairly should seek informal resolution of the grievance at the unit level. If a mutually satisfactory solution is not found, the faculty member is entitled to initiate grievance procedures according to UWS Chapter 6, Complaints and Grievance.

LIBRARY FACULTY COMMITTEES

LIBRARY FACULTY COMMITTEE

The Library Faculty Committee meets to discuss policy issues related to library operations and services. In addition, committee meetings provide a forum for communicating library, campus, and UW System concerns and changes. The committee shall include all library faculty and will be convened and chaired by the Library Director.

COLLECTION DEVELOPMENT COMMITTEE

The committee shall be responsible for reviewing the allocation of the library materials budget in order to insure a balanced collection of library materials in all formats. The committee shall make decisions concerning major purchases and shall be consulted regarding major gifts to the library.

The committee shall include all University Library faculty and shall be convened and chaired by the University Library Collection Development Coordinator. A representative from Acquisitions shall also attend.

REFERENCE AND INSTRUCTION COMMITTEE

The committee shall be responsible for policies concerning service at the main reference desk and library instruction. It advises the Coordinator of Reference regarding the main reference desk schedule, makes policies about the usage of the reference collection and reference room computers (in conjunction with library information processing consultants), makes policies regarding bibliographic instruction and library credit courses, and deals with other issues related to reference and instruction.

The committee shall include all reference and instruction library faculty, classified staff who work main reference, the Library Director, and library information processing consultants. It shall be co-convened and co-chaired by the coordinators of reference and instruction. All library faculty and staff may attend.

OTHER STANDING COMMITTEES

Salary and Merit, Retention, Tenure, Promotion, and Appeal and Mediation.

AD HOC COMMITTEES

Other committees will be created as needed.

Library faculty may also participate in other standing committees, such as circulation, cataloging, etc.