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Library: Appointment, Promotion, and Tenure Documentation

The College at Brockport

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ARTICLE I. Purpose

The Library Appointments, Promotions and Tenure Committee (“Committee”) shall represent the Library Faculty in an advisory capacity in decisions regarding Faculty Librarian (“Librarian”) initial appointments, reappointments, promotions, tenure, sabbatical leaves, discretionary salary increases/awards, and other personnel matters as requested by the Director or any Librarian. The Committee’s procedures and deliberations on personnel matters constitute an independent peer review process which takes place separate from any supervisory or administrative evaluation process. The Committee will be available for consultation and guidance to individual Librarians in the preparation of application portfolios and other matters. Regarding initial appointments of Librarians of any rank, the Committee, as a whole or in part, will take on the additional function of a Search Committee. The Committee has as its overarching object the establishment and maintenance of an active, collegial and mutually supportive Library Faculty.

ARTICLE II. Composition

II A. Eligibility

1. Only tenured Librarians are eligible to serve on the Committee.
2. The Director, and tenured Librarians on leave for a semester or longer are not eligible to serve.

II B. Representation

1. The Committee shall consist of 3 members, with a quorum of 2.
2. The Committee shall meet from July 1 through the completion of in-service personnel actions submitted to the Committee before June 30.

II C. Election of Committee Members

Names of eligible tenured Librarians shall be drawn in a random fashion to determine the composition of the Committee. (See Appendix I).

II D. Responsibilities of the Committee Chair

1. Keep all members of the Committee informed of Committee concerns and the status of Committee processes and business.
2. Maintain accurate records including its membership, personnel actions taken, the results of any votes by Librarians on APT matters, and documentation and/or rationales pertaining to policy and bylaws changes, as well as copies of any newly revised Bylaws themselves.
3. Write an annual report summarizing the Committee’s activities and submit it to the Librarians and Library Director.

ARTICLE III. Functions

III A. Search Committees

1. The Committee will be informed, as soon as possible, of any Librarian position to be filled.
2. A minimum of 2 Committee members shall constitute the basis of any search committee formed to fill Librarian positions.

3. During the search process, the Committee will request a formal opportunity for the Librarians to meet each candidate.

III B. Initial Appointment

The Committee will be informed, as soon as possible, of any new Librarian appointments in order to provide each newly hired Librarian with a copy of these Bylaws.

III C. In-Service Personnel Actions

1. In-service personnel actions are among the most regular, and important, of the Committee's duties, and are to be conducted in as fair, supportive and encouraging manner as possible.
2. Each new Committee shall, at the beginning of its term, ask the director to supply them with the names of those Librarians coming up for personnel actions in the coming year.
3. The Committee will use the College's *Academic Faculty Annual Report and Review Form*, as modified for Librarians, to evaluate each Librarian.
4. The Committee makes recommendations to inform the Director's decisions on all in-service personnel actions.
5. The Committee may request and/or the Librarian may provide other documentation as needed.

III D. Annual Review

1. Annual review of Librarians will coincide with the evaluation period established by the College.
2. The Committee must review all non-tenured Librarians, and tenured Librarians upon request, using the criteria described Article IV.
3. The Director will provide the Committee with the *Academic Faculty Annual Report and Review Form* for each Librarian to be reviewed.
4. The Committee's comments will be appended to the individual's form by the Director.
5. The Committee may request and/or the Librarian may provide other documentation as needed.
6. The Librarian may request a meeting with the Committee to discuss its statement.

III E. Promotions

Any Librarian may apply to the Committee for promotion.

III F. Continuing Appointment

1. The Committee will review each Librarian applying for continuing appointment.
2. Eligibility for continuing appointment is specified in the Policies of the Board of Trustees, Article XI, Title B.

III G. Sabbatical Leave

1. The Committee will review each Librarian applying for sabbatical leave.
2. Eligibility and guidelines for sabbaticals are specified in the Division of Academic Affairs *Faculty Guide to Academic Practices and Policies* ("Faculty Guide").

III H. DSI/DSA Recommendations

1. The Committee shall make recommendations on the distribution of discretionary funds consistent with administrative guidelines. The Director will be responsible for informing the Committee of the deadline for recommendations.
2. To prepare its recommendations, the Committee will review all Librarians' most recent *Academic Faculty Annual Report and Review Form*, and may request additional documentation as well as interview Librarians under consideration, as well as others.

ARTICLE IV. General Criteria for In-Service Personnel Actions

IV A. The criteria established in the Policies of the Board of Trustees, Article XII, Title A, §4, in conjunction with the *Academic Faculty Annual Report and Review Form*, are used to define the professional obligation for Librarians to the institution. In keeping with the *Faculty Guide*, the primary criteria considered are:

1. Librarianship. SUNY entitles this "Effective Performance in Librarianship."
2. Scholarship and Creative Activity
3. College, Community, and Professional Service

IV B. The other two criteria, "Mastery of Subject Matter" and "Continued Growth," are "reflected by sustained contributions and demonstrated excellence in the above-noted criteria" (*Faculty Guide*).

IV C. Weighting of Criteria: For all personnel actions, Effective Performance in Librarianship shall be given the greatest weight. Supervisors are expected to make additional workload allowances, if necessary, for Librarians on term appointments to meet scholarship and service requirements for renewals and continuing appointment.

IV D. Definitions

1. Librarianship.

- a. Understanding of the various operations and services of the library.
- b. Ability to work in a positive, collegial manner with library staff, teaching faculty, students, and administration. This includes qualities such as the willingness to communicate and cooperate, to accept decisions gracefully.
- c. Administrative and supervisory ability.
- d. Creativity and initiative in planning and problem solving.
- e. Demonstration of knowledge and growth gained on the job.
- f. Competence in assigned functions within the library.
- g. Continuing growth, such as:
 - i. Activities to keep abreast of current developments in librarianship.
 - ii. Continued learning through enrollment in job-related programs, courses, institutes, seminars, workshops (both in-house and external), etc.
 - iii. Application of knowledge gained through these various learning experiences such as the use of new technology, development of management skills, refinement of communications skills, etc.
 - iv. Participation in programs, activities, conferences and other activities sponsored by professional organizations.

- v. Honors or awards such as honorary degrees, fellowships, scholarships, grants, public honors, the Chancellor's Award, etc., when given in recognition of job-related activities.

2. Scholarship and Creative Activity.

- a. Artistic and Professional Performances and Exhibits
- b. Contracts, Grants and Sponsored Research
- c. Intellectual Contributions (e.g. articles, book reviews, guides)
- d. Intellectual Property (e.g., copyrights, patents)
- e. Presentations

3. College, Community, and Professional Service. Demonstrated by:

- a. Effective participation in library, campus and university governance, committee work, task forces or other activities.
- b. Leadership and other service in professional organizations.
- c. Involvement in community organizations or activities related to professional expertise or to the mission of the College.
- d. Reputation in the professional field, as evidenced by invitations to engage in professional consultations, acceptance on professional committees, etc.
- e. Honors or awards such as honorary degrees, fellowships, scholarships, grants, public honors, the Chancellor's Award, etc., when given in recognition of service activities

ARTICLE V. General Procedure for In-Service Personnel Actions

V A. Timeline for Tenure-Track Reappointments

- 1. The review in the fifth year of service will be for a one-year reappointment.
- 2. The review in the sixth year of service will conclude with either a commitment to tenure/continuing appointment at the beginning of the eighth year, or a notice of non-renewal at the end of the sixth year, effective at the end of the seventh year.
- 3. At the Senior Assistant Librarian rank, the tenure review is concomitant with a review for promotion to the rank of Associate Librarian, and a positive review for tenure will reflect a positive review for promotion as well.
 - a. The promotion will become effective at the beginning of the seventh academic year.
 - b. Tenure will become effective at the beginning of the eighth year.

V B. Notification

- 1. The Director will notify the Committee, and Librarians eligible for in-service personnel actions, in sufficient time to meet the notification requirements specified in the policies listed in Appendix V.
- 2. The Committee Chair will meet with each Librarian to review the process, and specify the due date for the application portfolio.
- 3. The Committee will receive application portfolios in sufficient time to meet the notification requirements specified in the policies listed in the *Faculty Guide*.

- V C. Portfolio.** Each Librarian who applies for a promotion or renewal will prepare and submit a portfolio.
1. **Inclusive Dates.** The portfolio shall cover from the date specified below through the date when the portfolio is due to the committee:
 - a. Reappointment without promotion: Last successful portfolio.
 - b. Promotion to Senior Assistant Librarian: Initial appointment.
 - c. Continuing Appointment: Initial Appointment.
 - d. Promotion to Librarian or Distinguished Librarian: Last successful portfolio.
 2. The portfolio should contain the following components in the order specified below:
 - a. **Recommendation[s].** This section remains blank until the Committee, the Director of Library Services, and the Associate Provost/CIO place their letters of recommendation in the portfolio.
 - b. **Vita.** This section contains a signed and dated copy of the Librarian’s curriculum vitae.
 - c. **Reflective statement.** A statement that demonstrates how the Librarian’s performance in librarianship, scholarship, and service meets the criteria for reappointment, promotion, or continuing appointment.
 - d. **Application.** The application portion of the portfolio follows the same format as the *Academic Faculty Annual Report and Review Form*.
 - e. **Letters of Support.** This section includes solicited and unsolicited letters of support and appreciation from members of the campus community and others qualified to comment.
 - f. **Supporting documentation.** This section contains representative samples of documentation supporting expectations for librarianship, scholarship, and service as noted in Article VI.

V D. Committee Portfolio Review and Meeting

1. The Committee’s review of the Librarian will be a peer review, and will take place independently of the supervisor’s evaluation. However, the APT Committee may interview any library staff members, including the applicant’s supervisor, in order to inform its decisions and recommendations/
2. The Committee may meet with the applicant and may also conduct meetings of the Library Faculty to help inform its decisions and recommendations

V E. After reviewing the candidate’s application and conducting interviews with library staff as appropriate, the Committee will meet with the applicant to discuss the candidate’s application, sharing with the candidate in a respectful and supportive way the Committee’s thoughts concerning her/his application.

V F. Recommendation

The Committee will compose its recommendation, make that recommendation known to the applicant, and inform the applicant of their options, i.e., to revise her/his portfolio and continue on, to ask for a general library faculty meeting, or to withdraw the application at this point. If any disagreement is not resolved by this meeting, the applicant has the right to attach her/his statement response to the Committee’s recommendation, as part of the portfolio.

V G. Library Faculty Portfolio Review and Meeting

1. In the event that the application continues, the Committee will make its recommendation, along with the applicant’s portfolio, available electronically or in the Director’s Office for review by the Librarians.
2. Faculty are welcome to inquire about the Committee’s proceedings and recommendation, and a general meeting can be held as desired or indicated by circumstances.

V H. Voting Procedure

1. The Committee will conduct a vote of the Librarians on each recommendation, in which the Library Faculty will indicate whether they agree or disagree with the Committee’s recommendation.
2. Quorum is at least 50% + 1 of those eligible.
3. For purposes of voting on APT recommendations: The Library Faculty shall consist of all Librarians, except the Director, who hold full or part time appointments and academic rank.
4. The applicant under consideration may not vote.
5. Voting shall be by fully anonymous online survey.
6. The survey link will be emailed to all Librarians with a deadline for casting votes.
7. After the voting deadline, the Committee will total the online poll results. The Committee Chair will inform the applicant of the tally, and will then notify the Librarians of the count, by e-mail.

V I. Submission of Results. The Committee will submit to the Library Director the documents as specified in the *Faculty Guide*.

V J. Withdrawal. Any Librarian applying for reappointment has the right to withdraw her/his application at any time during the process. This will result in separation from the College at the end of the Librarian’s current contract.

ARTICLE VI. Expectations for Academic Librarians’ Ranks

VI A. Librarianship: Librarianship is the most important aspect of our discipline. Librarians organize and provide access to information sources which meet the curricular and research needs of those within the academic community. Activities vary widely based on department and role.

1. **Common expectations:** We expect successful performance of assigned duties, as established in the Annual Report and approved by the direct supervisor, which should include contributions to collection building, creativity, problem solving, and professional growth as defined in section IV.D.1. Librarianship.
 - a. Appointment as Assistant Librarian: This entry-level rank requires an ALA-accredited master’s degree.
 - b. Appointment as Senior Assistant Librarian: Satisfactory performance of expectations.
 - c. Appointment as Associate Librarian: Successful performance of expectations.
 - d. Appointment as Librarian: Exceptional performance of expectations, particularly with leadership in projects, services, and management dimensions of the library.
2. **Variable expectations:** We expect to see clear and demonstrated growth of effectiveness in librarianship as individual Librarians are evaluated for reappointment, tenure, and promotion. Indications of such growth may include, but are not limited to, the following:
 - a. A deepening mastery of subject matter. We expect that over time a librarian will improve their familiarity with the scholarly literature relevant to their specialty and be able to integrate that material into their work.
 - b. A broadening of the range of activities performed. Within the limits of their position’s needs, we expect that Librarians demonstrate increased independence and leadership skills as they progress in rank.

- i. Public Services Librarians focus primarily on the information and instructional needs of faculty, staff, and students.
- ii. Technical Services Librarians focus primarily on functions to acquire, assist discovery, share, and maintain all of the library's collections. These responsibilities do not coincide with the academic calendar.
- iii. Librarians with managerial oversight function primarily in those roles throughout the year. These responsibilities do not coincide with the academic calendar.

VI B. Scholarship: Sustained scholarship is vital to effective librarianship.

1. Evaluation Criteria:
 - a. adequacy of preparation
 - b. appropriateness of methods
 - c. significance of results
 - d. effectiveness of presentation
 - e. reflective critique where appropriate
2. **Common Expectations for Scholarship at all Ranks:** The College at Brockport defines scholarship using Ernest Boyer's model. This model contains four categories of scholarship: discovery; application; integration; teaching and learning. Librarians often focus on the scholarship of application and integration. The primary measure for scholarship, regardless of type, shall be the significance of its results. This includes impact on the profession and one's own effectiveness in librarianship. We encourage dissemination of scholarship through open access publications. Prior scholarship will be given consideration if there is evidence of sustained productivity in scholarship while at Brockport. Plans for an active program of scholarship are recorded in the personal *Annual Report* form.
3. **Variable Expectations:** Scholarship is weighted appropriately given librarianship workload and service commitments. We expect the following when applying for a promotion:
 - a. Assistant Librarian: This entry-level rank shall not require any formal evidence of scholarship.
 - b. Senior Assistant Librarian: Scholarship shall be basic in preparation and execution. At a minimum, results should impact the library.
 - c. Associate Librarian: Scholarship shall take thorough preparation and execution. Results should be reported beyond the campus and significantly impact the library.
 - d. Librarian: Scholarship should be intensive in nature. Results should be peer-reviewed, reported widely, or significantly impact librarianship.
4. **Active Program of Scholarship:** Evidence can include but is not limited to:
 - a. Book reviews
 - b. Contributions to the institutional repository
 - c. Coursework toward an additional, relevant degree
 - d. Internal study of a library program or issue
 - e. Journal articles
 - f. Library guides
 - g. Presentations or facilitating workshops
 - h. Successful grant applications
 - i. Other (Applicant must demonstrate relevance)

- VI C. Service:** Service to the department, College, SUNY, and the community are important responsibilities of Librarians.
1. **Common Expectations for Service at all Ranks:** Ongoing participation in decision-making in the department and the College, as well as attendance at department and college-wide functions (Academic Convocation, Honors and Awards Ceremony, and Commencement) is expected. Librarians are encouraged to participate in activities beyond the campus, especially with relevant professional organizations. Such networking will advance individual careers and promote the national visibility of the College. Community service related to the candidate's disciplinary expertise and to the mission of the College shall be considered.
 2. Variable Expectations:
 - a. Pre-tenured Librarians should focus their service efforts at the departmental level and with professional organizations.
 - b. Librarians approaching continuing appointment should demonstrate leadership skills in their service efforts.
 - c. Tenured Librarians have a greater commitment to service at the College-wide level and should protect the time of untenured Librarians in their service efforts.

ARTICLE VII. Review and Modification of the Bylaws

- VII A.** This document will be reviewed and reaffirmed every fifth year.
- VII B.** The ad hoc review committee will consist of at least one member of the current APT Committee and other interested Librarians.
- VII C.** Librarians may bring proposals for revisions to these Bylaws to the Committee at any time.
- VII D.** Proposed revisions will be brought to the Librarians for ratification.

Appendix I: Member Selection Procedures

- A. Prior to the start of a new Committee’s term, its composition shall be determined as follows:
1. For the sake of continuity, the outgoing Committee will select one of its members to serve on the new Committee as Chair.
 2. The outgoing Committee shall also conduct a random drawing from the eligible Librarians not currently serving to fill the two remaining seats on the incoming Committee. This drawing will include current APT members when there are not enough eligible Librarians outside the committee.
 3. Sections 1 and 2 notwithstanding, no Librarian will be required to serve more than 2 consecutive terms, unless there are not sufficient numbers of eligible Librarians available.
 4. If for any reason a member is unable to serve for the full one-year term, the Committee will conduct a random drawing from the eligible Librarians not currently serving to select a substitute member who will serve for the remainder of the term. Librarians whose substitute term of service is longer than 6 months will be considered to have served the full year.

Appendix II: Translation of College Terminology

The following table provides a translation when language in official College policies and/or paperwork is inconsistent with titles used within LITS.

College Reference	Internal Title
Department Chair	Director of Library Services
Dean	Associate Provost of LITS
School	Library, Information, and Technology Services

Appendix III: Locations of External Documents Referenced

Policies of the Board of Trustees of the State of New York

<https://www.suny.edu/hr/policies/>

Academic Affairs *Faculty Guide to Academic Practices and Policies* – Personnel Actions

https://www.brockport.edu/academics/academic_affairs/facguide/persaction/

- DSI
- [Reappointment, Promotion, and Tenure](#)
- [College-Wide Guidelines for Faculty Appointment Renewal, Tenure, Promotion, and Performance at Rank](#)
- [Renewal](#)
- [Continuing Appointment](#)
- [Performance at Rank and Promotion](#)
- [Guidelines for Submitting Materials](#)
- [Sabbatical Leave](#)