Library: Appointment, Promotion, and Tenure Documentation

The College at Brockport

2005

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Drake Memorial Library:
Appointments, Promotions and Tenure Committee  Bylaws
Revised as of September
2006

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I. Purpose

The Library Appointments, Promotions and Tenure Committee shall be made up solely of tenured librarians to represent the library faculty in an advisory capacity in the areas of reappointment, promotions, tenure, sabbatical leaves, discretionary salary increases, and other personnel matters as requested by the Director or any librarian. The Committee will be available for consultation and guidance to individual librarians in the preparation of portfolios and other matters. On matters of initial appointments of librarians of any rank, the APT Committee 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.

II. ELIGIBILITY AND REPRESENTATION

II. A. Eligibility

Only tenured members of the library faculty are eligible to serve on the APT Committee. The Director, and tenured librarians on leave for a semester or longer are not eligible to serve. Non-tenured librarians with at least one calendar year of service on the staff are eligible to serve on a Search Committee.

II. B. Representation

1. The APT Committee:
   a. Shall consist of 5 members, all serving a one-year term, with a quorum of three.
   b. Each term will run from July 1 to June 30. If for any reason a member is unable to complete the full one-year term, the next eligible tenured librarian will serve as a substitute member for the remainder of the term. Librarians whose term of service is longer than 6 months will not be required to serve in the succeeding term.

2. A Search Committee:
   a. The APT Committee shall constitute the search committee. Additional members may be included as desired or indicated by college policy.

II. C. Election of Committee Members

1. Names of eligible tenured librarians shall be drawn in a random fashion to determine the order of serving on the Committee. (See Appendix I.)
III. FUNCTIONS

III. A. Initial Appointments

1. The APT Committee shall be informed as soon as possible of any opening for a librarian, shall constitute a Search Committee, and shall participate in the screening of applicants and the interviewing of candidates.

2. In consultation with the Director, the APT Committee will constitute itself as the search committee, adding other staff as deemed appropriate or necessary.

3. Participate in writing the preliminary job description and in establishing recruitment and interview procedures;

4. Review dossiers of all prospective candidates, contact selected candidate references, and submit preliminary recommendations to the Director;

5. Interview all final candidates;

6. Provide an opportunity for the library faculty and the library support staff to meet each candidate, after which the Committee shall solicit the opinions of the entire staff regarding each candidate. Final recommendation to the Director shall be the responsibility of the Committee. Any written input from the staff shall be destroyed once the position is filled;

7. Present a statement to the Director listing the interviewed candidates in some form of ranked order together with rationale supporting its ranking;

8. Complete the affirmative action report according to the guidelines of the College Affirmative Action Officer;

9. Be kept informed by the Director of job negotiations with the final candidates;

10. Provide the new librarian with a copy of the APT Bylaws;

11. Make available its recommendations to any interested librarian once the position has been filled.
III. B.  **Forms and Criteria for In-Service Personnel Actions in Sections III. C-H**

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.

**Forms and Documentation:**

The common element for all in-service personnel actions is the Annual Review and Report form, which the APT Committee shall use to evaluate each librarian in the annual review and DSI processes. This form is to be adapted for use in applications for reappointment, continuing appointment and promotion as well.

In addition to the completed form, other documentation may be included by applicants and considered by the Committee, as deemed appropriate.

The criteria and performance measures on this form are defined in general below, followed by separate sections (III C-III G) describing procedures and, when appropriate, defining criteria in more detail for each personnel action.

**Criteria for Evaluation:**

The criteria established in the Policies of the Board of Trustees, Article XII, Title A, 4, are used to define the professional obligation for librarians to the institution. In keeping with the Brockport Division of Academic Affairs Guidelines, the primary criteria considered are:

- Effective Performance in Librarianship
- Scholarship, Research and Creative Work
- College, Community and Professional Service

The other two criteria, "Mastery of Subject Matter" and "Continued Growth", are "reflected by sustained contributions and demonstrated excellence in the above-noted criteria." (Academic Affairs Guidelines).

**Weighting of Criteria:**

a. For all personnel actions, the relative weight given to the evaluation criteria shall be:
   - Effective Performance in Librarianship, 80%.
   - Scholarship, Research and Creative Work, 10%.
   - College, Community and Professional Service, 10%.

b. The proportions of Scholarship and Service may vary, but in no case shall the weight given to Effective Performance in Librarianship be less than 80%. Supervisors are expected to make additional workload allowances, if necessary, for librarians on term appointments to meet scholarship and service requirements for permanent appointment.
General Definitions of Criteria

1. **Effective Performance in Librarianship.** Defined as the consistent, successful performance of assigned duties as specified in the librarian's job description and performance program. The individual should show:
   - Understanding of the various operations and services of the library.
   - 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 etc. (changes per 1st meeting.)
   - Creativity and initiative in planning and problem solving.
   - Demonstration of knowledge and growth gained on the job.
   - Competence in assigned functions within the library, and will be evaluated on those functions most relevant to his/her area of responsibility.
   - Continuing growth, as demonstrated, for example by:
   - Activities to keep abreast of current developments in librarianship, its specialties, or other subject areas (e.g., self-directed study or professional reading).
   - Continued learning through enrollment in courses, institutes, seminars, workshops (both in-house and external), etc.
   - 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.
   - Participation in programs, activities, conferences and other activities sponsored by professional organizations.
   - 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, Research and Creative Work.** Demonstrated by the creation of an identifiable product that is published or presented in some form for consumption, use and/or evaluation by the library staff, library users or a broader community such as the campus, the profession or the general public. Scholarly activities include such things as:
   - Publication of articles, books, reviews, indexes, etc.
   - Editorship of scholarly works or other publications.
   - Speeches, presentations, papers, workshops given to staff, users, professional organizations, etc.
   - Creation of web sites, web pages, or their content.
   - Development, implementation and reporting on research work such as surveys, comparative studies, grant proposals.
   - Creation of web sites, web pages or their content.
   - Preparation of internal materials such as staff manuals, in-house bibliographies, indexing projects, databases, etc.
   - Reputation in the professional field, as evidenced by invitations to speak, present or publish.
   - Job or profession-related degrees, licenses, or certification earned after appointment.
3. **College, Community, and Professional Service.** Demonstrated, for example, by:
   - Effective participation in library, campus and university governance, committee work, task forces or other activities.
   - Leadership and other service in professional organizations.
   - Involvement in community organizations or activities related to professional expertise to the mission of the College.
   - Reputation in the professional field, as evidenced by invitations to engage in professional consultations, acceptance on professional committees, etc.
   - Honors or awards such as honorary degrees, fellowships, scholarships, grants, public honors, the Chancellor's Award, etc., when given in recognition of service activities.

III. C. **Annual Review**

**General Information:**
- Normally annual review of library faculty will coincide with the evaluation period established by the college.
- The Committee shall review all librarians with the exception of the Director and tenured librarians, using the criteria described in the preceding section.
- However, tenured librarians may request review by the Committee.
- Annual Report and Review forms will be distributed by the Director's Office to all librarians, and the Committee's comments will be added to the individual's form after the procedures listed below have been followed.

**Procedures:**
- It is the immediate supervisor's responsibility to make sure that a job description is available for each librarian who is being reviewed.
- The librarian will forward the Annual Report and Review Form with any supporting documents to the Committee, and to his or her immediate supervisor.
- The Committee will prepare its statement, give a copy to the librarian, and add the statement to the form.
- The APT Committee’s review of librarians will take place independently of the supervisor's evaluation. The Committee may request and the librarian may provide other documentation as needed. The librarian may request a meeting with the APT Committee to discuss the basis of its recommendation.
- During this same time period the immediate supervisor will also fill out a performance evaluation that will form the basis of a personnel interview to review job effectiveness for that year.
- Tenured librarians who chose not to submit their Annual Review Form to the APT Committee for evaluation will nonetheless provide the Committee with a copy of their form and any supporting documentation at the same time they submit them to the Director. This will allow the Committee to begin deliberations for DSI recommendations in a timely fashion.
The Annual Report and Review Form will then be forwarded to the Director who will also make a written statement, meet with the individual, and provide a copy of the completed evaluation form to the individual.

III. D. General Procedure for Personnel Actions: Reappointment, Promotion, Continuing Appointment

1. Notification.
   It shall be the function of the Director to notify those librarians due for personnel actions, as well as the APT Committee, and to start the process in sufficient time to meet notification requirements specified in the Policies of the Board of Trustees. Each new APT Committee shall, as its first action, ask the director to supply them with the names of those coming up for review etc. and then APT will notify the people concerned.

   The Director shall provide a schedule for personnel actions, that will meet the campus deadlines, to each eligible librarian and to the Committee.

   The Committee Chair will meet with the candidate to discuss in a general way their candidacy, the procedures etc. at the beginning of the process, and shall notify the applicant of the due dates for their portfolio will and of the process in general.

2. Portfolio.
   Each librarian who comes up for a personnel action will prepare and submit a portfolio that contains the following components in the order specified below:

   - Recommendation: This section remains blank until the Dean for Information Resources/Director of Library Services and the Vice President for Academic Affairs place their letters of recommendation in the portfolio.
   - Vita - This section contains the librarian's resume and/or curriculum vitae (if applicable).
   - Reflective statement: A statement that demonstrates how the librarian's performance in librarianship, scholarship and service meets the criteria for [reappointment, promotion, continuing appointment].
   - Application: The application portion of the portfolio follows the same format as the Annual Report and Review, but covers the time periods specified in Sections III. E, F and G below.
   - Letters of support - The librarian up for reappointment may choose to include solicited and unsolicited letters of support and appreciation from members of the campus community and others qualified to comment. This section is optional, but highly recommended.
   - Supporting documentation - Each librarian under consideration for [reappointment, promotion, continuing appointment] must submit samples of as many of the following kinds of supporting documentation as she/he feels would be helpful: publications in journals and books, newsletter articles, in-house publications, and Web sites. Other types of documentation should be included if they are pertinent to the reappointment
portfolio. Also, the APT Committee may request additional materials as needed to formulate a recommendation.

- Job description and annual performance programs: as these documents are internal to the Library, they will not go forward with the portfolio.
- In addition, the APT Committee may request and the librarian may provide other documentation as needed.

3. APT Committee Deliberations.

The APT Committee makes recommendations to inform the Director’s decisions on the following personnel actions: Reappointment, Promotion, Continuing Appointment. 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 librarians, including the applicant’s supervisor, in order to inform its decisions and recommendations.

The Committee will meet with the applicant and will also conduct meetings of the Library Faculty to help inform its decisions and recommendations (see 10. below).

The Committee will also be responsible for conducting a vote of the Library Faculty by secret ballot on each such recommendation.

4. Definition of Library Faculty.

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 and have completed at least one calendar year of service on the staff. The applicant under consideration may not vote.

5. Quorum.

The quorum or minimum number of Library Faculty participating for a valid meeting to take place shall be the whole number nearest to three-quarters of the total number of Library Faculty.


It is of great importance that the work of the committee be as well informed as possible in its deliberations. To this end the committee will, on the announcement of an upcoming personnel action, include in it’s study of the case at hand not only the requisite forms etc. submitted by the candidate, but shall, at it’s discretion, interview any and all library staff as seems indicated in order to reach as informed and fair a decision as possible.

7. Meeting with the Candidate and the APT Committee’s Recommendation.

After the reviewing the candidates 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. Following the meeting with the applicant, the APT Committee will compose its recommendation, make that
recommendation known to the applicant, and inform the applicant of their options, e.g. to revise her/his portfolio and continue on, to ask for a general 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 to the Committee's recommendation, as part of the portfolio.

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

   a. Voting shall be by secret paper ballot.
   b. Ballots will be emailed out to all faculty with a deadline for turning in of votes.
   c. Absentee voting will be allowed.
   d. All ballots shall be placed in an envelope (to be kept in the Director’s Secretary’s office). For absentee ballots they may email their ballot to the committee chair for placement in the envelope. Each Library Faculty member shall cross off her/his name on the envelope when they place their ballots within.
   e. After the voting deadline, the APT Committee will collect and tally the ballots. The Committee Chair will inform the applicant of the tally, and will then notify the Library Faculty of the count, by e-mail.

10. Submission of the APT Committee’s Recommendation.
    The Committee will add its recommendation and a report of the vote tally to the applicant’s portfolio and forward it, along with any attached documentation, to the Director.

III. E. Reappointment

General Information:
The APT Committee shall review each librarian, whose term comes up for reappointment, using the portfolio submitted by the librarian and following the procedures in Section III. D. above.

If the librarian’s initial appointment was at the Assistant Level, the normal expectation at first reappointment (given that the initial appointment term is 2-3 years), is that the librarian will meet the criteria for promotion to Senior Assistant Librarian.

If the librarian’s initial appointment was at the Senior Assistant Level, they may be reappointed at that same level, until the time comes for the decision on her/his continuing appointment.
The applicant’s portfolio for reappointment shall cover the time from the beginning of an initial appointment, or since the last submission of an application for reappointment, through the date when the portfolio is due to the APT Committee.

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.

III. F. Promotion

1. General Information.
The Committee shall review each librarian who applies for promotion, using the portfolio submitted by the librarian, and following the procedures in Section III. D above.

The portfolio shall cover the time period since the submission of the last successful application for promotion, or from the beginning of an initial appointment, through the date when the portfolio is due to the APT Committee.

Any librarian may apply to the APT Committee, her/his direct supervisor, or the head of her/his department for promotion if the librarian feels that she/he meets the minimum qualifications enumerated in Section III. F1.

Direct supervisors, unit heads, or the APT Committee may also recommend a librarian for promotion.

Minimum Qualifications and Expectations for Academic Librarians' Ranks
Note: the bulleted items below are suggestions or examples only, and as such are meant to be descriptive rather than prescriptive. The Committee will welcome your questions about what sort of activities and how many are appropriate.

For all ranks:
- Master's degree from an ALA-accredited library school;
- Performance of assigned duties;
- Attend Librarians' and respective Unit meetings;
- Serve on Library committees;
- Serve as Library liaison to one or more academic departments;
- Keep up with professional reading;
- Attend workshops and conferences related to unit and Library programs, goals, issues.

Assistant Librarian:
As this is the entry-level rank, normally the person appointed at this rank would have little or no professional library experience. Consideration for initial appointment may include the educational record and pre-professional or other work experience, as appropriate to the specific position for which the person is hired.
Promotion to Senior Assistant Librarian

Librarianship (promotion to Senior Assistant rank)

- Competent performance of assigned functions as set forth in position Job Description and achievement of goals and expectations specified in annual Performance Programs;
- Some creativity and initiative in planning and problem solving, e.g., propose, write up, and implement an improvement to an existing service;
- Evidence of knowledge and growth gained on the job;
- Basic understanding of the various services and operations of the library and his/her own place in them;
- Establishment of effective communications and working relationship within the library, with faculty, with library users and with assigned faculty liaison department(s).

Scholarship (promotion to Senior Assistant rank)

- Successful completion, while at the Assistant rank, of four activities such as:
- Make significant contributions to Library's publications, e.g., Drake Library Review, library web pages, library guides and brochures;
- Make significant contributions to department training manuals;
- Edit or co-edit Drake Library Review or Faculty Publications;
- Hold a workshop for library staff;
- Make a significant contribution to an internal study of a library program or issue;
- Begin to publish book reviews;
- Make significant contributions to campus publications, e.g., Statements, Kaleidoscope;
- Author or co-author 1 article in a non-refereed publication;
- Completion of a course;
- Other (Applicant must demonstrate relevance).

Service (promotion to Senior Assistant rank)

- Successful performance, while at the Assistant rank, of activities such as:
- Active participation on at least two Library committees or task forces
- Active participation in a regional, statewide, or national professional association, e.g., SUNYLA, WNY/O, RRLC, etc.;
- Membership on a college committee (possibilities include serving as faculty representative to a student committee, club or group);
- Professionally relevant community service.
- Other (Applicant must demonstrate relevance).

Promotion to Associate Librarian

Performance in Librarianship (promotion to Associate Librarian rank)

While at the Senior Assistant rank:

- Very good performance of assigned functions as set forth in position Job Description and occasional surpassing of goals and expectations specified in annual Performance Programs;
- Frequency creativity and initiative in planning and problem solving, e.g., propose, write up, and implement a new service;
- Evidence of ability to handle tasks of increasing responsibility and complexity;
- Broad understanding of the services, operations and goals of the library and their place in the campus and university;
- Establishment of effective communication and professional relationships on the campus level.

Scholarship (promotion to Associate Librarian rank)
Successful completion, while at the Senior Assistant rank, of work such as:
- Author or co-author 1 article in a peer-reviewed journal, or 1 book chapter; and complete at least two items from the list below.
- Complete at least five of the following activities:
  - Author or co-author 1 article in a non-refereed publication;
  - Give 1 presentation at a regional, state or national conference;
  - Regularly publish book reviews;
  - Receive a small grant (<$10,000);
  - Submit an application for a moderate or larger grant (> $10,000);
  - Edit Drake Library Review or Faculty Publications;
  - Author a significant internal study of a library program or issue;
  - Make significant regular contributions to Library's publications including web pages, library guides and brochures;
  - Conduct 1 workshop for library staff;
  - Complete course work toward an additional degree (9-15 credit hours);
  - Other (Applicant must demonstrate relevance).

Service  (promotion to Associate Librarian rank)
Successful performance, while at the Senior Assistant rank, in activities such as:
- Active participation (not as chair) in at least two Library committees or task forces
- Chair or co-chair one Library committee or task force (other than as ex-officio);
- Serve as secretary at Librarians' meetings;
- Serve as the Library's Faculty Senator
- Active participation on one College committee (possibilities include serving as a Faculty Senate observer/consultant, faculty representative to a student committee, club or group);
- Chair or co-chair one College committee;
- Chair or co-chair one committee in a professional association;
- Hold an elected or appointed office in a professional association;
- Serve as the Library's SUNYLA delegate;
- Serve in a leadership or organizational role in professionally relevant community service work;
- Other (Applicant must demonstrate relevance).

E. Promotion to Librarian
Performance in Librarianship (promotion to Librarian rank)
While at the Associate rank:
- Excellent performance of assigned functions as set forth in position Job Description and frequent surpassing of goals and expectations specified in annual Performance Programs;
- Consistent creativity and initiative in planning and problem solving, e.g., propose, write up, and implement new services, or significant improvements to existing services;
- Evidence of ability to handle complex and responsible tasks;
- Demonstrated vision of the role of libraries and the library profession in higher education;
- Maintenance of effective communication and professional relationships at the campus level;
- Establishment of effective communication and professional relationships in regional, state or national settings;

Scholarship (promotion to Librarian rank)
- Successful completion, while at the Associate rank, of one of the following paths:
  - Author or edit a book-length publication (monograph, bibliography, textbook, etc.), or receive a large grant (>50,000);
  - Author or co-author 1 article in a peer-reviewed publication and give 1 presentation at a regional, state or national conference at the Associate Librarian rank;
  - Complete an additional degree, i.e., a master's degree in a subject area, a certificate of advanced studies, or a doctorate, while at the Associate Librarian rank;
  - Author or co-author 1 substantive article in a non-refereed publication:
  - Author or co-author 1 book chapter;
  - Author or co-author a bibliography, index or encyclopedia article;
  - Have 1 article accepted for publication in a peer-reviewed journal;
  - Give 1 presentation at a regional, state or national conference;
  - Regularly publish book reviews;
  - Receive a small or moderate grant (<$50,000);
  - Submit an application for a moderate or larger grant (>10,000);
  - Edit Drake Library Review or Faculty Publications;
  - Author a significant internal study of a library program or issue;
  - Make significant regular contributions to the Library's publications including web pages, library guides and brochures;
  - Author a campus-wide study, report or proposal;
  - Complete an additional degree below the master's level, or a certification program;
  - Hold a second master's degree;
  - Conduct workshops for library staff;
  - Other (Applicant must demonstrate relevance).

Service (promotion to Librarian rank)
- Successful performance, while at the Associate rank, in activities such as:
  - Active participation in Library committees or task forces;
  - Chair or co-chair a Library committee or task force (other than as ex-officio);
  - Serve as the Library's Faculty Senator;
• Active participation on a College committee or task force;
• Chair or co-chair a College committee or task force;
• Active participation on a SUNY-wide committee;
• Chair or co-chair a SUNY-wide committee;
• Hold an elected or appointed SUNY-wide office;
• Active participation on a committee in a regional, statewide, or national professional association;
• Chair or co-chair a committee in a professional association;
• Hold an elected or appointed office in a professional association;
• Serve as the Library's SUNYLA delegate;
• Serve in a leadership or organizational role in professionally relevant community service work;
• Other (Applicant must demonstrate relevance).

III. G. Continuing Appointments

1. General Information
The APT Committee shall review each librarian who comes up for continuing appointment, using the portfolio submitted by the librarian and following the procedures in Section III. D above.

b. Eligibility for continuing appointment is specified in the Policies of the Board of Trustees, Article XI, Title B. Librarians initially appointed at the rank of Associate Librarian or Librarian must attain continuing appointment after the third consecutive year of service.

Those initially appointed at the rank of Assistant Librarian or Senior Assistant Librarian are eligible when they have completed a total of seven years of service unless they requested prior service credit (three years maximum) at the time of appointment.

c. The portfolio shall cover the time period from initial appointment through the date when the portfolio is submitted to the APT Committee.

d. The normal expectation for continuing appointment is that the librarian meets the Library’s criteria for promotion to Associate Librarian.

e. Any librarian applying for continuing appointment 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.

2. Notification.
It shall be the function of the Director to notify those librarians eligible for continuing appointment, as well as the Committee, and start the appointment process in sufficient time to meet the notification requirements specified in the Policies of the Board of Trustees and the State University Professional Services Negotiating Unit Agreement (UUP contract).

The Director shall provide a schedule for the continuing appointment process to each eligible librarian and to the Committee.

III. H. Discretionary Salary Increases (DSI)
Whenever monies become available, the APT 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 and the
number of increases to be awarded.

To prepare its recommendations, the Committee may request additional documentation and
interview librarians under consideration as well as others, as it sees fit.

The principal criterion for recommending DSIs shall be outstanding performance in one or more
of the three areas of Librarianship, Scholarship or Service, relative to the individual's experience
and rank. When a number of librarians are judged to be equally deserving of an increase, the
Committee will give consideration to how long it has been since each last received a DSI.

III. I. Sabbatical Leave (see Academic Affairs Guidelines)

General

Sabbatical leave affords librarians the most valuable form of professional development. Such
leaves can be granted for a period ranging from six months to one calendar year to begin at a
date mutually agreeable to the applicant and library administration. Criteria for inclusion in the
letter of application must be strictly adhered to and addressed. Full disclosure, in advance, of all
forms of remunerative employment is required with all sabbatical applications. Information
about previous sabbatical leaves, if applicable, is also required.

Librarians wishing to apply for sabbatical leave must submit a letter of application to the APT
Committee during the Fall Semester, by a deadline determined by the Vice President for
Academic Affairs, for sabbatical leaves during the following academic year. Applications for
sabbatical leave are routed as follows:

To Director
   ↓
To Associate Director
   ↓
To Unit Head
   ↓
To APT Committee
   ↓
To Director
   ↓
To Associate Vice President for Information Technology
   ↓
To Academic Vice President

Purpose
a. The Policies of the Board of Trustees, Article XIII, Title E, "Sabbatical Leave," state: "The objective of such leave is to increase an employee's value to the University and thereby improve and enrich its program. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals."

b. Sabbatical leaves shall be granted for planned travel, study, formal education, research, writing or other experience of professional value."

Eligibility
"Academic employees having continuing appointments and college administrative officers not in a negotiating unit established pursuant to Article XIV of the Civil Service Law who have completed at least six consecutive years of service within the University or who, if they previously have had a sabbatical leave, have completed at least six consecutive years of service within the University from the date of return from their last sabbatical leave, shall be eligible for sabbatical leave. In computing consecutive years of service for the purpose of this section, periods of vacation leave and periods of sick leave with salary shall be included; periods of leaves of absences, other than vacation and sick leave with salary, and periods of part-time service shall not be included but shall not be deemed an interruption of otherwise consecutive service."

Letter of Application. A detailed letter of application must include:

a. A summary of the proposed project. If a research project, the relationship of the proposed project to research done by others in the field should be addressed.

b. The last sabbatical application along with the report filed upon completion of the previous sabbatical leave, if applicable. If the report does not address the completion of the previous project, an update on the outcome must be included as well.

An explanation of the significance of the project to the profession, the Library, and the College.

A statement of the goals and objectives and anticipated outcomes of the project along with a proposed work schedule.

e. A plan for evaluating the success of the project upon completion of the sabbatical leave.

Filing a Report on Sabbatical Leave

a. Upon completion of the sabbatical leave, a report, with a cover signature page, must be prepared and filed with the Director. The Director will then forward the report to the President. Reports are due three months after completion of the sabbatical leave. The Librarian will make a verbal report to the staff and a copy of the report will be placed on Electronic Reserve.

IV. DUTIES

IV. A. Review and Modification of the Bylaws

This document shall be reviewed every third year by an ad hoc committee formed for the purpose. The ad hoc committee shall consist of at least one member of the current APT Committee and other interested librarians, and any proposed revisions must be brought before the library faculty for ratification by a simple majority vote. Also, any librarian may bring
proposals for revisions to these Bylaws to the APT Committee at any time. The Committee shall inform the library faculty of such proposals, hold discussions if deemed necessary, and conduct a vote on them.

IV. B. Distribution and Explanation of Bylaws

The Committee shall be responsible for distributing copies of newly revised Bylaws to all librarians and for providing a copy of the Bylaws currently in effect to all newly hired librarians. The Committee Chair shall meet with newly hired librarians to review and clarify the provisions of the Bylaws and shall be available to meet any librarian who requests discussion or clarification of any Bylaws provisions.

IV. C. Committee Personnel Concerns

It shall be the responsibility of the Committee chairperson to keep all members of the Committee informed of Committee concerns and the status of Committee processes and business.

IV. D. Record Keeping

It shall be the responsibility of each APT Committee to 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. All of these will be summarized at the end of each Committee's term in an annual report to be distributed to the Director of Libraries, the library faculty, and the Archives.
Appendix I: APT Committee Rotation Roster

Drawing of Summer 2006:
1. Eileen O’Hara
2. Betty Chan
3. Bob Gilliam
4. Charlie Cowling
5. Greg Toth
6. Debby Ames
7. Lori Lampert

As people retire, leave the college etc. faculty will move up the rotation. When people receive tenure they shall be added at the end of the list. When the first five members have served the membership of the next committee will be determined beginning with number six through the end of the numbers, then recommencing with number 1 and continuing in order as needed.