Drake Memorial Library:
Appointments, Promotions and Tenure Committee Bylaws
Revised March, 2012

TABLE OF CONTENTS

ARTICLE I: PURPOSE

ARTICLE II: COMPOSITION

II A. Eligibility

II B. Representation

II C. Election of Committee Members

ARTICLE III: FUNCTIONS

III A. Initial Appointment

III B. Forms and Criteria for In-Service Personnel Actions, Sections C-H

III C. Annual Review

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

III E. Reappointment

III F. Promotion

III G. Continuing Appointment

III H. Discretionary Salary Increase

III I. Sabbatical Leave

ARTICLE IV: DUTIES

IV A. Review and Modification of the Bylaws

IV B. Distribution and Explanation of Bylaws

IV C. Committee Personnel Concerns

IV D. Record Keeping

IV E. Selection of the Next APT Committee

Appendix I: Member Selection Procedure
ARTICLE I: PURPOSE

The Library Appointments, Promotions and Tenure Committee shall represent the Library Faculty in an advisory capacity in decisions regarding Library Faculty initial appointments, reappointments, promotions, tenure, sabbatical leaves, discretionary salary increases, 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 APT Committee, as a whole or in part, will take on the additional function of a Search Committee. The APT 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

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 3 members, with a quorum of two.
   b. Each Committee’s term will run from July 1 to June 30.

2. Search Committee:
   a. The APT Committee shall constitute the basis of any search committee formed to fill library faculty positions. Additional members may be included as desired or indicated by the Director or college policy.

II. C. Election of Committee Members

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

ARTICLE III: FUNCTIONS
III. A. Initial Appointment

1. The APT Committee will:
   
   a. Be informed as soon as possible of any Library Faculty position to be filled, and
   
   b. In consultation with the Director, constitute itself as a whole or in part, as the search committee, adding other staff as deemed appropriate or necessary.
   
   c. Provide each newly hired Librarian with a copy of these Bylaws.

2. The Search Committee so formed will:
   
   a. Participate in writing the preliminary position announcement and in establishing recruitment and interview procedures;
   
   b. Review dossiers of all prospective candidates, contact selected candidate references, and submit preliminary recommendations to the Director;
   
   c. Interview all final candidates;
   
   d. Provide an opportunity for the library Faculty, Professionals and Library Assistants 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;
   
   e. Present a statement to the Director listing the interviewed candidates in some form of ranked order together with rationale supporting its ranking;
   
   f. Complete the affirmative action report according to the guidelines of the College Affirmative Action Officer;
   
   g. Be kept informed by the Director of job negotiations with the final candidates.

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.

1. Forms and Documentation:
The Committee will use the Annual Review and Report form, as generated from the College's Activity Insight database, 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, and included in their application portfolios, as described below in III.D.2.

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.

2. 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:

   a. Effective Performance in Librarianship
   b. Scholarship, Research and Creative Work
   c. 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).

3. 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.

4. General Definitions of Criteria
   a. Effective Performance in Librarianship. Defined as the consistent, successful performance of assigned library duties, including any supervisory or administrative functions. 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.
   • 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 job-related programs, 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.

b. 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., regardless of format, including online and open-access publications.
  • Editorship of scholarly works or other publications, regardless of format, including online and open-access publications.
  • Speeches, presentations, papers, workshops, exhibits 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.
  • 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.
  • Academic degrees, licenses, or certification earned after appointment.

c. 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 or 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

1. General Information:
   a) Normally annual review of library faculty will coincide with the evaluation period established by the college.
   b) The Committee shall review all non-tenured librarians, using the criteria described in the preceding section. However, tenured librarians may request review and a statement from the Committee.
   c) The Director will provide the APT Committee with the Annual Review report generated from the Activities Insight database for each librarian to be reviewed, and the Committee's comments will be appended to the individual's form after the procedures listed below have been followed.

2. Procedures:
   a) Following its review of each submitted form, the Committee will prepare its statement, give a copy to the librarian, append a copy to the report form, and return it to the Director.
   b) The APT Committee’s review of librarians is an independent peer review process which takes place separately from any supervisory or administrative evaluation process. 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 its statement.
   c) If DSI recommendations are to be made for the year under review, the Director will provide the Committee with the Annual Review reports of all librarians, along with those of the non-tenured librarians, so that the Committee can begin deliberations for DSI recommendations in a timely fashion.

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

1. Timeline for tenure-track re-appointments*. For a typical tenure-track appointment (one with no prior service credit toward tenure) the following sequence of evaluations will pertain:
   a. The initial appointment period for tenure-track faculty will normally be three years.

*Note: this section has been adapted in part from the 2011-2012 Faculty Guide to Academic Practices and Policies as it appears in the Academic Affairs division webpages:
http://www.brockport.edu/acadaff/facguide/persaction/B.html
b. For new appointees who hold the MLS or its equivalent, and have less than 3 years post-MLS employment experience, the appointment will be at the Assistant Librarian rank.

c. New appointees with the MLS or its equivalent and 3 or more years post-MLS experience may be hired at a higher rank, depending on their other qualifications and the requirements of the position.

d. The appointment pattern will normally be 3-3-1, with reviews occurring during the second, fifth, and sixth years.

e. The review in the fifth year will be for a one-year reappointment.

f. The review in the sixth year will conclude with either a commitment to tenure at the beginning of the eighth year, or a notice of non-renewal at the end of the 6th year, effective at the end of the 7th year.

g. For faculty 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. However, the promotion will become effective at the beginning of the seventh academic year, while tenure will not become effective until the beginning of the eighth year. Librarian Faculty hired with prior service credit will typically be given re-appointments that bring them in line with this normal appointment timetable.

2. Notification.

a. 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. The APT Committee will need candidates’ application portfolios 16 months before the expiration of their current appointments. Each new APT Committee shall, at the beginning of its term, ask the director to supply them with the names of those coming up for personnel actions in the coming year.

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

c. The Committee Chair will meet with each candidate to review the process in general, their candidacy, and the procedures, and shall notify the applicant of the due date for the application portfolio.

3. 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:

a. Recommendation[s]: This section remains blank until the APT Committee, the Director of Library Services and the Associate Provost/CIO place their letters of recommendation in the portfolio.

b. Vita - This section contains the librarian's resume and/or curriculum vitae (if applicable).

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 Activity Insight Annual Report and Review form, but covers the time periods specified in Sections III. E, F or G below.

e. 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.

f. 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, and the librarian may provide, additional materials as needed to formulate a recommendation.

g. In preparing their portfolios, Librarians should familiarize themselves with the guidelines for submissions in the College Academic Affairs Faculty Guide. See Appendix III.

4. Procedures.

a. 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 library staff members, including the applicant’s supervisor, in order to inform its decisions and recommendations.

b. The Committee may meet with the applicant and may also conduct meetings of the Library Faculty to help inform its decisions and recommendations (see secs. c. and d. below).

c. Meeting with the Candidate and the APT Committee’s Recommendation: 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. 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, 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.

d. Library Faculty Portfolio Review and 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 recommendation, and a general meeting can be held as desired or indicated by circumstances.
e. Voting Procedure. The Committee will also be responsible for conducting a vote of
the Library Faculty on each recommendation, in which the Library Faculty will
indicate whether they agree or disagree with the Committee's recommendation.

(1) 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.

(2) Voting shall be by online survey.

(3) The survey link will be emailed to all faculty with a deadline for casting votes.

(4) After the voting deadline, the APT Committee will total the online poll results.
The Committee Chair will inform the applicant of the tally, and will then notify
the Library Faculty of the count, by e-mail.

f. Submission of the APT Committee’s Recommendation and of the Faculty vote
results: 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

1. 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.

2. 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 Sections III. F 4-6. Prior consultation with the Director is
encouraged.
The Director, Unit Heads, direct supervisors, or the APT Committee may also recommend a librarian for promotion.

2. Minimum Qualifications and Expectations for Academic Librarians' Ranks

Note: the bulleted items below are Minimum Qualifications, but are suggestions or examples only, and as such are meant to be descriptive rather than prescriptive. The Committee will welcome 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;
- Maintain awareness of current trends and developments in the profession;
- Engage in professional development and in-service training activities, such as professional reading, conference and workshop attendance, participation in professional and job-related listservs and blogs.

3. 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.

4. Promotion to Senior Assistant Librarian

Note: 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.

Librarianship (promotion to Senior Assistant rank)
- Competent performance of assigned functions and achievement of goals and expectations;
- 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., library web pages, library guides and brochures;
- Make significant contributions to department training manuals;
• Contribute to the content or management of the College’s institutional repository;
• 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);
• Advising or assisting in the creation or maintenance of a student publication, including Digital Commons projects;
• Professionally relevant community service;
• Other (Applicant must demonstrate relevance).

5. Promotion to Associate Librarian. Note: If the librarian’s initial appointment was at the Senior Assistant Rank, they may be reappointed at that same rank until the time comes for the decision on her/his continuing appointment.

Performance in Librarianship (promotion to Associate Librarian rank)
While at the Senior Assistant rank:
• Very good performance of assigned functions and occasional surpassing of goals and expectations;
• Frequent demonstration of 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, OR
• Complete at least five of the following activities:
  o Author or co-author 1 article in a non-refereed publication;
  o Give 1 presentation at a regional, state or national conference;
1. Regularly publish book reviews;
2. Receive a small grant (<$10,000);
3. Submit an application for a moderate or larger grant (>=$10,000);
4. Contribute as editor to the college Digital Commons as a whole or in part;
5. Author a significant internal study of a library program or issue;
6. Make significant regular contributions to Library's publications including web pages, library guides and brochures;
7. Conduct 1 workshop for library or college faculty or staff;
8. Complete course work toward an additional degree (9-15 credit hours);
9. Other (Applicant must demonstrate relevance).

Service (promotion to Associate Librarian rank)

Successful performance, while at the Senior Assistant rank, of 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 College Senator or as some other Senate officer;
• 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).

6. Promotion to Librarian

Performance in Librarianship (promotion to Librarian rank)

While at the Associate rank:

• Excellent performance of assigned functions and frequent surpassing of goals and expectations;
• 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 highly 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); or
- Author or co-author 1 article in a peer-reviewed publication and give 1 presentation at a regional, state or national conference; or
- Complete an additional degree, i.e., a master's degree in a subject area, a certificate of advanced studies, or a doctorate; or
- Complete at least 5 items from the following list:
  - 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);
  - Contribute as editor to the college Digital Commons as a whole or in part;
  - 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:

- At least three different leadership roles such as:
  - Chair or co-chair (other than as ex-officio) at least three different committees or task forces at the Library; College; SUNY-wide; or regional, statewide, or national professional association level;
  - Hold an elected or appointed SUNY-wide or regional, statewide, or national professional association office;
  - In addition, successful performance of activities such as:
    - Demonstrate active participation in committees or task forces at the Library; College; SUNY-wide; or Regional, statewide, or national professional association level.
    - Serve as the Library's Faculty Senator or in some other Senate office;
    - 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 Appointment
1. General Information

a) 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 received prior service credit (three years maximum) at the time of appointment. (Note: regardless of initial appointment rank, Librarians may request from the College administration that the time during family or medical leaves not be counted toward years of service for continuing appointment. The Director will inform the APT Committee when any such suspension is granted to a particular Librarian.)

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 Increase (DSI)

1. 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.

2. To prepare its recommendations, the Committee will review librarians’ most recent Annual Review forms and may request additional documentation and interview librarians under consideration as well as others, as it sees fit.

3. 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)

1. 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 Provost and Vice President for Academic Affairs, for sabbatical leaves during the following academic year. Applications for sabbatical leave are routed as follows:

Applicant
↓
To APT Committee
↓
To Director
↓
To Associate Provost and CIO
↓
To Provost and Vice President for Academic Affairs

2. 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.

3. Eligibility

a. "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."

4. 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.
   c. An explanation of the significance of the project to the profession, the Library, and the College.
   d. A statement of the goals and objectives and anticipated outcomes of the project along a proposed work schedule.
   e. A plan for evaluating the success of the project upon completion of the sabbatical leave.

5. 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 posted on the Library Angel site.

ARTICLE 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.

IV. E. Selection of next APT Committee

Toward the end of its term, each Committee shall follow the procedures as set forth in Appendix I to determine the membership of the next Committee.
Appendix I: Member Selection Procedures

I.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, by random drawing, to serve on the new Committee.
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.

I.B. 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: Filling Out Activity Insight

How to Fill Out Activity Insight for Librarians

<table>
<thead>
<tr>
<th>Our Old Paper Form Categories</th>
<th>Activity Insight Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIBRARIANSHIP</strong></td>
<td></td>
</tr>
<tr>
<td>1. Successful performance of assigned duties with considerable independence, initiative and productivity, contributions to Library services and collections.</td>
<td>General--Librarian narratives--Successful...</td>
</tr>
<tr>
<td>1a. Instructional effectiveness: Bl classes</td>
<td>Teaching -- Non-Credit</td>
</tr>
<tr>
<td>2. Creativity in planning and problem solving and ability to handle successfully tasks of increasing responsibility and complexity.</td>
<td>General--Librarian narratives--Creativity...</td>
</tr>
<tr>
<td>3. Supervisory and administrative ability</td>
<td>General--Librarian narratives--Supervisory...</td>
</tr>
<tr>
<td>4. Anticipated activities</td>
<td>General--Librarian narratives--Anticipated...</td>
</tr>
<tr>
<td><strong>SCHOLARSHIP</strong></td>
<td></td>
</tr>
<tr>
<td>1. Publications, editorship...</td>
<td>Scholarship/Research--Intellectual property</td>
</tr>
<tr>
<td>2. In-house bibliographies...</td>
<td>Scholarship/Research--Intellectual contributions</td>
</tr>
<tr>
<td>3. Grants...</td>
<td>Scholarship/Research--Contracts, grants...</td>
</tr>
<tr>
<td>4. Unpublished studies...</td>
<td>Scholarship/Research--Intellectual contributions</td>
</tr>
<tr>
<td>5. Presentations (never had specific category)</td>
<td>Scholarship/Research--Presentations</td>
</tr>
<tr>
<td><strong>SERVICE &amp; PROFESSIONAL DEVELOPMENT</strong></td>
<td></td>
</tr>
<tr>
<td>1. Library service</td>
<td>Service--Department</td>
</tr>
<tr>
<td>2. College/University service</td>
<td>Service--College and Service--University</td>
</tr>
<tr>
<td>3. Public/community service</td>
<td>Service--Public</td>
</tr>
<tr>
<td>4. Service to the profession</td>
<td>Service--Professional</td>
</tr>
<tr>
<td>5. Continued learning,...</td>
<td>General--Faculty development activities attended and/or General--Education</td>
</tr>
<tr>
<td>6. Honors and awards</td>
<td>General--Awards and honors</td>
</tr>
</tbody>
</table>

We would also fill out any of the General sections that pertain to each of us specifically, i.e.: Awards and honors, External connections..., Media contributions, Professional memberships, etc.
Appendix III: Guidelines for Submitting Materials for Continuing Appointments, Renewals, and Promotions

Please follow these guidelines when submitting Continuing Appointment, Renewal and Promotion appointments to the Provost. Please provide this information to all parties involved in the review process.

1. The entire dossier should be sent as a unit. The substantiating material should be placed in a notebook or paper file box and clearly labeled on spine of notebook or end of box.

2. A separate manila folder (labeled with the applicant’s name, department, and type of personnel action) should contain the following information:
   a. appointment form;
   b. faculty member’s statement regarding performance in teaching, scholarship, service and continuing professional development;
   c. curriculum vita, dated and signed by the faculty member;
   d. APT Committee’s letter of recommendation;
   e. Department Chair’s letter of recommendation
   f. Departmental vote on agreement/disagreement with the APT Committee recommendation
   g. Dean’s letter of recommendation. The dean’s letter should include: initial appointment date of faculty member, number of years faculty member has held current rank, and tenure date (existing or projected).

3. A well-marked separate folder should be used for any confidential letters.

Last Updated 7/19/11