

2014

# Library: Appointment, Promotion, and Tenure Documentation

The College at Brockport

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1 **Drake Memorial Library:**  
2 **Appointments, Promotions and Tenure Committee Bylaws**  
3 **Revised March, 2012**

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 4 **Promotions**

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 6  
 7  
 8 **ARTICLE I: PURPOSE**  
 9

10 The Library Appointments, Promotions and Tenure Committee shall represent the Library  
 11 Faculty in an advisory capacity in decisions regarding Library Faculty initial appointments,  
 12 reappointments, promotions, tenure, sabbatical leaves, discretionary salary increases, and other  
 13 personnel matters as requested by the Director or any librarian. The Committee’s procedures and  
 14 deliberations on personnel matters constitute an independent peer review process which takes  
 15 place separate from any supervisory or administrative evaluation process. The Committee will be  
 16 available for consultation and guidance to individual librarians in the preparation of application  
 17 portfolios and other matters. Regarding initial appointments of librarians of any rank, the APT  
 18 Committee, as a whole or in part, will take on the additional function of a Search Committee.  
 19 The APT committee has as its overarching object the establishment and maintenance of an  
 20 active, collegial and mutually supportive Library Faculty.  
 21

22 **ARTICLE II: COMPOSITION**  
 23

24 **II. A. Eligibility**  
 25

26 Only tenured members of the library faculty are eligible to serve on the APT Committee. The  
 27 Director, and tenured librarians on leave for a semester or longer are not eligible to serve. Non-  
 28 tenured librarians with at least one calendar year of service on the staff are eligible to serve on a  
 29 Search Committee.  
 30

31 **II. B. Representation**  
 32

- 33 1. The APT Committee:  
 34 a. Shall consist of 3 members, with a quorum of two.  
 35 b. Each Committee’s term will run from July 1 to June 30.  
 36  
 37 2. Search Committee:  
 38 a. The APT Committee shall constitute the basis of any search committee formed to fill  
 39 library faculty positions. Additional members may be included as desired or indicated by  
 40 the Director or college policy.  
 41

42 **II. C. Election of Committee Members**  
 43

- 44 1. Names of eligible tenured librarians shall be drawn in a random fashion to determine the  
 45 composition of the Committee. (See Appendix I.)  
 46  
 47

**ARTICLE III: FUNCTIONS**

1  
2 **III. A. Initial Appointment**  
3

4 1. The APT Committee will:

- 5  
6 a. Be informed as soon as possible of any Library Faculty position to be filled, and  
7  
8 b. In consultation with the Director, constitute itself as a whole or in part, as the search  
9 committee, adding other staff as deemed appropriate or necessary.  
10  
11 c. Provide each newly hired Librarian with a copy of these Bylaws.

12  
13 2. The Search Committee so formed will:

- 14  
15 a. Participate in writing the preliminary position announcement and in establishing  
16 recruitment and interview procedures;  
17  
18 b. Review dossiers of all prospective candidates, contact selected candidate references,  
19 and submit preliminary recommendations to the Director;  
20  
21 c. Interview all final candidates;  
22  
23 d. Provide an opportunity for the library Faculty, Professionals and Library Assistants to  
24 meet each candidate, after which the Committee shall solicit the opinions of the entire  
25 staff regarding each candidate. Final recommendation to the Director shall be the  
26 responsibility of the Committee. Any written input from the staff shall be destroyed  
27 once the position is filled;  
28  
29 e. Present a statement to the Director listing the interviewed candidates in some form of  
30 ranked order together with rationale supporting its ranking;  
31  
32 f. Complete the affirmative action report according to the guidelines of the College  
33 Affirmative Action Officer;  
34  
35 g. Be kept informed by the Director of job negotiations with the final candidates.  
36  
37

38 **III. B. Forms and Criteria for In-Service Personnel Actions in Sections III. C-H**  
39

40 In service personnel actions are among the most regular, and important, of the  
41 committee's duties, and are to be conducted in as fair, supportive and encouraging manner as  
42 possible.  
43

44 1. **Forms and Documentation:**  
45

1 The Committee will use the Annual Review and Report form, as generated from the  
 2 College's Activity Insight database, to evaluate each librarian in the annual review and DSI  
 3 processes. This form is to be adapted for use in applications for reappointment, continuing  
 4 appointment and promotion as well, and included in their application portfolios, as described  
 5 below in III.D.2.

6  
 7 In addition to the completed form, other documentation may be included by applicants  
 8 and considered by the Committee, as deemed appropriate.

9  
 10 The criteria and performance measures on this form are defined in general below,  
 11 followed by separate sections (III C-III G) describing procedures and, when appropriate, defining  
 12 criteria in more detail for each personnel action.

## 13 14 **2. Criteria for Evaluation:**

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

- 18 a. Effective Performance in Librarianship
- 19 b. Scholarship, Research and Creative Work
- 20 c. College, Community and Professional Service

21  
 22  
 23 The other two criteria, "Mastery of Subject Matter" and "Continued Growth", are "reflected by  
 24 sustained contributions and demonstrated excellence in the above-noted criteria." (Academic  
 25 Affairs Guidelines).

## 26 27 **3. Weighting of Criteria:**

28  
 29 For all personnel actions, Effective Performance in Librarianship shall be given the  
 30 greatest weight. Supervisors are expected to make additional workload allowances, if necessary,  
 31 for librarians on term appointments to meet scholarship and service requirements for renewals  
 32 and continuing appointment.

## 33 34 **4. General Definitions of Criteria**

35  
 36 **a. Effective Performance in Librarianship.** Defined as the consistent, successful  
 37 performance of assigned library duties, including any supervisory or  
 38 administrative functions. The individual should show:

- 39 • Understanding of the various operations and services of the library.
- 40 • Ability to work in a positive, collegial manner with library staff, teaching  
 41 faculty, students, and administration. This includes qualities such as the  
 42 willingness to communicate and cooperate, to accept decisions gracefully.
- 43 • Creativity and initiative in planning and problem solving.
- 44 • Demonstration of knowledge and growth gained on the job.
- 45 • Competence in assigned functions within the library, and will be evaluated on  
 46 those functions most relevant to his/her area of responsibility.

- 1 • Continuing growth, as demonstrated, for example by:
  - 2     ▪ Activities to keep abreast of current developments in librarianship, its
  - 3     specialties, or other subject areas (e.g., self-directed study or
  - 4     professional reading).
  - 5     ▪ Continued learning through enrollment in job-related programs,
  - 6     courses, institutes, seminars, workshops (both in-house and external),
  - 7     etc.
  - 8     ▪ Application of knowledge gained through these various learning
  - 9     experiences such as the use of new technology, development of
  - 10    management skills, refinement of communications skills, etc.
  - 11    ▪ Participation in programs, activities, conferences and other activities
  - 12    sponsored by professional organizations.
  - 13    ▪ Honors or awards such as honorary degrees, fellowships, scholarships,
  - 14    grants, public honors, the Chancellor's Award, etc., when given in
  - 15    recognition of job-related activities.

16  
17  
18 **b. Scholarship, Research and Creative Work.** Demonstrated by the creation of an  
19 identifiable product that is published or presented in some form for consumption,  
20 use and/or evaluation by the library staff, library users or a broader community  
21 such as the campus, the profession or the general public. Scholarly activities  
22 include such things as:

- 23 • Publication of articles, books, reviews, indexes, etc., regardless of format,  
including online and open-access publications.
- 25 • Editorship of scholarly works or other publications, regardless of format,  
26 including online and open-access publications.
- 27 • Speeches, presentations, papers, workshops, exhibits given to staff, users,  
28 professional organizations, etc.
- 29 • Creation of web sites, web pages, or their content.
- 30 • Development, implementation and reporting on research work such as  
31 surveys, comparative studies, grant proposals.
- 32 • Preparation of internal materials such as staff manuals, in-house  
33 bibliographies, indexing projects, databases, etc.
- 34 • Reputation in the professional field, as evidenced by invitations to speak,  
35 present or publish.
- 36 • Academic degrees, licenses, or certification earned after appointment.

37  
38  
39 **c. College, Community, and Professional Service.** Demonstrated, for example,  
40 by:

- 41 • Effective participation in library, campus and university governance,  
42 committee work, task forces or other activities.
- 43 • Leadership and other service in professional organizations.
- 44 • 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>

- 1           **b.**       For new appointees who hold the MLS or its equivalent, and have less than 3  
2 years post-MLS employment experience, the appointment will be at the Assistant  
3 Librarian rank.
- 4           **c.**       New appointees with the MLS or its equivalent and 3 or more years post-MLS  
5 experience may be hired at a higher rank, depending on their other qualifications and the  
6 requirements of the position.
- 7           **d.**       The appointment pattern will normally be 3-3-1, with reviews occurring during  
8 the second, fifth, and sixth years.
- 9           **e.**       The review in the fifth year will be for a one-year reappointment.
- 10          **f.**       The review in the sixth year will conclude with either a commitment to tenure at  
11 the beginning of the eighth year, or a notice of non-renewal at the end of the 6th year,  
12 effective at the end of the 7th year.
- 13          **g.**       For faculty at the Senior Assistant Librarian rank, the tenure review is  
14 concomitant with a review for promotion to the rank of Associate Librarian, and a  
15 positive review for tenure will reflect a positive review for promotion as well. However,  
16 the promotion will become effective at the beginning of the seventh academic year, while  
17 tenure will not become effective until the beginning of the eighth year. Librarian Faculty  
18 hired with **prior service credit** will typically be given re-appointments that bring them in  
19 line with this normal appointment timetable.

20  
21 **2. Notification.**

- 22          **a.**       It shall be the function of the Director to notify those librarians due for personnel  
23 actions, as well as the APT Committee, and to start the process in sufficient time to  
24 meet notification requirements specified in the Policies of the Board of Trustees. The  
25 APT Committee will need candidates' application portfolios 16 months before the  
26 expiration of their current appointments. Each new APT Committee shall, at the  
27 beginning of its term, ask the director to supply them with the names of those coming  
28 up for personnel actions in the coming year.
- 29          **b.**       The Director shall provide a schedule for personnel actions, that will meet the campus  
30 deadlines, to each eligible librarian and to the Committee.
- 31          **c.**       The Committee Chair will meet with each candidate to review the process in general,  
32 their candidacy, and the procedures, and shall notify the applicant of the due date for  
33 the application portfolio.

34  
35 **3. Portfolio.**

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

- 38  
39          **a.**       **Recommendation[s]:** This section remains blank until the APT Committee, the  
40 Director of Library Services and the Associate Provost/C I O place their letters of  
41 recommendation in the portfolio.
- 42          **b.**       **Vita -** This section contains the librarian's resume and/or curriculum vitae (if  
43 applicable).
- 44          **c.**       **Reflective statement:** A statement that demonstrates how the librarian's performance  
45 in librarianship, scholarship and service meets the criteria for reappointment,  
promotion, or continuing appointment.



- 1           d. Application: The application portion of the portfolio follows the same format as the  
2           Activity Insight Annual Report and Review form, but covers the time periods  
3           specified in Sections III. E, F or G below.
- 4           e. Letters of support - The librarian up for reappointment may choose to include  
5           solicited and unsolicited letters of support and appreciation from members of the  
6           campus community and others qualified to comment. This section is optional, but  
7           highly recommended.
- 8           f. Supporting documentation - Each librarian under consideration for [reappointment,  
9           promotion, continuing appointment] must submit samples of as many of the following  
10          kinds of supporting documentation as she/he feels would be helpful: publications in  
11          journals and books, newsletter articles, in-house publications, and Web sites. Other  
12          types of documentation should be included if they are pertinent to the reappointment  
13          portfolio. Also, the APT Committee may request, and the librarian may provide,  
14          additional materials as needed to formulate a recommendation.
- 15          g. In preparing their portfolios, Librarians should familiarize themselves with the  
16          guidelines for submissions in the College Academic Affairs *Faculty Guide*. See  
17          Appendix III.

#### 18           19           **4. Procedures.**

- 20          a. The APT Committee makes recommendations to inform the Director's decisions on  
21          the following personnel actions: Reappointment, Promotion, Continuing  
22          Appointment. The Committee's review of the librarian will be a peer review, and will  
23          take place independently of the supervisor's evaluation. However, the APT  
24          Committee may interview any library staff members, including the applicant's  
25          supervisor, in order to inform its decisions and recommendations.
- 26          b. The Committee may meet with the applicant and may also conduct meetings of the  
27          Library Faculty to help inform its decisions and recommendations (see secs. c. and d.  
28          below).
- 29          c. Meeting with the Candidate and the APT Committee's Recommendation: After  
30          reviewing the candidate's application and conducting interviews with library staff as  
31          appropriate, the Committee will meet with the applicant to discuss the candidate's  
32          application, sharing with the candidate in a respectful and supportive way the  
33          Committee's thoughts concerning her/his application. Following the meeting with the  
34          applicant, the APT Committee will compose its recommendation, make that  
35          recommendation known to the applicant, and inform the applicant of their options,  
36          i.e., to revise her/his portfolio and continue on, to ask for a general library faculty  
37          meeting, or to withdraw the application at this point. If any disagreement is not  
38          resolved by this meeting, the applicant has the right to attach her/his statement  
39          response to the Committee's recommendation, as part of the portfolio.
- 40          d. Library Faculty Portfolio Review and Meeting. In the event that the application  
41          continues, the Committee will make its recommendation, along with the applicant's  
42          portfolio, available in the Director's Office for review by the Library Faculty. Faculty  
43          are welcome to inquire about the Committee's proceedings and recommendation, and  
44          a general meeting can be held as desired or indicated by circumstances.

- 1 e. Voting Procedure. The Committee will also be responsible for conducting a vote of  
2 the Library Faculty on each recommendation, in which the Library Faculty will  
3 indicate whether they agree or disagree with the Committee's recommendation.  
4 (1) Definition of Library Faculty. For purposes of voting on APT recommendations:  
5 the Library Faculty shall consist of all librarians, except the Director, who hold  
6 full or part time appointments and academic rank and have completed at least one  
7 calendar year of service on the staff. The applicant under consideration may not  
8 vote.  
9 (2) Voting shall be by online survey.  
10 (3) The survey link will be emailed to all faculty with a deadline for casting votes.  
11 (4) After the voting deadline, the APT Committee will total the online poll results.  
12 The Committee Chair will inform the applicant of the tally, and will then notify  
13 the Library Faculty of the count, by e-mail.  
14  
15 f. Submission of the APT Committee's Recommendation and of the Faculty vote  
16 results: The Committee will add its recommendation and a report of the vote tally to  
17 the applicant's portfolio and forward it, along with any attached documentation, to  
18 the Director.  
19  
20

### 21 **III. E. Reappointment**

- 22  
23 1. The APT Committee shall review each librarian, whose term comes up for reappointment,  
24 using the portfolio submitted by the librarian and following the procedures in Section III. D.  
25 above.  
26  
27 2. Any librarian applying for reappointment has the right to withdraw her/his application at any  
28 time during the process. This will result in separation from the College at the end of the  
29 librarian's current contract.  
30  
31

### 32 **III. F. Promotion**

#### 33 **1. General Information**

34  
35 The Committee shall review each librarian who applies for promotion, using the portfolio  
36 submitted by the librarian, and following the procedures in Section III. D above.  
37

38  
39 The portfolio shall cover the time period since the submission of the last successful  
40 application for promotion, or from the beginning of an initial appointment, through the date  
41 when the portfolio is due to the APT Committee.  
42

43 Any librarian may apply to the APT Committee, her/his direct supervisor, or the head of  
44 her/his department for promotion if the librarian feels that she/he meets the minimum  
45 qualifications enumerated in Sections III. F 4-6. Prior consultation with the Director is  
encouraged.

1  
2 The Director, Unit Heads, direct supervisors, or the APT Committee may also recommend a  
3 librarian for promotion.  
4

## 5 **2. Minimum Qualifications and Expectations for Academic Librarians' Ranks**

6 Note: the bulleted items below are **Minimum Qualifications**, but are suggestions or examples  
7 only, and as such are meant to be descriptive rather than prescriptive. The Committee will  
8 welcome questions about what sort of activities and how many are appropriate.

9 For all ranks:

- 10 • Master's degree from an ALA-accredited library school;
- 11 • Performance of assigned duties;
- 12 • Attend Librarians' and respective Unit meetings;
- 13 • Serve on Library committees;
- 14 • Serve as Library liaison to one or more academic departments;
- 15 • Maintain awareness of current trends and developments in the profession;
- 16 • Engage in professional development and in-service training activities, such as  
17 professional reading, conference and workshop attendance, participation in professional  
18 and job-related listservs and blogs.

## 20 **3. Assistant Librarian**

21 As this is the entry-level rank, normally the person appointed at this rank would have little or no  
22 professional library experience. Consideration for initial appointment may include the  
23 educational record and pre-professional or other work experience, as appropriate to the specific  
24 position for which the person is hired.  
25

26 **4. Promotion to Senior Assistant Librarian** Note: If the librarian's initial appointment was at  
27 the Assistant Level, the normal expectation at first reappointment (given that the initial  
28 appointment term is 2-3 years), is that the librarian will meet the criteria for promotion to Senior  
29 Assistant Librarian.  
30

31 Librarianship (promotion to Senior Assistant rank)

- 32 • Competent performance of assigned functions and-achievement of goals and  
33 expectations;
- 34 • Some creativity and initiative in planning and problem solving, e.g., propose, write up,  
35 and implement an improvement to an existing service;
- 36 • Evidence of knowledge and growth gained on the job;
- 37 • Basic understanding of the various services and operations of the library and his/her own  
38 place in them;
- 39 • Establishment of effective communications and working relationship within the library,  
40 with faculty, with library users and with assigned faculty liaison department(s).  
41

42 Scholarship (promotion to Senior Assistant rank): Successful completion, while at the Assistant  
43 rank, of four activities such as:

- 44 • Make significant contributions to Library's publications, e.g., library web pages, library  
45 guides and brochures;
- 46 • Make significant contributions to department training manuals;

- 1 • Contribute to the content or management of the College's institutional repository;
- 2 • Hold a workshop for library staff;
- 3 • Make a significant contribution to an internal study of a library program or issue;
- 4 • Begin to publish book reviews;
- 5 • Make significant contributions to campus publications, e.g., Statements, Kaleidoscope;
- 6 • Author or co-author 1 article in a non-refereed publication;
- 7 • Completion of a course;
- 8 • Other (Applicant must demonstrate relevance).

9  
10 Service (promotion to Senior Assistant rank): Successful performance, while at the Assistant  
11 rank, of activities such as:

- 12 • Active participation on at least two Library committees or task forces;
- 13 • Active participation in a regional, statewide, or national professional association, e.g.,  
14 SUNYLA, WNY/O, RRLC, etc.;
- 15 • Membership on a college committee (possibilities include serving as faculty  
16 representative to a student committee, club or group);
- 17 • Advising or assisting in the creation or maintenance of a student publication, including  
18 Digital Commons projects;
- 19 • Professionally relevant community service;
- 20 • Other (Applicant must demonstrate relevance).

21  
22  
23 **5. Promotion to Associate Librarian** Note: If the librarian's initial appointment was at the  
24 Senior Assistant Rank, they may be reappointed at that same rank until the time comes for the  
25 decision on her/his continuing appointment.

26  
27 Performance in Librarianship (promotion to Associate Librarian rank)

28 While at the Senior Assistant rank:

- 29 • Very good performance of assigned functions and occasional surpassing of goals and  
30 expectations;
- 31 • Frequent demonstration of creativity and initiative in planning and problem solving, e.g.,  
32 propose, write up, and implement a new service;
- 33 • Evidence of ability to handle tasks of increasing responsibility and complexity;
- 34 • Broad understanding of the services, operations and goals of the library and their place in  
35 the campus and university;
- 36 • Establishment of effective communication and professional relationships on the campus  
37 level.

38  
39 Scholarship (promotion to Associate Librarian rank) Successful completion, while at the Senior  
40 Assistant rank, of work such as:

- 41 • Author or co-author 1 article in a peer-reviewed journal, or 1 book chapter; and complete  
42 at least two items from the list below, OR
- 43 • Complete at least five of the following activities:  
44
  - Author or co-author 1 article in a non-refereed publication;
  - 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
- 7           pages, library guides and brochures;
- 8           ○ Conduct 1 workshop for library or college faculty or staff;
- 9           ○ Complete course work toward an additional degree (9-15 credit hours);
- 10          ○ Other (Applicant must demonstrate relevance).

#### 11           Service (promotion to Associate Librarian rank)

12           Successful performance, while at the Senior Assistant rank, of activities such as:

- 14          • Active participation (not as chair) in at least two Library committees or task forces;
- 15          • Chair or co-chair one Library committee or task force (other than as ex-officio);
- 16          • Serve as secretary at Librarians' meetings;
- 17          • Serve as the Library's College Senator or as some other Senate officer;
- 18          • Active participation on one College committee (possibilities include serving as a Faculty
- 19           Senate observer/consultant, faculty representative to a student committee, club or group);
- 20          • Chair or co-chair one College committee;
- 21          • Chair or co-chair one committee in a professional association;
- 22          • Hold an elected or appointed office in a professional association;
- 23          • Serve as the Library's SUNYLA delegate;
- 24          • Serve in a leadership or organizational role in professionally relevant community service
- 25           work;
- 26          • Other (Applicant must demonstrate relevance).

## 27

## 28

## 29           **6. Promotion to Librarian**

30

31           Performance in Librarianship (promotion to Librarian rank)

32           While at the Associate rank:

- 33          • Excellent performance of assigned functions and frequent surpassing of goals and
- 34           expectations;
- 35          • Consistent creativity and initiative in planning and problem solving, e.g., propose, write
- 36           up, and implement new services, or significant improvements to existing services;
- 37          • Evidence of ability to handle highly complex and responsible tasks;
- 38          • Demonstrated vision of the role of libraries and the library profession in higher
- 39           education;
- 40          • Maintenance of effective communication and professional relationships at the campus
- 41           level;
- 42          • Establishment of effective communication and professional relationships in regional,
- 43           state or national settings;

44

45           Scholarship (promotion to Librarian rank)

1 Successful completion, while at the Associate rank, of one of the following paths:

- 2 • Author or edit a book-length publication (monograph, bibliography, textbook, etc.), or
- 3 receive a large grant (>\$50,000); or
- 4 • Author or co-author 1 article in a peer-reviewed publication and give 1 presentation at a
- 5 regional, state or national conference; or
- 6 • Complete an additional degree, i.e., a master's degree in a subject area, a certificate of
- 7 advanced studies, or a doctorate;; or
- 8 • Complete at least 5 items from the following list:
  - 9 ○ Author or co-author 1 substantive article in a non-refereed publication;
  - 10 ○ Author or co-author 1 book chapter;
  - 11 ○ Author or co-author a bibliography, index or encyclopedia article;
  - 12 ○ Have 1 article accepted for publication in a peer-reviewed journal;
  - 13 ○ Give 1 presentation at a regional, state or national conference;
  - 14 ○ Regularly publish book reviews;
  - 15 ○ Receive a small or moderate grant (<\$50,000);
  - 16 ○ Submit an application for a moderate or larger grant (>\$10,000);
  - 17 ○ Contribute as editor to the college Digital Commons as a whole or in part;
  - 18 ○ Author a significant internal study of a library program or issue;
  - 19 ○ Make significant regular contributions to the Library's publications including web
  - 20 pages, library guides and brochures;
  - 21 ○ Author a campus-wide study, report or proposal;
  - 22 ○ Complete an additional degree below the master's level, or a certification program;
  - 23 ○ Hold a second master's degree;
  - 24 ○ Conduct workshops for library staff;
  - 25 ○ Other (Applicant must demonstrate relevance).

26  
27 Service (promotion to Librarian rank)

28  
29 Successful performance, while at the Associate rank, in:

- 30 • At least three different leadership roles such as:
  - 31 ○ Chair or co-chair (other than as ex-officio) at least three different committees or task
  - 32 forces at the Library; College; SUNY-wide; or regional, statewide, or national
  - 33 professional association level;
  - 34 ○ Hold an elected or appointed SUNY-wide or regional, statewide, or national
  - 35 professional association office;
  - 36 ○ In addition, successful performance of activities such as:
  - 37 ○ Demonstrate active participation in committees or task forces at the Library; College;
  - 38 SUNY-wide; or Regional, statewide, or national professional association level.
  - 39 ○ Serve as the Library's Faculty Senator on in some other Senate office;
  - 40 ○ Serve as the Library's SUNYLA delegate;
  - 41 ○ Serve in a leadership or organizational role in professionally relevant community
  - 42 service work;
  - 43 ○ Other (Applicant must demonstrate relevance).

44  
45  
**III. G. Continuing Appointment**

1  
2 **1. General Information**

- 3       **a)** The APT Committee shall review each librarian who comes up for continuing  
4       appointment, using the portfolio submitted by the librarian and following the  
5       procedures in Section III. D above.  
6       **b)** Eligibility for continuing appointment is specified in the Policies of the Board of  
7       Trustees, Article XI, Title B. Librarians initially appointed at the rank of  
8       Associate Librarian or Librarian must attain continuing appointment after the  
9       third consecutive year of service. Those initially appointed at the rank of  
10      Assistant Librarian or Senior Assistant Librarian are eligible when they have  
11      completed a total of seven years of service unless they received prior service  
12      credit (three years maximum) at the time of appointment. (Note: regardless of  
13      initial appointment rank, Librarians may request from the College administration  
14      that the time during family or medical leaves not be counted toward years of  
15      service for continuing appointment. The Director will inform the APT  
16      Committee when any such suspension is granted to a particular Librarian.)  
17      **c)** The portfolio shall cover the time period from initial appointment through the  
18      date when the portfolio is submitted to the APT Committee.  
19      **d)** The normal expectation for continuing appointment is that the librarian meets the  
20      Library's criteria for promotion to Associate Librarian.  
21      **e)** Any librarian applying for continuing appointment has the right to withdraw  
22      her/his application at any time during the process. This will result in separation  
23      from the College at the end of the librarian's current contract.  
24

25 **2. Notification.**

26 It shall be the function of the Director to notify those librarians eligible for continuing  
27 appointment, as well as the Committee, and start the appointment process in sufficient time to  
28 meet the notification requirements specified in the Policies of the Board of Trustees and the State  
29 University Professional Services Negotiating Unit Agreement (UUP contract).  
30

31 The Director shall provide a schedule for the continuing appointment process to each eligible  
32 librarian and to the Committee.  
33

34 **III. H. Discretionary Salary Increase (DSI)**

- 35  
36       1. Whenever monies become available, the APT Committee shall make  
37       recommendations on the distribution of discretionary funds consistent with  
38       administrative guidelines. The Director will be responsible for informing the  
39       Committee of the deadline for recommendations.  
40       2. To prepare its recommendations, the Committee will review librarians' most  
41       recent Annual Review forms and may request additional documentation and  
42       interview librarians under consideration as well as others, as it sees fit.  
43       3. The principal criterion for recommending DSIs shall be outstanding performance  
44       in one or more of the three areas of Librarianship, Scholarship or Service, relative  
45       to the individual's experience and rank. When a number of librarians are judged to

1 be equally deserving of an increase, the Committee will give consideration to how  
2 long it has been since each last received a DSI.

### 4 **III. I. Sabbatical Leave (see Academic Affairs Guidelines)**

#### 6 **1. General**

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

14  
15 Librarians wishing to apply for sabbatical leave must submit a letter of application to the APT  
16 Committee during the Fall Semester, by a deadline determined by the Provost and Vice President  
17 for Academic Affairs, for sabbatical leaves during the following academic year. Applications for  
18 sabbatical leave are routed as follows:

19  
20 Applicant

21 ↓

22 To APT Committee

23 ↓

To Director

25 ↓

26 To Associate Provost and CIO

27 ↓

28 To Provost and Vice President for Academic Affairs

#### 30 **2. Purpose**

- 31 a. The Policies of the Board of Trustees, Article XIII, Title E, "Sabbatical Leave," state:  
32 "The objective of such leave is to increase an employee's value to the University and  
33 thereby improve and enrich its program. Such leave shall not be regarded as a reward for  
34 service nor as a vacation or rest period occurring automatically at stated intervals.  
35  
36 b. Sabbatical leaves shall be granted for planned travel, study, formal education, research,  
37 writing or other experience of professional value.

#### 39 **3. Eligibility**

- 40 a. "Academic employees having continuing appointments and college administrative  
41 officers not in a negotiating unit established pursuant to Article XIV of the Civil Service  
42 Law who have completed at least six consecutive years of service within the University  
43 or who, if they previously have had a sabbatical leave, have completed at least six  
44 consecutive years of service within the University from the date of return from their last  
45 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**

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

3  
4 **IV. D. Record Keeping**

5  
6 It shall be the responsibility of each APT Committee to maintain accurate records including its  
7 membership, personnel actions taken, the results of any votes by librarians on APT matters, and  
8 documentation and/or rationales pertaining to policy and bylaws changes, as well as copies of  
9 any newly revised Bylaws themselves. All of these will be summarized at the end of each  
10 Committee's term in an annual report to be distributed to the Director of Libraries, the library  
11 faculty, and the Archives.

12  
13 **IV. E. Selection of next APT Committee**

14  
15 Toward the end of its term, each Committee shall follow the procedures as set forth in Appendix  
16 I to determine the membership of the next Committee.  
17

**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.

1  
2

## Appendix II: Filling Out Activity Insight

<b>How to Fill Out Activity Insight for Librarians</b>	
<b>Our Old Paper Form Categories</b>	<b>Activity Insight Categories</b>
<b>LIBRARIANSHIP</b>	
1. Successful performance of assigned duties with considerable independence, initiative and productivity, contributions to Library services and collections.	General--Librarian narratives--Successful...
1a. Instructional effectiveness: BI classes	Teaching -- Non-Credit
2. Creativity in planning and problem solving and ability to handle successfully tasks of increasing responsibility and complexity.	General--Librarian narratives--Creativity...
3. Supervisory and administrative ability	General--Librarian narratives--Supervisory...
4. Anticipated activities	General--Librarian narratives--Anticipated...
<b>SCHOLARSHIP</b>	
1. Publications, editorship....	Scholarship/Research--Intellectual property
2. In-house bibliographies...	Scholarship/Research--Intellectual contributions
3. Grants...	Scholarship/Research--Contracts, grants...
4. Unpublished studies..	Scholarship/Research--Intellectual contributions
5. Presentations (never had specific category)	Scholarship/Research--Presentations
<b>SERVICE &amp; PROFESSIONAL DEVELOPMENT</b>	
1. Library service	Service--Department
2. College/University service	Service--College and Service--University
3. Public/community service	Service--Public
4. Service to the profession	Service--Professional
5. Continued learning....	General--Faculty development activities attended and/or General--Education
6. Honors and awards	General--Awards and honors
<b>We would also fill out any of the General sections that pertain to each of us specifically, i.e.:</b>	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

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\* from the Academic Affairs *Faculty Guide to Academic Practices and Policies*:  
<http://www.brockport.edu/acadaff/facguide/persaction/K.html>