UNIVERSITY LIBRARIES'
FACULTY BYLAWS and FOUNDATIONAL DOCUMENTS
2025-2026

Appalachian State University
Boone, North Carolina

Adopted by the University Libraries' Faculty June 25, 2025

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Section 1: Bylaws of the University Libraries' Faculty

1.1 Role of Bylaws of the University Libraries' Faculty

The *Bylaws of the University Libraries' Faculty*, hereafter referred to as the *Bylaws,* are a supplement to the current edition of the *Appalachian State University Faculty Handbook,* hereafter referred to as the *Faculty Handbook* or FH, as well as the *Academic Affairs Standard Operating Procedures*, hereafter referred to as AASOPs. Individual chapters within AASOPs will hereafter be referred to as OP. They are intended to provide guidelines for the internal governance of University Libraries' Faculty, to define shared governance rights and responsibilities of the Dean, Associate Deans, and University Libraries' Faculty, and to guide the appointment and conduct of committees and other faculty groups. The *Bylaws* also provide guidance for the University Libraries' *Foundational Documents*, hereafter referred to as the *Foundational Documents.*

1.2 Name and Relevant Information

The Appalachian State University Libraries consist of the Carol Grotnes Belk Library and Information Commons, the Nicholas Erneston Music Library, and the Hickory Campus Library and Information Commons. Employing over 80 faculty and staff, the University Libraries are an essential campus teaching and research partner inspiring and guiding all who pursue knowledge. We provide rich print and electronic collections, study spaces, technology resources, and other outstanding services to support the success of our students, faculty, and staff.

1.3 Structure

The University Libraries is led by the Dean of the University Libraries, the Associate Dean for Learning, Research and Personnel, and the Associate Dean for Collections and Budget. The University Libraries are organized into teams consisting of faculty, staff, and student workers which are typically led by coordinators. University Libraries consists of the following teams: Administrative Services, Access and Public Services, Collection Management Services, Digital Scholarship and Initiatives, Hickory Library, Information Literacy, Instructional Materials Center, Music Library, Resource Acquisition and Management, Special Collections Research Center, and Technology Services.

1.4. Mission Statement

Appalachian State University Libraries are essential teaching and research partners inspiring and guiding all who pursue knowledge.

1.5 Policy Authority

The operations of University Libraries are governed by federal and state law, as well as policies of the UNC System, Appalachian State University (including the *Faculty Handbook* and the *Academic Affairs Standard Operating Procedures*), and the University Libraries. The department's bylaws shall not supersede any policies and procedures therein.

1.6 Membership

The University Libraries employ a highly trained and dedicated faculty as well as a professional staff that supports its mission. Faculty shall consist of those members of the University Faculty who hold appointments in the University Libraries, per the designations outlined in Chapter 2: "Faculty Professional Rights, Ethics, and Responsibilities," Chapter 3: "Tenure-Track Faculty Appointments, Contracts, Performance Reviews, and Promotion & Tenure Process," and Chapter 4: "Special Faculty Appointments, Contracts and Performance Reviews" of the FH.

FH 3.3.2: "Tenure Eligible Appointments" states that faculty who meet the criteria for classification will be hired at the appropriate rank designation. A professional librarian has at least a master's degree in library science, which is the terminal degree, or a degree in a related field and is filling a position in which specialized training and experience are required. Librarians who have faculty status and hold appropriate rank, may attain tenure, and are evaluated according to the appropriate criteria and procedures followed in the appointment and evaluation of other faculty members, as specified in the *Foundational Documents* of the University Libraries.

The University Libraries' Faculty engage in faculty governance, promote collegial interaction among its members, provide a forum for addressing issues of mutual interest, and further the professional development and welfare of the University Libraries' Faculty.

1.7 Faculty Meetings

The University Libraries' Faculty meet the fourth Wednesday monthly to discuss faculty business such as a) amendment, if necessary, and approval of the minutes of the previous meeting; b) reports of Standing Committees; c) reports of Ad Hoc Committees; d) unfinished business; e) new business; f) communications and announcements. Any faculty member may request a special faculty meeting. A special faculty meeting may be called with the approval of at least ¼ of faculty.

The modality of these meetings shall be flexible; they may be held on campus with a remote option. All meetings follow procedures as listed in the established Robert's Rules of Order as defined in the *Foundational Documents*.

A call for agenda items will go out to all faculty at least two weeks prior to the scheduled meetings, except in the case of special faculty meetings. A working agenda will be shared one week prior with any appropriate documents that need to be discussed. In the University Libraries, the Dean (or Dean's designee) will preside over faculty meetings.

1.8 Voting

All voting-eligible faculty have equal voting privileges as detailed in OP 10: "Professionalism in Personnel Decision Making and Voting Eligibility" Section 10.2: "Voting Eligibility." All members of the University Libraries' faculty, excluding emeriti faculty, may participate in faculty or faculty-related meetings, serve on faculty or faculty-related committees, and represent University Libraries on college/school or university committees. Tenured, tenure-track, and special faculty with a .75 or greater appointment may vote. Votes may be conducted via paper or electronic ballots, or via raise of hands (unless stated otherwise in the *Foundational Documents*). Voting results shall be announced in the meeting, noted in the minutes, and, when appropriate, the ballots will be stored in the University Libraries' Administrative Office.

All University Libraries' Faculty are entitled to vote on all matters for which they are qualified by rank and tenure status. Any faculty member can request secret ballots.

All motions before the University Libraries' Faculty shall be decided by quorum (half of the faculty, plus one) by those present and those having provided an absentee ballot on the question at hand, except as otherwise specified in the corresponding *Foundational Documents.*

1.9 Faculty Governing Committees

Governing Committees:

University Libraries' Faculty governing committees are the Appointment, Promotion and Tenure (APT) Committee and Post Tenure Review (PTR) Committee. APT and PTR Committees are composed of tenured faculty members.

Function:

University Libraries' Faculty governing committees carry out the functions according to their respective charges. Each committee initiates and pursues matters germane to its area of responsibility. The work of faculty committees may be done in consultation with ad hoc committees.

The APT and PTR committees follow the procedures as outlined in FH Chapter 7: "Appointment, Promotion, and Tenure (APT) Committees and Faculty Search Committees" and OP 4.3: "Post-Tenure Review (PTR)" and 7: "Appointment, Promotion and Tenure (APT) Committee and Faculty Search Committee Processes."

Membership:

All tenured faculty are members of the APT. The Dean of the University Libraries or Dean's designee serves in the capacity of the Department Chair for APT. The PTR consists of three elected tenured faculty members.

Committee Officers:

The APT Chair, Vice Chair, and Recorder are elected by the membership of the APT at the first faculty meeting of the Fall Semester. PTR members are elected by the tenured faculty and serve a three-year term. The Chair of the PTR Committee shall be determined by an election held by the members of the PTR Committee.

Meetings:

All meetings of the APT require a quorum and shall be conducted according to *Robert's Rules of Order*. PTR meetings shall be conducted according to *Robert's Rules of Order.*

Voting:

For the purpose of voting, a simple majority of members shall constitute a quorum. All motions must be phrased in the affirmative. Absentee ballots are permissible per OP 7: "Appointment, Promotion, and Tenure (APT) Committee and Faculty Search Committee Processes" Section 7.3.16: "APT Committee Absentee Ballots." All voting-eligible faculty have equal voting privileges as detailed in OP 10: "Professionalism in Personnel Decision Making and Voting Eligibility" Section 10.2: "Voting Eligibility."

Minutes:

The APT Committee officers shall keep minutes of its proceedings.

Reports:

The PTR Committee issues a final report as specified in OP 4.3.6.9 PTR Committee Evaluation.

1.10 Other Standing Committees

Bylaws and Foundational Documents Committee

This is a committee of faculty membership to maintain and implement changes to the

Bylaws and *Foundational Documents,* as specified in 1.13 of the *Foundational Documents.*

1.11 Search Committees

The APT will appoint a search committee that may be composed of tenured faculty, tenure-track faculty, lecturers, and staff to review candidates for vacant faculty positions. Faculty search committee chairs will be elected by the members of the search committee. The University Libraries respects the composition of searches as addressed in Chapter 7 section 7.4.1: "Composition of Faculty Search Committees" of the FH and OP 7.4: "Faculty Searches" and 7.5: "Faculty Search Committees Procedures."

1.12 Ad Hoc Committees

The Dean or the faculty-at-large may request the formation of an ad hoc committee. Ad hoc committees will be formed and charged as needed by the Appointment Promotion and Tenure committee, which is defined in the *Faculty Handbook* Chapter 7 Section 7.3.: "Appointment, Promotion and Tenure (APT) Committees." The membership of ad hoc committees may include all faculty.

1.13 Bylaw Changes

Proposed changes to the Bylaws should be submitted to the Bylaws and Foundational Documents Committee. Technical edits may be corrected by the committee. For other proposed changes, the Members of the Committee will consult with the Dean of Libraries for agreement before moving forward. Any proposed revisions will be shared with the faculty for discussion and review. The *Bylaws* may be added, deleted, or revised after the proposed changes have been sent to all University Libraries' Faculty prior to the faculty meeting in which the vote is scheduled. Voting will be conducted by ballot, including absentee ballots. Any changes must be approved by a quorum (half of the faculty, plus one) of all University Libraries' Faculty, with the exception of the Dean and the Associate Deans, who do not vote. Changes to the *Bylaws* will take effect immediately after the meeting in which they are approved. All versions and amendments to the *Bylaws* will be kept on file in the administrative office.

Please Note: The following sections of the University Libraries' *Foundational Documents* elucidate only certain college/discipline specific faculty/university policies; the *Faculty Handbook* (FH) and *Academic Affairs Standard Operating Procedures* (AASOPs) *should always be referenced in addition to the Foundational Document*s.

Section 2: Faculty Professional Rights, Ethics and Responsibilities

- See *Faculty Handbook* (FH) Chapter 2. Faculty Professional Rights, Ethics and Responsibilities.

- See *Academic Affairs Standard Operating Procedures* (AASOPs) OP 2: Instructional Related Protocols and *Academic Affairs Standard Operating Procedures* (AASOPs) OP 4: Faculty Workload, Annual Reviews, Faculty Teaching Performance Indicators, Post-Tenure Review.

2.1 Instructor Availability

1. Availability Hours:
   Library faculty are available to students, and other faculty, and staff/colleagues during the work week. Library faculty hours can be a combination of in-person and online availability to accommodate diverse patron needs.
2. Communication Methods:
   Faculty librarians will be accessible through various communication methods, including:
   - Email
   - Video conferencing platforms
   - Instant messaging
   - In-person meetings (by appointment)
3. Scheduling and Appointments:
   - Library faculty will maintain an online calendar where individuals can view available hours and post their contact information in their profile.
   - Library faculty will respond to inquiries/requests within a reasonable amount of time.

2.2 Faculty Workload

2.2.1 Eligibility. Per FH 2.9 Faculty Annual Workload Plan, "All employees whose primary job classification is as a faculty member with an appointment at 0.75 FTE or more, regardless of contract length and including faculty members who also hold administrative roles, must have a workload plan."

2.2.2 Plan Definition. Per FH 2.6 Faculty Professional Workload, "The professional workload for faculty members shall include teaching, research/creative activity and service to the department/program, college, University and/or the community. Teaching and instruction are the primary mission of the University and therefore teaching shall serve as the first component of determining faculty workload expectations."

2.2.3 Workload Calculations and Percentages. Per OP 4.1.1 Faculty Professional Workload Guidelines, section a. "a 1.0 FTE appointment equates to a faculty teaching load of 24 credit hours (or equivalent contact hours) per academic year. Faculty members holding additional responsibilities for research/creative activities and service as identified in their annual work plan may have their teaching workload adjusted on a commensurate basis with approval of the Department Chair and Dean;"

The standard University Libraries faculty workload percentages are listed below. If a faculty member needs to diverge from the standard workload percentages, the process is outlined in FH 2.8 Differential Teaching Loads: "Differential teaching loads may be approved in recognition of differing individual circumstances including student success considerations, course-level (bachelors, masters, doctoral) course pedagogies, programmatic accreditation requirements, team-taught courses, research productivity, time bought out by external grants, significant administrative or service assignments, significant advising responsibilities, or other activities aligned with the University's' mission and/or critical to student success."

Workload equality is attended to by the review and discussion of the faculty member's workload plan with their supervisor, and the review of all faculty member's workload plans by the Dean.

University Libraries' Faculty Workload Percentages

12-month Faculty	Workload	
Lecturer	Teaching	90%
	Service	10%
Faculty	Teaching	75%
	Scholarship	15%
	Service	10%
Faculty with Administrative Responsibilities	Teaching	50%
	Scholarship	15%
	Service	35%

2.2.4 Workload Category Definitions.

> **2.2.4.1 Teaching/Instructional Efforts.** Teaching/instructional efforts that count toward the faculty member's total workload can include, but are not limited to, such activities as teaching library and information literacy instructional sessions, curating the Libraries' diverse collections in support of the curriculum, providing scholarly research assistance, creating accessible content to support the curriculum, developing lecture/film/symposium series to support the curriculum, developing/delivering new course/course materials, developing/delivering course in new modality or format, updating existing course

materials, engaging in high impact teaching practices (i.e. service learning, clinical teaching, study abroad/away), participating in teaching development seminars/activities, developing courseware or other materials for technology-based instruction, applying for a grant to support teaching activities/improvements, and grant-funded work in support of teaching activities/improvements, and other activities that support student success.

2.2.4.2 Scholarship, Research, and/or Creative Activities. A faculty member's scholarship, research, and/or creative activities in their area of specialization that count toward the faculty member's total workload according to OP 4.1.1.d can include, but are not limited to "working in laboratories and studios, conducting empirical and/or theoretical research, engaging in development or translational work, and/or producing creative works such as articles, monographs, and grant proposals, editing scholarly journals, preparing juried art exhibits, directing centers and institutions, or performing in plays, concerts, or musical recitals, count toward the faculty member's total workload."

2.2.4.3 Service. A faculty member's service activities that count toward the faculty member's total workload according to OP 4.1.1.e can include, but are not limited to "activities that enhance the scholarly life of the university or the discipline, improve the quality of life or society, promote the general welfare of the institution, professional and academic societies, the community, the state, the nation, or international community or a faculty member's administrative responsibilities, (including, but not limited to, department chair, coordinator, program director, and center director)." Examples of service are outlined in 3.5.1.2 and 3.6.1.2.

Section 3: Tenure-Track Faculty Appointments, Contracts, Performance Reviews, and Promotion/Tenure Process

● See *Faculty Handbook* (FH) Chapter 3: Tenure-Track Faculty Appointments, Contracts, Performance Reviews, and Promotion/Tenure Process.

● See *Academic Affairs Standard Operating Procedur*es (AASOPs) OP 3: Application Protocols for Reappointment, Promotion, and Tenure; *Academic Affairs Standard Operating Procedures* (AASOPs) OP 4: Faculty Workload, Annual Reviews, Faculty Teaching Performance Indicators, Post-Tenure Review.

3.1 Teaching Performance Assessments

3.1.1 Student Review of Faculty Instruction. Library faculty do not teach library credit courses and therefore do not participate in the university's formal student evaluation process, but may engage with student assessment as appropriate.

3.1.2 Peer Observation of Teaching. Purpose: The peer review process is a way to help Library faculty who conduct library instruction improve teaching.

3.1.2.1 Schedule

- Tenure-Track faculty: minimum of one peer observation of teaching per academic year.
- Tenured faculty: minimum of one observation of teaching per five year period.
- Special faculty: minimum of one observation of teaching per year until the end of the initial three-year period. After three continuous years, observation will then be at least once every contract period.

3.1.2.2 Process. Library faculty are responsible for maintaining an orderly rotation of reviewers for peer observations. The faculty member selects two colleagues to act as peer observers. At least one observer must be a University Libraries faculty member; the second observer may be a University Libraries faculty member or a faculty member from another department, including the faculty instructor for the class being reviewed. The Library faculty member should use the appropriate Peer Observation of Library Instruction Form (which can be found on the University Libraries' Faculty Confluence site).

The completed Peer Review of Library Instruction Worksheet will be forwarded by the Peer Reviewer to University Libraries Administration with a copy provided to the faculty member being observed, within ten (10) calendar days following the observation. The faculty member being observed has the right to request an additional peer observation by a different faculty member. The faculty member being observed has the right to provide a written response to any peer observation. Such a response must be presented to the Department Chair* within seven (7) calendar days from the receipt of the peer observation and shall be attached to the peer observation narrative.

* The Dean of the University Libraries or Dean's designee serves in the capacity of the Department Chair.

3.1.2.3 Confidentiality. The Teaching Comments and Peer Observers Confidential Comments sections of the form are **not** made available to the Dean or the Appointment, Promotion, Tenure (APT) committee unless the Library faculty member wishes to submit them. The Peer Observation of Library Instruction Form will be included in documentation for personnel actions but not in the Faculty Annual Performance Evaluation.

3.2 Annual Reviews

Library faculty are evaluated by their immediate supervisors and not the Department Chair as is standard in other academic departments. Unintentional subjectivity from multiple reviewers within the same academic unit could impact a faculty member's performance rating. To balance subjectivity, all faculty evaluations will be reviewed by both Associate Deans (or an Associate Dean and Dean if only one Associate Dean is available) to confirm final ratings.

3.2.1 Teaching:

For the purposes of this section, teaching is defined as the performance of library faculty in 1) executing position-specific "core" responsibilities in standard categories and/or 2) setting and achieving individual annual goals. Standard categories typically include: liaison; instruction; research assistance and user services; collection management; technical services; technology and data; training; consulting; project management; or assessment.

> DOES NOT MEET EXPECTATIONS: The Library faculty member demonstrates minimal commitment to teaching as defined in their core position responsibilities and/or in achieving individual annual goals. Evidence might include frequent negligence affecting the execution of their core responsibilities or consistently not achieving or otherwise making progress towards annual goals.

> MEETS EXPECTATIONS: The Library faculty member demonstrates a commitment to effective, engaged teaching as outlined by their core position responsibilities and/or achieving their individual annual goals. Library faculty are expected to: consistently and thoughtfully carry out core responsibilities in their position's categories; strive to achieve their individual annual goals; and be responsive to feedback from their supervisor and/or liaison constituents, as appropriate.

> EXCEEDS EXPECTATIONS: The Library faculty member may exceed expectations as determined in the annual goals in terms of quantity, quality, and timeliness due to the faculty member's own effort and skills. This may include a heightened workload (such as unanticipated additional work assignments). Library faculty should also document other measures of their commitment to effective, engaged teaching and/or surpassing annual goals. Library faculty who believe they have exceeded expectations should provide evidence of exceptional commitment.

3.2.2 Scholarship, Research, and/or Creative Activities:

For the purposes of this section, scholarship is defined as participation in the professional conversations within a field, contribution to a field of study, and advancement of research abilities of a faculty member in their field of expertise. Examples of research and creative activities are outlined in 3.5.1.1 and 3.6.1.1.

> DOES NOT MEET EXPECTATIONS: The Library faculty member demonstrates minimal to no evidence or engagement in research and/or creative activity. Research production falls below what is expected in accordance with annual goals.

> MEETS EXPECTATIONS: The Library faculty member demonstrates commitment to research and/or creative activity in accordance with the annual goals.

> EXCEEDS EXPECTATIONS: The Library faculty member may exceed expectations as determined in the annual goals in terms of quantity, quality, impact, or audience of journals or other publishing venues. Evidence of exceeding may include awards or other significant recognition, invitations to speak or to publish or other items beyond those stated in the goals. Library faculty who believe they have exceeded expectations should provide evidence of exceptional commitment.

3.2.3 Service:

Service is described in 2.2.4.3. Examples of service are outlined in 3.5.1.2 and 3.6.1.2.

> DOES NOT MEET EXPECTATIONS: The Library faculty member demonstrates minimal to no service contributions.

> MEETS EXPECTATIONS: The Library faculty member demonstrates commitment to service contributions in line with annual goals and/or core responsibilities.

> EXCEEDS EXPECTATIONS: The Library faculty member may exceed expectations as determined in the annual goals in terms of quantity, quality, and timeliness due to the faculty member's own effort and skills. This level of service goes beyond the minimum requirements as outlined in MEETS EXPECTATIONS. Impact, leadership, and significance of the service will be considered. Library faculty who believe they have exceeded expectations should provide evidence of exceptional commitment.

3.3 Tenure-Eligible Initial Appointments

The tenure eligible ranks are Instructor, Assistant Professor, Associate Professor, and Professor (See Tenure Eligible Appointments FH 3.2). Minimum qualifications for each are below:

Instructor
    a) See FH 3.2.1

Assistant Professor
    a) See FH 3.2.2

Associate Professor

    a)   See FH 3.2.3

Professor

    a)   See FH 3.2.4
    b)   3.5.1 Discipline-Specific Qualifications for Professor

3.3.1 Initial Appointments with Tenure

a)   See FH 3.8
b)   See section 3.6.1 Discipline-Specific Qualifications for Tenure

3.4 Application Protocols for Reappointment, Promotion, and Tenure/Dossier

Library faculty follow OP 3: Application Protocols for Reappointment, Promotion, And Tenure, which outlines the materials and procedures required for faculty seeking reappointment, promotion, or tenure.

3.5 Qualifications for Promotion

Assistant Professor

    a)   See FH 3.2.2

Associate Professor

    a)   See FH 3.2.3

Professor

    a)   See FH 3.2.4
    b)   See section 3.5.1 Discipline-Specific Qualifications for Professor

3.5.1 Discipline-Specific Qualifications for Professor

Promotion to Professor requires "evidence of at least one of the following: (1) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or (2) outstanding accomplishment in professional service to the University and/or to the public with ongoing, recognized accomplishment in research or other germane creative activity." (FH 3.2.4)

For research and service, contributions to the profession by Library faculty may be made in librarianship, information studies, archival science, or higher education. Other areas of academic interest will also be considered. Participation in such activities complements the Libraries' mission, provides opportunities for continuous improvement in the operation of the institution, and ensures that Library faculty are professionally engaged and have the opportunity to develop professional skills.

3.5.1.1 Scholarship, Research, and/or Creative Activities

Examples of outstanding accomplishment in research or other germane creative activity for professor include, but are not limited to, the following:

- edited or authored monograph or textbook
- edited collection of essays
- edited journal special issue
- edited journal or magazine
- authored or co-authored, refereed, scholarly article
- authored or co-authored book chapter
- authored or co-authored paper published in national or international refereed conference proceedings
- administration of externally funded grant
- created professionally recognized electronic product
- dissertation
- other substantial scholarly product

3.5.1.2 Service

Examples of outstanding service for professor include, but are not limited to, the following:

- served in an administrative leadership role in the Libraries
- lead implementation of external grant project activities
- chaired or co-chaired committee, such as SACS accreditation committee, strategic plan, or other major committee
- authored or co-authored University or system document
- significant leadership or contribution to Libraries, University, and/or professional committees, councils, boards, faculty Fellow, etc. (other than chair or co-chair)
- professional creation or coordination of a community program
- chaired or co-chaired an international, national, regional or state association, committee, or board
- led outreach and /or professional development events that promote professional goals while benefiting local, state, national or international community
- chaired or co-chaired of a conference planning committee or subcommittee

3.6 Qualifications for Tenure

a) See FH 3.8
b) See section 3.6.1 Discipline-Specific Qualifications for Tenure

3.6.1 Discipline-Specific Qualifications for Tenure

3.6.1.1 Scholarship, Research, and/or Creative Activities

Candidates for Tenure must present a record of recognized accomplishment in research or other germane scholarly or creative activity. Typically, candidates should present at least three scholarly products from the past six years. However, candidates may make the case in their promotion and tenure documentation that their accomplishments in scholarship represent a similar level of achievement to this standard, even if they include different types of scholarly products or a different number of total products. The Appointment, Promotion and Tenure (APT) Committee will make a determination based on the scholarly accomplishments of the candidate and whether those accomplishments represent a record of recognized accomplishment similar to the standards described in these guidelines.

A candidate's scholarly products can be in any medium and should include at least one product from Category A below. If a faculty member publishes or presents on content, ideas, or data from their dissertation, it can also be considered Category A.

Category A
   a. edited or authored monograph or textbook
   b. edited collection of essays
   c. edited journal special issue
   d. edited journal or magazine
   e. authored or co-authored, refereed, scholarly article
   f. authored or co-authored book chapter
   g. authored or co-authored paper published in national or international refereed conference proceedings
   h. administration of externally funded grant
   i. created professionally recognized electronic product
   j. dissertation
   k. other substantial scholarly product

Category B
   a. presentation at a national or international conference
   b. proposal of an external grant not funded
   c. university funded grant
   d. membership on the editorial board of a publisher, journal, or magazine
   e. reader/reviewer for a publisher, journal, or magazine
   f. non-refereed article for a magazine or journal with a national audience
   g. two or more articles published in non-refereed sources
   h. two or more presentations at state or regional conferences
   i. one sizeable or two or more shorter articles for an encyclopedia
   j. two or more published book or product reviews

Scholarly products completed prior to the current six years may be submitted as additional evidence. Long-term and ongoing projects with appropriate evidence may be used to document commitment to future research. The narrative which accompanies tenure materials can provide evidence of a research agenda as well as potential for future research.

3.6.1.2 Service
Candidates for Tenure are expected to demonstrate a consistent record of professional service beyond their assigned library responsibilities, with contributions to the University and/or the public. Contributions to the profession may be made in librarianship, information studies, archival science, or higher education. Other areas of academic interest will also be considered. Participation in service activities complements the Libraries' mission, provides opportunities for continuous improvement in the operation of the institution, and ensures that Library faculty are professionally engaged and have the opportunity to develop professional skills.

The Appointment, Promotion and Tenure (APT) Committee will evaluate the service activities of the candidate and will determine whether the candidate has met the minimum requirements for tenure. Candidates for Associate Professor with Tenure must demonstrate recognized accomplishment in professional service by participating in at least two activities from Category A and at least two activities from Category B within the past six years.

Service contributions will be evaluated based on the candidate's documentation. The Appointment, Promotion and Tenure (APT) Committee will take into consideration active

participation, quality, length of service, significance, impact and scope of service activities, demand on time and leadership role. The following guidelines suggest examples of possible service activities that are meant to be a helpful guide rather than a prescriptive list.

Category A
   a. served in an administrative leadership role in the Libraries
   b. served as a Faculty Fellow
   c. chaired or co-chaired Libraries/University search committee, University committee or task force
   d. team member on implementation of external grant activities
   e. active member of an international, national, regional, or state association committee, or board
   f. leadership in Libraries or campus events, programs, or initiatives
   g. served on elected committee
   h. Participate on University search committee
   i. led outreach and/or professional development events that benefit local, state, national or international community
   j. member of Faculty Senate
   k. chaired or co-chaired a conference planning committee or subcommittee
   l. other significant professional service contributions at the international, national, regional, or state level

Category B
   a. served on committees outlined in the Bylaws
   b. served on Libraries or external departmental search committee
   c. active member on library, WNCLN, or University committee or task force
   d. participated in professional organization committees or task forces
   e. consulted or participated in external activities related to one's professional expertise
   f. served as faculty advisor to University student organizations and activities
   g. collaborated in outreach and/or professional development events that benefit local, state, national or international community
   h. ongoing mentorship or collaboration with colleagues to develop professional skills
   i. performed in a University sponsored musical organization or event
   j. participated in an external review for a promotion and/or tenure application
   k. other significant professional service contributions to the University and/or public

3.7 Post-Tenure Review (PTR) Guidelines

3.7.1 Definition. Per FH 3.11 Performance Review of Tenured Faculty (Post-Tenure Review), Post-Tenure review (PTR) is a comprehensive, periodic evaluation of faculty performance conducted at a maximum of every five (5) years after a faculty member has received tenure or promotion.

Per FH 3.11.6, for academic units without departmental divisions, the Associate Dean functions as Department Chair.

3.7.2 Election and Training of PTR Committee. At the first faculty meeting of fall semester, APT members elect a PTR Committee. The PTR Committee must be composed of at least three (3) tenured faculty who serve in staggered, non-renewable (where possible), three (3) year terms.

The Chair of the PTR Committee shall be determined by an election held by the members of the PTR Committee.

If an elected PTR Committee member is not able to serve their three (3) year term, then the PTR Chair will notify the APT Chair and the Dean's office that a new election will be necessary to fill the vacancy.

3.7.3 PTR Committee Procedures. The PTR Committee must conduct the PTR process in accordance with OP 4.3.6 PTR Committee Procedures.

The PTR Committee must ensure that all PTR considerations conform to OP 10.1 Professionalism in Personnel Decision Making.

All members of the PTR Committee must complete training annually as outlined in OP 4.3.3.2 PTR Committee Training.

3.7.4 Timeline of PTR-Related Activities. At the first faculty meeting of fall semester APT members elect a PTR Committee.

By September 15

- The Dean or Dean's designee will notify the Post-Tenure Review Committee of the names of those faculty members who are to be reviewed in the coming year.
- The Dean or Dean's designee will formally notify the faculty members who are to be reviewed in the coming year.

By October 15
- The Post-Tenure Review Committee will contact those faculty members undergoing post-tenure review for the spring semester.

By February 1
- Faculty members who are to be reviewed, and the Associate Dean will submit their materials to the PTR Chair, per OP 4.3.5 PTR Materials.
- The production of evaluative documents by the PTR Committee and Associate Dean, and any response to said documents by the faculty member, should follow the procedures and timelines detailed in FH 3.11.4 Faculty Member's Self-Assessment, FH 3.11.5 Post-Tenure Evaluation Committee, FH 3.11.6 Chair Evaluation/Recommendation, and FH 3.11.7 Faculty Member's Right to Respond to PTR Evaluation Committee or Chair Evaluation.

Section 4: Special Faculty Appointments, Contracts and Performance Reviews

- See *Faculty Handbook* (FH) 4. Special Faculty Appointments, Contracts and Performance Reviews.
- See *Academic Affairs Standard Operating Procedures* (AASOPs) OP3 Additional Document: Process for Senior Lecturer Promotions.

4.1 Special Faculty Appointments

Special Faculty appointments are part-time faculty, adjunct faculty, visiting faculty, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, lecturers, clinical faculty, research faculty, postdoctoral fellows, or other special categories. Such appointments are not ones in which the occupant may be granted permanent tenure.

4.1.1 Lecturers. Minimum criteria for appointment to the rank of Lecturer are:

- A master's degree from an accredited institution with 18 graduate credits in the relevant field of librarianship or its equivalent;
- Evidence of potential in librarianship; and
- Evidence of potential in department, college/school or University service.

4.1.2 Senior Lecturers. Minimum criteria for appointment to the rank of Senior Lecturer are:

- A master's degree from an accredited institution in the relevant field of librarianship or its equivalent;
- A minimum of five (5) years' of relevant experience;
- Recognized skill in librarianship; and
- Recognized skill in department, college/school, or University service.

4.1.3 Clinical Faculty. University Libraries does not currently have clinical faculty in its membership. If clinical faculty appointments were to be made in the future, appointment criteria will be added to these Foundational Documents or the criteria outlined in FH 4.2.5 will be followed.

4.1.4 Research Faculty. University Libraries does not currently have research faculty in its membership. If research faculty appointments were to be made in the future, appointment criteria will be added to these Foundational Documents or the criteria outlined in FH 4.2.6 will be followed.

4.2 Subsequent Appointment of Special Faculty

4.2.1 Submission of Materials for Review. Special Faculty members seeking appointment for a subsequent term shall follow departmental guidelines for submission of materials for review.

University Libraries requires that documentation submitted for subsequent appointment of special faculty should be at minimum:

1. Candidate's vita
2. Job description and justification (from supervisor)

4.3 Promotion of Special Faculty

Lecturers may apply for promotion to Senior Lecturer but are not required to advance. The process for Special Faculty Promotion is outlined in OP3 - Additional Document: Process for Senior Lecturer Promotion.

Section 5: Leaves, Benefits and Personnel Files

● See *Faculty Handbook* (FH) Chapter 5: Leaves, Benefits and Personnel Files.

5.1 Faculty Expectations Upon Returning from Reassigned Time Leave

1. Faculty members shall within three (3) months after the end of the Reassigned Time Leave be required to submit a written report substantial enough to convey all of the work accomplished during the leave to the Dean, which will be placed in their Personnel File.

2. Within one (1) year after the end of the Reassigned Time Leave, faculty are required to provide a formal presentation of the work accomplished during the Reassigned Time Leave to department colleagues and/or the University community at large.

Section 6: Graduate Faculty Appointments and Emeritus/Emerita/Emeritx Status

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- See *Faculty Handbook* (FH) Chapter 6: Graduate Faculty Appointments and Emeritus/Emerita/Emeritx Status.

- See *Academic Affairs Standard Operating Procedures* (AASOPs) OP 6 Graduate Faculty.

- See Cratis D. Williams School of Graduate Studies "Graduate Faculty Membership" (CDWSGS) at https://graduate.appstate.edu/faculty/graduate-faculty-membership (Accessed April 5, 2024)

6.1 Qualifications

The University Libraries' standards are the qualifications for membership as referenced in the FH 6.1.2. No additional standards are required.

Section 7: Appointment, Promotion, and Tenure (APT) Committees and Faculty Search Committees

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- See *Faculty Handbook* (FH) Chapter 7: Appointment, Promotion, and Tenure (APT) Committees and Faculty Search Committees.

- See *Academic Affairs Standard Operating Procedures* (AASOPs) OP 7 Appointment, Promotion, and Tenure (APT) Committee and Faculty Search Committee Processes.

- See *Bylaws of the University Libraries' Faculty* 1.11 Search Committees

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7.1 Appointment, Promotion, and Tenure (APT) Committee

7.1.1 Selection of APT Chair. Per University Libraries Bylaws, 1.9 Faculty Governing Committees, Committee Officers: The APT Chair, Vice Chair, and Recorder are elected by the membership of the APT at the first faculty meeting of the Fall Semester.

7.1.2 Review of Special Faculty Reappointments. Although OP 7.1.2: Subset of APT Committee, allows for a subset of the APT Committee to review and make recommendations regarding subsequent appointments of Special Faculty with contract periods of two years or less, the University Libraries APT has chosen to forgo this option and instead utilize the full APT Committee for this function.

7.2 Tenure-Track Faculty Search Committees

Please note: the following policies and procedures do not apply to special faculty searches or appointments.

7.2.1 Appointment, Composition, and Training of Faculty Search Committee. Once the Dean decides to initiate a tenure-track faculty search, the Dean will solicit search committee volunteers. The APT Committee will then select search committee members, paying attention to establishing an inclusive search committee. Once the search committee is formed, the Executive Assistant to the Dean will call and schedule the first committee meeting, during which the Dean will charge the search committee. The Dean will announce the members to the University Libraries faculty and staff.

The membership of the Committee should consist of tenured faculty, tenure track faculty, lecturers, or staff to review candidates for vacant faculty positions.

All search committee members, except ex-officio members, have voting privileges. An Associate Dean may serve as an ex officio, non-voting member, on all search committees. The Chair and Recorder should be elected by the members of the committee. The Chair of the search committee must be a tenured or tenure-track faculty member per FH 7.4.2 Chair of Faculty Search Committees. Two members of the search committee may be elected to search as

co-chairs. It is recommended that a faculty member in their first year should not serve as a sole chair but can serve as a co-chair.

The faculty searches training offered by the Office of Academic Affairs is required for all search committee members. Search committee members must receive training every 3 years at a minimum and training must be completed prior to the start of the search as outlined in OP 7.4.1 Training.

7.2.2 Functions and General Procedures of Faculty Search Committee

The functions of Library faculty Search Committees, as outlined in the FH 7.4.3 Functions of Faculty Search Committee*s,* "include, but are not limited to: creating the position description, job posting, review rubrics, and recruiting plan; advertising the position; reviewing applications; conducting reference checks and initial interviews; making determinations regarding candidates chosen for on-campus or final interviews; conducting on-campus visits or final interviews; recommending a candidate or candidates; and documenting the search process. Library faculty Search Committees shall at all times comply with applicable federal and state laws, UNC System and University policies."

Per OP 7.5.1 Calling Faculty Search Committee Meetings, after the initial search committee meeting, the elected Chair calls all subsequent search committee meetings.

All members of the search committee are subject to the confidentiality obligations as outlined in OP 7.5.7 Confidentiality of Faculty Search Committee Meetings.

The Recorder will be responsible for taking and storing minutes at each search committee meeting in compliance with OP 7.5.6 Keeping of Faculty Search Committee Meeting Minutes, OP 7.5.12 Minutes of Faculty Search Committee Meetings, and OP 7.5.13 Official Record of All Faculty Search Committee Business.

All search committee meetings should be held in-person (on-campus), electronically (via Zoom), or both. If the meeting is electronic, the Chair should "host" the meeting per OP 7.5.2 Location and Type of Faculty Search Committee Meetings. No committee meetings should be recorded per OP 7.5.3 Electronic Recording of Faculty Search Committee Meetings.

All search committee meetings should be conducted using the most up-to-date version of *Robert's Rules of Order* per OP 7.5.4 Conduct of Faculty Search Committee Meetings.

All search candidate materials and materials from the members of the search committee (e.g., interview notes) will be handled by the Chair and committee members in compliance with OP 7.5.8 Storage of Faculty Search Candidate Materials and OP 7.5.15 Materials from the Faculty Search Committee to the Office of Human Resources.

7.2.3 Faculty Search Procedures
For procedures related to faculty searches, refer to internal materials provided by the Libraries, Human Resources, and Academic Affairs.

Search committees must get feedback from a position's supervisor on the job description if they are not a member of the search committee.

Listing minimum salary information on job postings is encouraged.

The Associate Dean with Human Resources responsibilities will create a rubric to evaluate

candidates using the minimum requirements and Other Areas of Interest (No Minimum Level Required) identified by the committee. Rubric and interview questions must be in place before the committee begins to review applicants and the committee must normalize the rubric to ensure common understanding and mitigate bias.

The search committee will send the interview questions to the candidate 48 hours in advance of both rounds of interviews. If a conflict or difficult situation arises, the search committee chair should consult with the Associate Dean with Human Resources responsibilities. Issues will be addressed on a case by case basis.

7.2.4 Deliberations and Voting on Personnel Actions by Faculty Search Committee

All members of the Faculty Search Committee are required to be present (in-person or virtually) for any deliberations on candidates that will result in a vote, as per OP 7.5.10 Deliberation of Faculty Search Committees.

7.2.4.1 Voting for 1st Round Invitations

The search committee has the discretion to decide how many applicants they would like to invite for a first round interview from the ranked list of applicants who meet the minimum criteria. The search committee should vote on the final slate of candidates to invite for the first round of interviews. This vote can be conducted by a show of hands or ballots (if requested) and must be recorded in the minutes with the total number of affirmative and negative votes as per OP 7.5.12 Minutes of Faculty Search Committee Meetings.

7.2.4.2 Voting for 2nd Round Invitations

After deliberation of the 1st round interviews, the search committee should vote on the final slate of candidates to invite for the second round of interviews. It is recommended that the search committee invite at least two but preferably three candidates for the second round of interviews. This vote can be conducted by a show of hands or ballots (if requested) and must be recorded in the minutes with the total number of affirmative and negative votes as per OP 7.5.12 Minutes of Faculty Search Committee Meetings.

7.2.4.3 Recommendation for Hire

The search committee will first vote on a recommendation for hire for each candidate. The committee will send the Dean a list with strengths and weaknesses in a ranked order for each candidate. If necessary, the search committee may also vote on whether they recommend reopening the search.

Voting during this stage of the search must take place using either electronic or paper ballots. Paper ballots, if they are used, must follow procedures outlined in OP 7.5.11 Voting and Ballots in Faculty Search Committee Meetings and be scanned into a secure electronic record to be submitted with search committee materials. All ballot voting will be anonymous.

Per OP 7.5.14 Materials Forwarded by the Faculty Search Committee, the faculty search committee chair must forward the recommendation to hire to the Dean within five (5) calendar days of the vote, along with all supporting materials and documents. Additionally, "in all cases, no reviewing group or persons shall substitute their judgment for that of a Faculty Search Committee on matters relating to the professional qualifications of the individual involved."

7.2.5 Solicitation of Feedback on Faculty Search Candidates
Feedback on all candidates will be solicited electronically from faculty, staff, and anyone else involved in the search (including students). The Associate Dean with Human Resources responsibilities will create an electronic Candidate Feedback Form and share with the search committee chair who will send it to Libraries faculty and staff as well as any relevant external University parties. The electronic form must allow for anonymous feedback. To ensure consistency and accuracy, all feedback must be submitted via the Candidate Feedback Form (any feedback shared via other means will be redirected to the Candidate Feedback Form). All form responses collected will be provided by the search committee chair to the committee members prior to the meeting(s) where deliberations regarding the candidates will take place. All feedback submitted should provide a fair and equitable assessment of each applicant's skills, knowledge, and abilities to perform the functions of the job.

7.2.6 APT Deliberations for Rank and Tenure Recommendations of Faculty Search Candidates
Per OP 7.5.16, Faculty Search Committees Requiring APT Committee Consideration, the Dean will notify the APT Chair that the APT needs to meet as soon as possible to determine and recommend rank and/or tenure status for all finalists. The Dean or Dean's designee will provide the candidates' cover letters and curriculum vitae to assist the APT in making recommendations of rank and/or tenure status. If it is advantageous for the search, this process can happen in parallel with the search committee deliberations for hire.

Section 8: Administrative Appointments

● See *Faculty Handbook* (FH) Chapter 8: Administrative Appointments..

● See *Academic Affairs Standard Operating Procedures* (AASOPs) OP 8 Protocols Regarding Department Chairs

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8.1 Department Chair Searches

The Provost's Office has the authority to fill the Dean's position and charge a search committee. The Dean retains the authority to designate an alternate to serve as chair if necessary.