

Library Faculty Guidelines

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Appalachian
STATE UNIVERSITY.



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CHAPTER 1: GENERAL POLICIES

The Faculty Handbook (<http://facultyhandbook.appstate.edu>) is the basis for policies and procedures outlined in the Library Faculty Guidelines.

These Guidelines are designed to meet the requirements of the Faculty Senate Resolution from March 17, 2003 which states, "All departments are to have written policies and procedures. These are to include: department's criteria for promotion and tenure, the structure of the DPC, the departmental committees' structure and bylaws and other information the department might see fit to include. These policies and procedures are to be posted on the department's homepage."

CHAPTER 2: LIBRARY FACULTY WORKLOAD

See Faculty Handbook 6.1 Faculty Workload and Library Faculty Guidelines Attachment 6

All tenure-line faculty members are expected to engage in some combination of library responsibilities, scholarship and/or creative activities, and service. Library faculty are bound by the University Academic Calendar (See: <https://registrar.appstate.edu/calendars-schedules>), the Faculty Handbook statements on Faculty Workload (6.1), and Library Faculty Guidelines Attachment 6. Library faculty work either a 9-month or 12-month contract. Faculty librarians have the flexibility to distribute time between job responsibilities, scholarly research, and service. Faculty also have the autonomy to balance time off of work with library responsibilities, scholarship and/or creative activities, and service to best fit their schedule. Library faculty are not required to work during Intersession and other University breaks.

CHAPTER 3: EVALUATION AND ANNUAL REVIEW OF LIBRARY FACULTY

Evaluation of Faculty

See FH 4.3 Evaluation of Faculty

Timeline

November/December

- Coordinators meet with Library faculty to discuss goals for the upcoming calendar year.
- Dean meets with Coordinators to discuss goals for the upcoming calendar year.
- Faculty Annual Performance Evaluation form and Digital Measures report are due electronically to Coordinators or Dean as appropriate within the organizational structure.

March

- Coordinators conduct evaluation conferences with faculty and forward evaluation documents (with signatures) to Dean for final signatures.
- Dean conducts evaluation conferences with Coordinators.

June

- All faculty will receive completed and signed evaluation documents by June 30.

See LFG Attachment 1 Procedure for Annual Faculty Evaluation

Purpose

All Library faculty will participate in an annual evaluation of faculty performance. The purpose of this evaluation process is:

- to improve the Library by ensuring that individual, team, and Library goals are in alignment;
- to ensure faculty participation in formulating plans and goals to guide their work in the coming academic year;
- to facilitate open discussion between a Library faculty member and Coordinators regarding achievements and success with reference to previously determined goals;
- to provide guidance and assessment of the individual faculty member's progress toward reappointment, promotion, tenure or post-tenure review; to confirm dates for the individual's next scheduled reappointment, promotion, tenure or post-tenure review; and to review the five-year plan for tenured faculty, as provided for by the post-tenure review process. FH 4.7.3
- to provide a basis for the Dean to consider in making merit pay decisions as appropriate.

The purpose of the evaluation of Coordinators is the same as the evaluation of faculty members.

Annual Review of Faculty

See FH 4.3.2 Annual Review of Faculty

The annual performance evaluation process is an assessment of accomplishments covering calendar year January 1 – December 31. This process will address library responsibilities, research/creative activities, and service. In addition, a faculty member should report progress toward promotion and/or tenure (if applicable) or progress toward post-tenure review and goals for the next year.

As part of the annual review of faculty, Library faculty will submit by December a report that includes the

following 1) Digital Measures report of detailed faculty activities, 2) Faculty Annual Performance Evaluation form which includes a list of goals for the next academic year.

These documents are submitted electronically to the Coordinator.

Evaluation Conference

During the spring semester, Coordinators are required to hold an evaluation conference with each Library faculty member. The Dean is also required to hold an evaluation conference with Coordinators. The purpose of the conference is to plan the work of the Library faculty for the current year and to evaluate the work of the previous year.

During the evaluation conference, the Library faculty member and the Coordinator will jointly finalize goals for the coming year. The Dean and the Coordinator will jointly finalize goals for the coming year. The evaluation of the Library faculty member's work will include a frank discussion of the individual's achievements with specific reference to the goals set for the evaluation year. The Coordinator will give the Library faculty member an honest opinion of the Library faculty member's performance to date. The Dean will give the Coordinator an honest opinion of their performance to date. This includes not only praise for work well done, but also suggestions for improvement or constructive criticism. This conference will include a summary written evaluation of the performance of the Library faculty member and Coordinator for the year just completed.

Following this conference and in a timely manner, the Coordinator will provide to the Library faculty member a written statement of evaluation to which the faculty member will have an opportunity to respond in writing. For coordinators, the Dean will provide to the Coordinator a written statement of evaluation to which the Coordinator will have an opportunity to respond in writing. The Library faculty member or the Coordinator has 10 working days should they wish to prepare a written response to the evaluation. Following the evaluation conference, the Faculty Annual Performance Evaluation form is forwarded (with signatures) to the Dean for final signatures then sent to the University Program Specialist for Human Resources in Library Administrative Services to file the signed originals and send copies of the final documents to individual faculty members.

CHAPTER 4: REAPPOINTMENT, PROMOTION, AND TENURE

Academic Tenure

See FH 3.7 Academic Tenure

See FH 3.8 Tenure Eligible Academic Ranks

Faculty Handbook 3.9 Faculty Status of Librarians

Librarians who meet the criteria for classification as professional librarians are entitled to faculty status with appropriate rank designation. A professional librarian has at least a master's degree in library science or related fields and is filling a position in which specialized training and experience are required. Librarians have faculty status, hold appropriate rank, may attain tenure, and are employed and evaluated according to the appropriate criteria and procedures followed in the appointment and evaluation of other faculty members.

Criteria for Tenure

See FH 3.7.2 Academic Tenure

Minimal criteria for tenure in the University Libraries are:

- a) an American Library Association accredited master's degree or an appropriate advanced degree for archival science, unless there are exceptional circumstances;
- b) recognized skill in library, information or archival science;
- c) recognized accomplishment and active involvement in research or other germane creative activity; and
- d) recognized accomplishment in professional service to the Library, to the University, and/or to the public.

Exposition of Criteria for Tenure

Professional Responsibilities

Candidates for tenure must provide evidence of recognized skill in their professional responsibilities. Such evidence must include but is not limited to the following:

- a) demonstrated effectiveness in performance of job responsibilities.
- b) evidence of leadership within the Library.
- c) annual evaluations that meet or exceed expectations.
- d) demonstrated ability to set and accomplish goals.

- e) demonstrated ability to work cooperatively and collaboratively to further the mission and goals of the Library and the University.
- f) evidence of professional development.

Research

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 Promotion and Tenure 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.

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) 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.

Service

Professional Service Expectations

Candidates 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, higher education or other areas of academic interest. Participation in service activities complements the Library's 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 Promotion and Tenure Committee will evaluate the service activities of the candidate and will determine whether the candidate has met the minimum requirements for promotion and/or tenure. Candidates for Associate Professor and 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 Promotion and Tenure Committee will take into consideration active participation, quality, quantity, significance, impact and scope of service activities, demand on time and leadership role. The following guidelines suggest examples of possible service activities a library faculty member can perform and are meant to be a helpful guide rather than a prescriptive list.

Examples of service include but are not limited to the following:

Category A	Category B
<ul style="list-style-type: none"> ● Chair or co-chair Library search committee, University committee or task force ● Team member on implementation of external grant activities ● Active member of an international, national, regional, or state association committee, or board ● Leadership in Library or campus events, programs, or initiatives ● Serve on Departmental Personnel Committee or other elected committee ● Participate on University search committee ● Lead outreach and/or professional development events that promote professional goals while benefiting local, state, national or international community ● Faculty Senate member ● Chair or co-chair of a conference planning committee or subcommittee ● Other significant professional service contributions at the international, national, regional, state level 	<ul style="list-style-type: none"> ● Serve on Library search committee ● Active member on library, WNCLN, or University committee or task force ● Participate in professional organization committees or task forces ● Consult or participate in external activities related to one's professional expertise ● Faculty advisor to University student organizations and activities ● Serve on a Departmental Personnel Committee subcommittee ● Collaborate in outreach and/or professional development events that promote professional goals while benefiting local, state, national or international community ● Ongoing mentorship or collaboration with colleagues to develop professional skills ● Other significant professional service contributions to the University and/or public

See FH 3.7.2 Academic Tenure

Examples of evidence supporting substantial contributions include but are not limited to:

- Letters of commendation
- Awards
- Increasing levels of responsibility within the service sector of an organization
- Description and/or examples of contributions in the portfolio

Candidates for Professor should refer to FH 3.8.7. Professor

In addition to the minimal criteria for consideration of appointment/promotion to the rank of professor, candidates are expected to demonstrate a consistent record of recognized or outstanding accomplishment in 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, higher education or other areas of academic interest. Participation in service activities complements the Library's 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.

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

Outstanding Service
<ul style="list-style-type: none">● Lead implementation of external grant project activities● Chair or co-chair committee, such as SACS accreditation committee, strategic plan, or other major committee● Author or co-author University or system document● Significant leadership on library, university and/or professional committees, councils, boards, Faculty Fellow etc. (other than chair or co-chair)● Professional creation or coordination of a community program● Chair or co-chair an international, national, regional or state association, committee, or board● Other outstanding examples of professional service

Documentation for a Promotion and/or Tenure Portfolio

See FH 4.4.4 Compilation of materials for reappointment of tenure-track faculty prior to tenure consideration

See FH 4.4.5 Compilation of materials for tenure and/or promotion

See FH 4.4.5.1 The P&T Dossier

See FH 4.4.5.2 The Collection of Artifacts/Documentation

See FH 4.4.6 Submission of the Portfolio for Tenure and/or Promotion

Reappointment, Promotion, or Tenure of Faculty

Faculty scheduled for reappointment or mandatory tenure considerations are automatically reviewed as specified in FH 4.4. Faculty members who choose to be candidates for promotion or early tenure must notify the Dean of Libraries by the appropriate deadline (See FH 3.8.5.13 Tenure-Eligible Academic Ranks). The PTC will determine the schedule and the Dean will notify the faculty. Prior to the meetings, PTC members review the candidates' documentation.

Reasons for Decisions

See FH 4.4.2 Reappointment, Promotion, and Tenure

Appointment/notification of faculty member

See FH 4.4.3 Reappointment, Promotion, and Tenure

See FH 4.1.8.11 Procedures of Departmental Promotion and Tenure Committees

Reappointment

See FH 4.5.2 Terms of Appointment and Timeline

Documentation for Reappointment:

Candidates must include the following:

- Letter which addresses the criteria listed in FH 3.8 and departmental guidelines for the rank of reappointment.
- Curriculum vitae which includes:
 - a) education;
 - b) descriptive outline of career, with earlier achievements presented in general and recent activities given in more detail; and
 - c) list of faculty activities in the areas of library responsibilities, research, and service.

COVID-19 Impact on Reappointment, Promotion, and Tenure

The COVID-19 pandemic caused challenges in the accomplishment of scholarship and service responsibilities during the pandemic, beginning in 2020, including:

- The cancellation of conferences
- Movement of conferences to virtual platforms
- Limitations placed on the number of presentation opportunities at virtual conferences
- Decreased opportunities for scholarship due to a focus on COVID-19 related themes in publications and conferences
- The cancellation of scholarly publications and/or of individual journal issues
- The cancellation of service opportunities.

These factors caused significant disruption in the library pre-tenured faculty's progress toward reappointment, promotion and tenure and should be considered by the Promotion and Tenure Committee when assessing reappointment, promotion and tenure documentation for candidates impacted by COVID-19 during the course of the pandemic.

Research

The Library Faculty Guidelines, Chapter 4, state that a candidate's scholarly products can be in any medium, should include at least three products from the past six years, and should include at least one product from Category A and at least two products from Category B.

If a candidate for reappointment, promotion and tenure wishes to do so, products from Category A and B that were impacted by COVID-19 may be included in the candidate's vita. Candidates for promotion and tenure may describe this work in their portfolio narrative and include the product in their artifacts. The products will be considered as A or B equivalents in PTC promotion and tenure deliberations. Examples include, but are not limited to, products affected by the following scenarios resulting from the COVID-19 pandemic:

- Accepted presentation at a cancelled national or international level conference
- Accepted conference presentation that was cancelled due to a reduction of presentations
- Accepted publication in a cancelled conference proceeding
- Accepted presentation at a cancelled regional or state level conference
- Accepted edited or authored publication that was cancelled or delayed
- Delay in the funding or administration of an externally funded grant
- Delay in the administration of a University funded grant
- Electronic product that was developed but not deployed in the profession
- Other substantial scholarly product that was created but not deployed

Service

The Library Faculty Guidelines, Chapter 4, state that candidates are expected to demonstrate a consistent record of professional service beyond their assigned library responsibilities, with contributions to the University and/or the public.

Every effort should be made to meet service commitments. However, if a service obligation could not be completed due to COVID-19 cancellations, the candidate may list the commitment on their vita and provide a written explanation of why it was not possible to meet the obligation in the narrative describing the candidate's commitment to service. This activity will be considered as a completed service obligation by the Promotion and Tenure Committee.

CHAPTER 5: DESCRIPTION OF RANKS

Tenure Eligible Ranks

See FH 3.8 Tenure Eligible Academic Ranks

Instructor

See FH 3.8.4 Instructor

Minimal criteria for consideration of appointment to the rank of Instructor are:

- a) an American Library Association accredited master's degree or an appropriate advanced degree for archival science or special competencies in lieu of the master's degree, and
- b) evidence of potential in library, information, or archival science and;
- c) evidence of potential in at least one of the following:
 - i. research or other germane creative activity, or
 - ii. professional service to the University and/or to the public.

Appointment/Notification Schedule

See FH 3.8.4.3-3.8.4.5 Instructor

Promotion to Assistant Professor

See FH 3.8.5 Assistant Professor

Assistant Professor

See FH 3.8.5 Assistant Professor

Minimal criteria for consideration of appointment/promotion to the rank of Assistant Professor are:

- a) an American Library Association accredited master's degree or an appropriate advanced degree for archival science, unless there are exceptional circumstances;
- b) demonstrated ability in library, information, or archival science;
- c) evidence of ability for research or other germane creative activity;
- d) willingness to participate in institutional affairs and professional service to the University and/or to the public.

Appointment/Notification Schedule

See FH 3.8.5.3-3.8.5.15 Assistant Professor

Credit toward Tenure and Promotion for Service Elsewhere

See FH 3.8.5.6-3.8.5.9 Assistant Professor

Temporary Suspension of Probationary Period with Respect to Permanent Tenure

See FH 3.8.5.11-3.8.5.12 Assistant Professor

Promotion to Associate Professor

See FH 3.8.6. Associate Professor

Associate Professor

See FH 3.8.6 Associate Professor

Minimal criteria for consideration of appointment/promotion to the rank of Associate Professor are:

- a) an American Library Association accredited master's degree or an appropriate advanced degree for archival science, unless there are exceptional circumstances;
- b) at least five years of appropriate experience;
- c) recognized skill in library, information, or archival science;
- d) recognized accomplishment in research or other germane creative activity;
- e) recognized accomplishment in professional service to the University and/or to the public; and
- f) demonstrated willingness to participate in institutional affairs

Appointment/Notification Schedule

See FH 3.8.6.3- 3.8.6.5 Associate Professor

Temporary Suspension of Probationary Period with Respect to Permanent Tenure

See FH 3.8.6.6-3.8.6.10 Associate Professor

Professor

See FH 3.8.7 Professor

Minimal criteria for consideration of appointment/promotion to the rank of Professor are:

- a) an American Library Association accredited master's degree or an appropriate advanced degree for archival science, unless there are exceptional circumstances;
- b) at least ten years of appropriate experience;
- c) recognized skill in library, information, or archival science;
- d) evidence of at least one of the following:
 - i) outstanding accomplishment in research or other germane creative activity and ongoing, recognized accomplishment in professional service to the University and/or public; or
 - ii) outstanding accomplishment in professional service to the University and/or to the public and ongoing, recognized accomplishment in research or other germane creative activity; and
- e) demonstrated contribution to and participation in institutional affairs.

In addition to the minimal criteria for consideration of appointment/promotion to the rank of professor, candidates are expected to demonstrate a consistent record of recognized or outstanding accomplishment in 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, higher education or other areas of academic interest. Participation in service activities complements the Library's 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.

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

- Lead implementation of external grant project activities
- Chair or co-chair committee, such as SACS accreditation committee, strategic plan, or other major committee
- Author or co-author University or system document
- Significant leadership on Library, University, and/or professional committees, councils, boards, Faculty Fellow etc. (other than chair or co-chair)
- Professional creation or coordination of a community program
- Chair or co-chair an international, national, regional or state association, committee, or board
- Other outstanding examples of professional service

3.8.7.3 An initial appointment to the rank of professor shall be made with permanent tenure.

Other Faculty Ranks

Emeritus Status

See FH 3.12 Emeritus Status

Special Faculty Appointments

Non-tenure track positions including adjunct faculty, Lecturer, and Senior Lecturer.

See FH 3.13 Special Faculty Appointments

CHAPTER 6: PROMOTION AND TENURE COMMITTEE (PTC) GUIDELINES

Regulations of Promotion and Tenure Committee

See FH 4.1.5 Regulations of Departmental Promotion and Tenure Committees

Composition of Departmental Promotion and Tenure Committees

See FH 4.1.6 Composition of Departmental Promotion and Tenure Committees

Promotion and Tenure Committee Chair Election

See FH 4.1.6.3 Composition of Departmental Promotion and Tenure Committees

Prior to September 15 of the Academic Year in which the PTC Chair shall serve, the PTC will elect a committee chair from among its members. The committee chair's responsibilities shall include: presiding over meetings of the PTC; compiling the votes of the committee members, and forwarding the votes and the vote justification letters to both the departmental chair and dean. Prior to presiding over the first PTC meeting of the Academic Year, the PTC Chair shall complete training approved by the Vice Provost for Faculty Affairs on the role and responsibilities of the committee chair.

PTC vice-chair / chair-elect

The PTC vice-chair / chair-elect serves in the absence or recusal of the PTC chair.

The vice-chair / chair-elect is selected after the election of the PTC chair and should be from a different team than the PTC chair. The election process follows the procedures for the election of the PTC chair as outlined in the section above.

The office of PTC vice-chair / chair-elect is for a one-year term and becomes chair the next year.

Promotion and Tenure Committee recorder

The PTC recorder is selected after the election of the PTC chair-elect. The election process follows the procedures for the election of the Promotion and Tenure Committee chair-elect as outlined in the section above.

The office of PTC recorder is for a one-year term.

Functions of Promotion and Tenure Committee

See FH 4.1.7 Functions of Departmental Promotion and Tenure Committees

Procedures of the Promotion and Tenure Committee

See FH 4.1.8 Procedures of Departmental Promotion and Tenure Committees

Voting will be carried out anonymously by paper ballots. In addition, each member of the departmental promotion and tenure committee (PTC) shall be expected to complete a university-wide vote justification form citing specific evidence of why the candidate does or does not meet departmental criteria for contract renewal, promotion, and/or tenure in the areas of teaching, research, and service as per the departmental guidelines. These forms highlight the importance of the PTC's responsibility, keep PTC members' rationale aligned with the criteria for reappointment, tenure and promotion, and provide important information to the deans and the provost in making their decisions. The vote justification forms, which may be anonymous, shall be submitted within three days of the PTC meeting at which the vote is taken. These letters shall be given to the committee chair, who will then provide these to the departmental chair and the dean at the end of the aforementioned working days, and sent through the dean to the provost and executive vice chancellor.

Definition of Quorum

The quorum for official meetings of the PTC shall be a majority of the membership for that year, counting both those present and those having provided an absentee ballot on the question at hand.

Meetings and Voting

In conducting the meeting, the PTC chair shall remain neutral in the deliberation of all personnel questions. Should the PTC chair wish to join in deliberations on a candidate, she or he will ask the PTC vice-chair to conduct the meeting for that action.

All motions must be phrased in the affirmative.

All votes on personnel actions are by anonymous paper ballot and counted by at least two committee members.

PTC may request information from any appropriate source relevant to personnel actions being considered.

It is unethical for any PTC member to discuss or make implications outside the PTC meetings about information relative to any PTC deliberations. It is also unethical for any Library faculty member who presents views before the committee to discuss or make implications outside the meetings about information the faculty member shared or questions the PTC members asked.

Minutes

See FH sections 4.1.8.5-4.1.8.7 Procedures of Departmental Promotion and Tenure Committees.

The PTC recorder is responsible for taking minutes of all meetings. A permanent file of all minutes of the PTC should be maintained in Administrative Services.

CHAPTER 7: DEPARTMENTAL PERSONNEL COMMITTEE (DPC) GUIDELINES

Regulations of Departmental Personnel Committees

See FH 4.1.1 Regulations of Departmental Personnel Committees

Composition of DPCs

See FH 4.1.2 Composition of Departmental Personnel Committees

Voting members are elected for a two-year term, and alternates for a one-year term.

DPC elections are held at the opening meeting of the fall semester. DPC member terms begin immediately and extend until the next vote at the end of the member's one- or two-year term.

Any persons other than the dean who hold academic rank (including lecturer, senior lecturer, instructor, assistant professor, associate professor, full professor) are eligible for election to the committee.

An Individual may remove their name from the ballot.

All persons who hold academic rank may vote in the DPC election.

Votes are counted by at least two voting members of the DPC who are not being considered for reelection. In the case of a tie, a runoff election is held.

If a vacancy or change of tenure status occurs in a voting member's position, the alternate fills the voting position for the rest of the alternate's term, and a new alternate is elected. If a vacancy occurs in an alternate's position, an election is held to replace the alternate.

Functions of the DPC

See FH 4.1.3 Functions of Departmental Personnel Committees

In the Library, search committees will be established by the DPC.

The DPC will meet with candidates who visit campus for an interview, in order to review conditions of employment, opportunities for professional development, and responsibilities and privileges of faculty status.

The DPC will make recommendations to the Dean regarding special faculty (including lecturers and visiting faculty). See FH 3.13 Special Faculty Appointments and 3.14 Part-Time Faculty for information regarding special faculty.

The DPC will also have the responsibilities of administering mentoring programs and organizing workshops for Library Faculty on preparing for promotion/tenure actions.

The DPC will monitor changes to the Faculty Handbook, identify discrepancies between the Faculty Handbook

and the Library Faculty Guidelines, and propose revisions to the Library Faculty Guidelines to the Library Faculty.

Special Faculty Appointments and DPC

Coordinators will submit requests for appointment or reappointment of special faculty in the appropriate form to the Dean by March 1 for the upcoming academic year.

The DPC will meet to review special faculty requests for the upcoming fiscal year.

The DPC will make recommendations to the dean for special faculty contracts by the end of March, so that contracts can be developed and completed for special faculty in June.

Procedures of Departmental Personnel Committees

See FH 4.1.4 Procedures of Departmental Personnel Committees

CHAPTER 8: SEARCH COMMITTEES

See FH 4.1.9 Search Committees

Composition of Committee

The Departmental Personnel Committee (DPC) will appoint a search committee to review candidates for vacant positions. The Committee shall be constituted as follows:

Dean calls for volunteers and DPC reviews list of volunteers and may seek additional volunteers as needed.

The membership of the Committee shall consist of a minimum of five (5) voting members.

The Chair of the search committee shall be elected from the voting Library faculty members of the Committee and shall serve as a voting member of the Committee.

The Dean or Associate Dean may serve as ex officio on all committees.

Where the position to be filled is on a team that includes other faculty positions, at least one committee seat should be filled if possible by a faculty member from that team.

When appropriate, as determined by the DPC, staff members may serve as voting members on search committees.

When appropriate, as determined by the DPC, one committee seat may be filled by a non-Library faculty member. Such might be the case in a search for a librarian with a specific subject specialty. This faculty member would serve as a voting member of the Committee.

When appropriate, as determined by the DPC, one committee seat may be filled by a student. The student will serve as a non-voting member of the committee.

The search committee shall elect a member of the committee to serve as the recorder for the duration of the search. The minutes of the committee shall follow the guidelines in FH 4.1.9.3 Search Committee Procedures.

Each member of the search committee shall be subject to the same confidentiality obligations that apply to PTC or DPC members.

Advertising

The search committee reviews job descriptions for new or replacement positions.

The search committee writes the advertisement in accordance with University policy and EEO regulations. It will contain the deadline for receiving applications and supportive materials.

The position is advertised on the Appalachian HRS, ACRL News Online, and North Carolina Employment Security Commission websites and in *The Chronicle of Higher Education*, and can be placed in other journals such as *C&RL*

News and in sources attracting a diverse pool of librarians. Listservs and specialized journals are also used, as appropriate.

Selection of Interviewees

The search committee prepares a set of questions to ask all interviewees. Additional questions are added as needed during the interview.

The search committee devises a presentation topic on which all interviewees will speak.

The search committee reviews all complete applications.

The search committee selects the candidates whose applications it wishes to pursue, either through majority vote or through preferential ranking.

The search committee then gathers and reviews references and selects the candidates to be interviewed.

If two or more qualified applicants are available, at least two should be considered and interviewed. The Equal Opportunity Office advises that the search be reopened if the top-ranked applicants are not acceptable.

The search committee consults the Dean on an interview schedule and helps coordinate interviews.

Making the Offer

The Library PTC will meet to review and make a recommendation on rank for all candidates who have on-campus interviews.

The Dean will provide the candidates' cover letters and curriculum vitae to assist the PTC in making recommendations of rank.

After the interviews, the search committee recommends one or more candidates to the dean, or recommends that the search be reopened. The committee may submit nominations in rank order of preference at their discretion.

CHAPTER 9: POST-TENURE REVIEW (PTR) GUIDELINES

See FH 4.7 Post-Tenure Review

The Dean serves in the capacity of the department chair with regard to Post Tenure Review, and, as stated in FH 4.7.10 Post-Tenure Review, "the higher administrative review will be performed by the provost and executive vice chancellor."

Post Tenure Review Documentation

See FH 4.7.6 Post-Tenure Review

Timeline

First faculty meeting of fall semester
All tenured faculty members elect Post-Tenure Review Committee.

By September 15

The Dean of Libraries 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 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 faculties undergoing post-tenure review for the spring semester.

By February 1

Faculty members who are to be reviewed will submit their documentation to Administrative Services.

Within 15 working days of February 1

The Post Tenure Review Committee's one-page summary will be provided to faculty under review and a copy provided to the Dean. The Dean shall provide a written review in addition to the summary of the committee to the faculty member (see FH 4.7.7-4.7.9 Post-Tenure Review).

Post-Tenure Review Committee's Written Summary

See FH 4.7.7 - 4.7.10 Post-Tenure Review

Primary responsibilities in FH 4.7.11 Post-Tenure Review include library responsibilities, research/creative activities, and professional, university, and community service.

Unsatisfactory Rating

See FH 4.7.13 Post-Tenure Review

Attachment 1

Procedure for Annual Faculty Evaluation

See FH 4.3 Evaluation of Faculty

See *Faculty Evaluations* section of *Calendars, Events, Deadlines* on our intranet.

The annual performance evaluation process is an assessment of accomplishments covering calendar year January 1 – December 31. This process will address library responsibilities, research/creative activities, and service. In addition, a faculty member should report progress toward promotion and/or tenure (if applicable) or progress toward post-tenure review and goals for the next year.

As part of the annual review of faculty, Library faculty will submit by December a report that includes the following 1) Digital Measures report of detailed faculty activities, 2) Faculty Annual Performance Evaluation form which includes a list of goals for the next academic year.

These documents are submitted electronically to the Coordinator.

Goal Setting

During the fall semester Library faculty members meet with Coordinator to discuss goals for the upcoming calendar year. Coordinator meet with the Dean to discuss goals for the upcoming calendar year.

Faculty Annual Performance Evaluation and Digital Measures Reports

- The Faculty Annual Performance Evaluation form is available on our intranet.
- Goals for the *current* calendar year should be included in *Section I. Library Responsibility* of the Faculty Annual Performance Evaluation form.
- Goal setting for the *upcoming* calendar year should be included in *Section V. Goal-Setting for the Next Calendar Year* of the Faculty Annual Performance Evaluation form.
- A detailed list of faculty activities should be included in the Digital Measures Report (the University's online system used to capture a faculty member's annual accomplishments).
 - Digital Measures can be accessed at: <https://www.digitalmeasures.com/login/appstate/faculty/>
 - Information on how to enter Library instruction (classes, RAPs, Consultations, Tours, etc.) in Digital Measures is available on Atrium <https://atrium.appstate.edu/faculty/node/141>

Evaluation of Faculty

- Coordinator reviews the self-evaluation and writes a final assessment of each category, Sections I – V.
- For Coordinators, review of the Faculty Annual Performance Evaluation and written final assessment of each category is completed by the Dean.

Attachment 2

Exposition of Criteria for Faculty Evaluation

Library Responsibilities

Activities such as	Sample Evaluation Criteria
<ul style="list-style-type: none"> ● administration and planning ● bibliographic control ● organization of information ● development of information resources and systems ● instructional or faculty development activities ● reference and outreach services ● teaching ● assessment 	<ul style="list-style-type: none"> ● communication abilities ● complexity ● continuing professional education ● creativity ● demonstrated ability to set and accomplish goals ● demonstrated ability to work cooperatively and collaboratively ● innovation ● leadership ● problem Solving ● quality ● quantity

Research / Creative Activity

Activities such as	Sample Evaluation Criteria
<p>Category A</p> <ul style="list-style-type: none"> 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) other substantial scholarly product 	<ul style="list-style-type: none"> ● complexity of work ● quality ● quantity ● relevance to academic libraries ● relevance to the scholarly community ● significance of contribution
<p>Category B</p> <ul style="list-style-type: none"> 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	
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Professional, University, and Community Service

Activities such as	Sample Evaluation Criteria
<ul style="list-style-type: none"> ● activities related to International Studies or Programs ● consulting or participating in activities related to one's professional expertise. ● mentoring/collaborating with colleagues to develop professional skills. ● outreach events that promote professional goals while benefiting the local, state, or national community. ● participation in Library or WNCLN committees ● participation in professional groups and associations at the local, state, regional, or national level. ● participation in University committees or task forces, or in faculty governance. ● participation in University student organizations and activities. ● planning/organizing University – sponsored events. ● teaching or facilitating workshops for librarians, educators, or students outside one's library responsibilities. 	<ul style="list-style-type: none"> ● active participation ● demand on time ● impact ● leadership ● quality ● quantity ● significance

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

- Lead implementation of external grant project activities
- Chair or co-chair committee, such as SACS accreditation committee, strategic plan, or other major committee
- Author or co-author University or system document
- Significant leadership on Library, University, and/or professional committees, councils, boards, Faculty Fellow etc. (other than chair or co-chair)
- Professional creation or coordination of a community program
- Chair or co-chair an international, national, regional or state association, committee, or board
- Other outstanding examples of professional service

Attachment 3

Guidelines for Peer Review of Library Instruction

See FH 4.3.1 Evaluation of Faculty

Purpose

The peer review process is a way to help librarians improve teaching.

Schedule

Tenured faculty: One session evaluated every three academic years.

Non-tenured or adjunct faculty: One session evaluated each academic year.

Process

Librarian selects two colleagues to act as peer reviewers. At least **one** reviewer must be a Library faculty member; the second reviewer may be a Library faculty member or a faculty member from another department, including the faculty instructor for the class being reviewed. The librarian will receive a written report at the end of the peer review process.

Confidentiality

Teaching Comments and *Peer Reviewers Confidential Comments* for the librarian are confidential and not made available to the Dean or the PTC unless the Library faculty member under review wishes to submit them. The *Peer Review of Library Instruction Worksheet* will be included in documentation for personnel actions but not in the annual self-evaluation.

Characteristics of Useful Feedback

Useful feedback is:

- shared as soon as possible after the class
- descriptive rather than judgmental
- specific rather than general
- focuses on “what” or “how” (observed behavior) not “why” (why involves inference and motives that can bring resentment rather than learning)
- focused on behavior rather than the person
- focused on behavior that the teacher can do something about
- an opportunity to learn

“Characteristics of Useful Feedback”, *Center for Teaching and Learning*, The University of Minnesota, Web. 6 May 2014.

Checklist of Procedures for Peer Review of Library Instruction

Librarian

Before the class:

- Schedule the class session with two reviewers
- Provide copies of the *Peer Review of Library Instruction Worksheet* to reviewers
- Provide information about the class (i.e. goals, areas to be emphasize, objectives, outcomes, and/or new techniques to be used)

During the class:

- Mention to faculty member and students that a peer review is being conducted
- Teach the class
- Peer reviewers observe the session

After the class:

- Complete the Librarian's Comments form and share it with the peer reviewers
- Meet with peer reviewers to discuss the peer review report
- Deliver completed form to administrative office

Reviewer

Before the class:

- Review all information from the librarian
- Discuss with librarian class goals, objectives, materials, instructional approach

During the class:

- Attend the entire class
- Use the *Peer Review of Library Instruction Worksheet* to describe and assess the class

After the class:

- Peer reviewers prepare a short-written report based on librarian's comments, review of materials, and observation of class
- Peer reviewers meet with librarian to discuss the report

Confidentiality Statement

The Peer Review of Library Instruction Worksheet will be included in documentation for personnel action but not in the annual self-evaluation.

Form: Peer Review of Library Instruction Worksheet

Librarian: _____

Peer Reviewers: _____

Course Number/Title: _____

Date of Session: _____

Rate the librarian on the following scale: 5= Excellent; 4=Good, 3= Adequate, 2=Fair, 1=Needs improvement

Organization:					
Goals & objectives for class are well developed	1	2	3	4	5
Class was well organized	1	2	3	4	5
Material & content appropriate for the class level	1	2	3	4	5
Instructional method appropriate for students & subject of the class	1	2	3	4	5
Goals and objectives of the class were accomplished	1	2	3	4	5
Presentation:					
Explained goals & objectives for the class	1	2	3	4	5
Presentation was clear and well-focused	1	2	3	4	5
Questions were answered clearly	1	2	3	4	5
Librarian attempted to engage the class	1	2	3	4	5
Provided good explanations and appropriate examples	1	2	3	4	5

Signed: _____

Confidentiality Statement

The Peer Review of Library Instruction Worksheet will be included in documentation for personnel action but not in the annual self-evaluation.

Form: Librarian's Comments

How did you feel about the class?

What went well?

What did not go well? Why not?

What would you change?

Additional Comments

Confidentiality Statement

Librarian's Comments are confidential and not made available to the Dean or the PTC unless the Library faculty member under review wishes to submit them.

Form: Peer Reviewer's Confidential Comments for Librarian

Strengths of the class.

Suggestions for improvement.

Additional comments.

Confidentiality Statement

Peer Reviewer's Confidential Comments for the librarian are confidential and not made available to the Dean or the PTC unless the library faculty member under review wishes to submit them.

Attachment 4

University Libraries Guidelines on Faculty Salary Increases

Background

Salary increases are recommended by the Library Administration to Academic Affairs based on the directions received from Academic Affairs. The University receives a salary memorandum from General Administration each year. This document codifies the basic principles used by the Library Cabinet in determining salary increases for Library faculty.

Merit recommendations are based on assessment of effectiveness as a Library faculty member as delineated in the Faculty Annual Performance Evaluation which, in turn, is based on the factors described in the Library Faculty Guidelines Attachment 2 entitled "Exposition of Criteria for Faculty Evaluation." The guidelines are not intended to cover every possible combination of performance effectiveness.

Categories of Increases

1. Across the Board (or Cost of Living): When and as mandated by Academic Affairs.
2. Salary Inequities: When funds are allocated to address salary inequities, Library Cabinet reviews faculty salaries to determine if there are inequities arising from reasons other than promotion, receipt of doctoral degrees, marketability, or merit which need to be corrected.
3. Promotions & Achievements: The amount of increase for the receipt of an accredited doctoral degree is set by the Library and subject to available funding; the other increases are set by Academic Affairs.

Associate Professor	\$4,000
Professor	\$5,000
Receipt of a doctoral degree	\$1,500
Attainment of tenure	n/a

4. Merit Increases: When merit funds are available, Library Cabinet recommends increases based on the Library faculty member's levels of effectiveness as evidenced by the Faculty Annual Performance Evaluations see FH 4.3.2 Annual Review of Faculty

The following ratings will be considered in determining merit eligibility:

Eligible for Merit	Not Eligible for Merit
Meets Expectations in library responsibilities AND research/professional activity AND service to the university/community	Fails to Meet Expectations in library responsibilities OR research/professional activity OR service to the university/community
Meets Expectations in two categories AND Exceeds Expectations in one other category	
Meets Expectation in one category AND Exceeds Expectations in the two other categories	
Exceeds Expectations in library responsibilities AND research/professional activity AND service to the university/community	

Attachment 5

Funds for Professional Development

The University Libraries provides support and funding for professional development, including travel and online opportunities. A Travel Policy delineates the procedures and amount of funding made available to faculty and staff for this purpose. Funding is prioritized, and tenure track librarians receive a larger initial disbursement of funds. A Travel Committee meets regularly to disburse these funds.

Attachment 6

The Role of Research in the Professional Life of Library Faculty

See FH 6.1.3 Research and Creative Activity Expectations

The University Libraries expects active engagement in research.

The Library facilitates research in a number of ways, including, but not limited to:

1. Making available alternative scheduling.
 - a. Compensatory time for time worked in the Library during academic breaks or within other alternative schedules may be used for research purposes provided scheduling can be arranged satisfactorily.
 - b. It may also be possible for a Library faculty member to be relieved of certain duties temporarily in order to work on research. Such an arrangement is at the discretion of the team.
2. Granting reassigned time.
 - a. Short term - Up to two weeks released time may be arranged between the faculty member and her/his team
 - b. Long term - Assignment for research periods over two weeks will be made by the Dean of Libraries taking into consideration the team's recommendation.
3. Providing support and encouragement for earning advanced degrees.
4. Assigning off-campus scholarly assignments. See FH 6.2.2 Off-Campus Scholarly Assignments
5. Supporting research interest groups for the discussion of research issues and individuals' research projects.

Attachment 7

Contract Length for Library Faculty (See FH 4.2.3 Terms and Conditions of Appointment: The Contract)

Purpose

The purpose of this document is to provide a systematic procedure to maintain a consistent level of library services while offering Library faculty the option of requesting either 9-month or 12-month contracts.

1. Contract length for Library faculty is generally 12 months, but faculty members may request a 9-month contract on a limited or continuing basis. This is to be approved by the team, Coordinator, and Dean based on the needs of the Library. Nine-month contracts are for the academic year. The criteria for promotion and tenure will apply to faculty under both 9-month and 12-month contracts.

Application Review Process

1. Faculty members submit requests in writing to change contract length eight months prior to the requested start date to the appropriate team coordinators and the Library Administration. Faculty members requesting change in the length of their contract must clearly explain how this will impact their job responsibilities and teams.
2. The Library Administration informs the Library faculty of any pending requests.
3. The appropriate teams review the requests. The team coordinator submits the recommendation of the team to the Dean six months prior to requested start date.
4. The Dean notifies the faculty member of the status of their request.
5. The Dean informs the Library faculty as a whole of the final decision(s).

Attachment 8

Appalachian State University Open-Access Policy for Library Faculty

Whereas the Library Faculty at Appalachian State University recognize the vital importance of open-access publishing and archiving for the enrichment and expansion of scholarly communication, we adopt the following policy in order to make our research and scholarly works freely available to the widest possible audience. We, the Library Faculty at Appalachian State University, make the following resolutions:

- We encourage Library faculty to publish in scholarly outlets that are open access or allow open access archiving.
- Before we sign a publisher's copyright agreement, we will verify our right to archive the work in the University's open access repository or other appropriate open access archive, or attempt to retain that right by adding an author addendum.
- We will submit our scholarship to the University's open access repository as soon as possible after acceptance for publication.
- We will promote open access to all faculty on campus and encourage them to archive their scholarly works in the University's open access repository.
- We grant to Appalachian State University Libraries a non-exclusive, perpetual license to archive our submitted works in the University's open access repository.
- We grant to the Appalachian State University Libraries the right to migrate one or more copies of our submissions to another medium or format for security and preservation purposes.
- Although Library faculty are encouraged to archive all of their scholarly works in the University's open access repository, this policy will apply only to scholarship created after approval of the policy by a vote of the Library faculty.
- Librarians may submit their work to a publication that does not follow open access principles and will not allow self-archiving if, in their judgment, it is clearly the best option at the time.

For examples of open access policies and mandates approved at other libraries and universities, see [ROARMAP](#).

Attachment 9

Professional Service Expectations

Candidates 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, higher education or other areas of academic interest. Participation in service activities complements the Library's 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 Promotion and Tenure Committee will evaluate the service activities of the candidate and will determine whether the candidate has met the minimum requirements for promotion and/or tenure. Candidates for Associate Professor and 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 Promotion and Tenure Committee will take into consideration active participation, quality, quantity, significance, impact and scope of service activities, demand on time and leadership role. The following guidelines suggest examples of possible service activities a library faculty member can perform and are meant to be a helpful guide rather than a prescriptive list.

Examples of service include but are not limited to the following:

Category A	Category B
<ul style="list-style-type: none">• Chair or co-chair Library search committee, University committee or task force• Team member on implementation of external grant activities• Active member of an international, national, regional, or state association committee, or board• Leadership in Library or campus events, programs, or initiatives• Serve on Departmental Personnel Committee or other elected committee• Participate on University search committee• Lead outreach and/or professional development events that promote professional goals while benefiting local, state, national or international	<ul style="list-style-type: none">• Serve on Library search committee• Active member on library, WNCLN, or University committee or task force• Participate in professional organization committees or task forces• Consult or participate in external activities related to one's professional expertise• Faculty advisor to University student organizations and activities• Serve on a Departmental Personnel Committee subcommittee• Collaborate in outreach and/or professional development events that promote professional goals while benefiting local, state, national or international community• Ongoing mentorship or collaboration with

<p>community</p> <ul style="list-style-type: none"> • Faculty Senate member • Chair or co-chair of a conference planning committee or subcommittee • Other significant professional service contributions at the international, national, regional, state level 	<p>colleagues to develop professional skills</p> <ul style="list-style-type: none"> • Other significant professional service contributions to the University and/or public
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See FH 3.7.2 Academic Tenure

Examples of evidence supporting substantial contributions include but are not limited to:

- Letters of commendation
- Awards
- Increasing levels of responsibility within the service sector of an organization
- Description and/or examples of contributions in the portfolio

Candidates for Professor should refer to FH 3.8.7. Professor

In addition to the minimal criteria for consideration of appointment/promotion to the rank of professor, candidates are expected to demonstrate a consistent record of recognized or outstanding accomplishment in 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, higher education or other areas of academic interest. Participation in service activities complements the Library's 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.

Outstanding Service
<ul style="list-style-type: none"> • Lead implementation of external grant project activities • Chair or co-chair committee, such as SACS accreditation committee, strategic plan, or other major committee • Author or co-author University or system document • Significant leadership on library, university and/or professional committees, councils, boards, Faculty Fellow etc. (other than chair or co-chair) • Professional creation or coordination of a community program • Chair or co-chair an international, national, regional or state association, committee, or board • Other outstanding examples of professional service

Attachment 10

Background information on the need for adjusted guidelines during COVID-19

As a result of the extraordinary circumstances associated with the COVID-19 pandemic, Appalachian State University is automatically extending the tenure/reappointment clock by one year for all pre-tenured faculty.

[University Policy on Extension of the Tenure Clock](#)

[April 13, Faculty Senate Meeting Minutes](#) -- See Appendix G

The Faculty Senate Resolution passed on April 27, 2020 states:

Due to disruption to faculty work caused by the COVID-19 pandemic during the 2019-2020 academic year, all tenure-track faculty will have one year added to their probationary term. By no later than June 1 of the calendar year of the faculty member's original mandatory year, the faculty member must notify in writing their chair of their intent to submit a request to be considered for tenure in that fall term. Should the faculty member decide prior to the department's portfolio submission deadline that they do not wish to be considered that fall, they may withdraw their letter of intent.

Librarians at UNCW, UNCG, UNC, and Elon University have had discussions on whether to include cancelled or postponed conference presentations and scholarly products on their vitas and in evaluation and/or promotion materials. In each case, a decision was made to list and count those materials.

[Supporting Faculty During and After COVID-19](#)