Library Faculty Guidelines

Revised Edition 2018
Adopted by Library Faculty June 27th 2018
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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: 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.
- Associate Dean(s) meet with Coordinators to discuss goals for the upcoming calendar year.
- Faculty Annual Performance Evaluation form and Digital Measures report are due electronically to Coordinators, Associate Dean(s), or Dean as appropriate within the organizational structure.

February

- Associate Dean meets with Coordinators for preliminary review and feedback on the drafts of the Faculty Annual Performance Evaluation form.

March

- Coordinators conduct evaluation conferences with faculty and forwards evaluation documents (with signatures) to Associate Dean and Dean for final signatures.
- Associate Dean(s) conduct evaluation conferences with Coordinators and forward evaluation documents (with signatures) to Dean for final signature.

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 and/or Lead Librarian 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 Associate Dean(s) are 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. Prior to the evaluation conference with each Library faculty member, Coordinators will meet with the appropriate Associate Dean for preliminary review and feedback on the draft of the Faculty Annual Performance Evaluation form.

During the evaluation conference, the Library faculty member and the Coordinator will jointly finalize goals for the coming year. The appropriate Associate 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 appropriate Associate Dean will give the Coordinator an honest opinion of the Library faculty member’s 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. The appropriate Associate Dean will provide to the Coordinator a written statement of evaluation to which the faculty member will have an opportunity to respond in writing. The Library faculty member 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 appropriate Associate Dean and 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 3: 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**

Candidates are expected to demonstrate a consistent record of professional service beyond their assigned library responsibilities, with contributions to the University, and/or public. Contributions to the profession may be made in librarianship, information studies, archival science, higher education or other areas of academic interest.

Examples of service include but are not limited to:

- participation in Library or WNCLN committees
- participation in University committees or task forces, or in faculty governance
- participation in professional groups and associations at the local, state, regional, or national level
- participation in University student organizations and activities
- outreach events that promote professional goals while benefiting the local, state, or national community
- planning/organizing University-sponsored events
- consulting or participating in activities related to one’s professional expertise
- teaching or facilitating workshops for librarians, educators, or students outside one’s library responsibilities
- mentoring/collaborating with colleagues to develop professional skills

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

**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.
CHAPTER 4: 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

Promotion to Professor

See FH 3.8.7 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.

See FH 3.8.7.3 Professor

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 5: 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

In the first Fall semester meeting, the PTC will elect a committee chair from among its members. It is advisable to speak with anyone you wish to nominate prior to the meeting, and individuals nominated may decline the nomination. An election is held by anonymous paper ballot of nominated individuals and counted by two committee members not on the ballot. The faculty member receiving the highest number of votes is elected. In the case of a tie, a run-off election is held.

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

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

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

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 6: 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 7: 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 an 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 8: 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. Coordinator will submit it to the appropriate Associate Dean.

Goal Setting
During the fall semester Library faculty members meet with Coordinator to discuss goals for the upcoming calendar year. Coordinator meet with the appropriate Associate 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

- Coordinators, or if appropriate Lead Librarians should confer on evaluative comments for a faculty member as appropriate.
- Coordinator or, if appropriate, Lead Librarian reviews the self-evaluation and writes a final assessment of each category, Sections I – V.
- The appropriate Associate Dean should confer with Coordinator on evaluative comments for Library faculty
- For Coordinators, review of the Faculty Annual Performance Evaluation and written final assessment of each category is completed by the appropriate Associate Dean.
## Exposition of Criteria for Faculty Evaluation

### Library Responsibilities

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<th>Sample Evaluation Criteria</th>
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<td>• administration and planning</td>
<td>• communication abilities</td>
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<tr>
<td>• bibliographic control</td>
<td>• complexity</td>
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<tr>
<td>• organization of information</td>
<td>• continuing professional education</td>
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<td>• development of information resources and systems</td>
<td>• creativity</td>
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<td>• instructional or faculty development activities</td>
<td>• demonstrated ability to set and accomplish goals</td>
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<td>• reference and outreach services</td>
<td>• demonstrated ability to work cooperatively and collaboratively</td>
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<td>• teaching</td>
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### Research / Creative Activity

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<th>Activities such as</th>
<th>Sample Evaluation Criteria</th>
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<tr>
<td>Category A</td>
<td>• complexity of work</td>
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<tr>
<td>a) edited or authored monograph or textbook</td>
<td>• quality</td>
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<td>b) edited collection of essays</td>
<td>• quantity</td>
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<tr>
<td>c) edited journal special issue</td>
<td>• relevance to academic libraries</td>
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<td>d) edited journal or magazine</td>
<td>• relevance to the scholarly community</td>
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<td>e) authored or co-authored, refereed, scholarly article</td>
<td>• significance of contribution</td>
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<td>f) authored or co-authored book chapter</td>
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<td>g) authored or co-authored paper published in national or international refereed conference proceedings</td>
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<tr>
<td>h) administration of externally funded grant</td>
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<td>i) created professionally recognized electronic product</td>
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<td>j) other substantial scholarly product</td>
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<p>| 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 | |</p>
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<th>Activities such as</th>
<th>Sample Evaluation Criteria</th>
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<tr>
<td>• activities related to International Studies or Programs</td>
<td>• active participation</td>
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<tr>
<td>• consulting or participating in activities related to one’s professional expertise.</td>
<td>• demand on time</td>
</tr>
<tr>
<td>• mentoring/collaborating with colleagues to develop professional skills.</td>
<td>• impact</td>
</tr>
<tr>
<td>• outreach events that promote professional goals while benefiting the local, state, or national community.</td>
<td>• leadership</td>
</tr>
<tr>
<td>• participation in Library or WNCLN committees</td>
<td>• quality</td>
</tr>
<tr>
<td>• participation in professional groups and associations at the local, state, regional, or national level.</td>
<td>• quantity</td>
</tr>
<tr>
<td>• participation in University committees or task forces, or in faculty governance.</td>
<td>• significance</td>
</tr>
<tr>
<td>• participation in University student organizations and activities.</td>
<td></td>
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<tr>
<td>• planning/organizing University – sponsored events.</td>
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<tr>
<td>• teaching or facilitating workshops for librarians, educators, or students outside one’s library responsibilities.</td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th><strong>Organization:</strong></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals &amp; objectives for class are well developed</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Class was well organized</td>
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<tr>
<td>Material &amp; content appropriate for the class level</td>
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<tr>
<td>Instructional method appropriate for students &amp; subject of the class</td>
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<tr>
<td>Goals and objectives of the class were accomplished</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Presentation:</strong></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explained goals &amp; objectives for the class</td>
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<tr>
<td>Presentation was clear and well-focused</td>
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<td></td>
<td></td>
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<tr>
<td>Questions were answered clearly</td>
<td></td>
<td></td>
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<tr>
<td>Librarian attempted to engage the class</td>
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<tr>
<td>Provided good explanations and appropriate examples</td>
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</table>

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:

<table>
<thead>
<tr>
<th>Eligible for Merit</th>
<th>Not Eligible for Merit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets Expectations in library responsibilities AND research/professional activity AND service to the university/community</td>
<td>Fails to Meet Expectations in library responsibilities OR research/professional activity OR service to the university/community</td>
</tr>
<tr>
<td>Meets Expectations in two categories AND Exceeds Expectations in one other category</td>
<td></td>
</tr>
<tr>
<td>Meets Expectation in one category AND Exceeds Expectations in the two other categories</td>
<td></td>
</tr>
<tr>
<td>Exceeds Expectations in library responsibilities AND research/professional activity AND service to the university/community</td>
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</table>
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, Associate Dean, 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 Associate 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.