

# LIBRARIAN PROMOTION

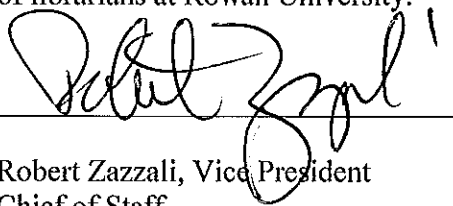
August 2014

Memorandum of Agreement

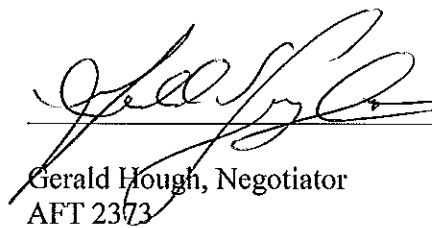
2014-2015

(Permanent, Full-Time Librarians)

In accordance with article XVII, Section B of the 2011-2015 State/Union Master Contract, the University and the Union have agreed to the procedures contained in this document for the promotion of librarians at Rowan University.



Robert Zazzali, Vice President  
Chief of Staff



Gerald Hough, Negotiator  
AFT 2373

**Calendar  
Librarian Promotion**

<u>Action</u>	<u>Not Later Than</u>
Candidates for promotion file Intent to Apply for Librarian Promotion (Office of the Associate Provost for Library Information Services)	October 15, 2014
Election of Library Promotion Committee	October 31, 2014
Candidates for promotion submit folders to Library Promotion Committee	January 31, 2015
Library Promotion Committee concludes work and issues the report to the candidate	February 28, 2015
Associate Provost concludes work	March 31, 2015
Provost/President conclude work	May 7, 2015
Board of Trustees action on promotion recommendations	June 11, 2015
Promotion effective	July 1, 2015

**Rowan University**  
**PROMOTION PROCEDURES 2014 - 2015**  
**(Permanent, Full-time Librarians)**

It is the goal of the promotion process to identify those members of the library faculty who consistently perform at the highest level and exceed the normal expectation over a sustained period of time and to recognize their accomplishments and service by promotion to higher rank. This process must function with care, thoroughness, and fairness if it is to be successful. The University will take affirmative action considerations into account in promotional recommendations as in all other personnel matters.

To this end, the Union and the University have agreed to the following processes and procedures identifying and recommending librarians most deserving of promotion. These processes and procedures will be in effect during the academic year 2014 - 2015 for the promotions to become effective July 1, 2015.

1. All library faculty shall be evaluated for promotion by the processes described herein and in accordance with the 2011-2015 State/Union contract.

1.1 Criteria for Evaluation of Candidates:

Evaluations and recommendations shall be guided by interpretations of the basic criteria below. Since these criteria are not mutually exclusive, achievements should be considered under the category or categories most nearly applicable.

- 1.11 Performance at the highest professional level in areas which contribute to the educational and research mission of the institution, including but not limited to: reference service, library instruction, literature analysis, collection development, bibliographic organization and control, and supervision of staff and students in the library.
- 1.12 Significant, innovative or influential scholarly or creative achievements, including but not limited to credit and non-credit coursework, research, publications, graduate scholarships and fellowships, seminars and institutes.
- 1.13 Increased role in contributions to the university community (including at the Library level) such as: committee activity; speeches; leadership in developing programs; institutional grant work; advisement to departmental or university organizations.
- 1.14 Contributions of exceptional quality to the profession and to the wider community, including but not limited to: membership or leadership in professional organizations; consultations; attendance or participation at professional conferences.

1.2 Weighting of Criteria: The criteria shall be weighted in the order listed above.

2. Minimum Qualifications for Promotion in Academic Rank:

2.1 The minimum academic and professional experiential qualifications for eligibility to apply for promotion in academic rank for librarians are described below:

2.11 For promotion from Librarian III to Librarian II: **(Assistant Professor)**

- Five (5) years of professional library experience
- Demonstrated evidence of excellence in Professional Performance; Scholarly and Creative Activity; Contribution to University Community and Contribution to the Wider and Professional Community
- Full engagement as a member of the University community

2.12 For promotion from Librarian II to Librarian I: **(Associate Professor)**

- Eight (8) years of professional library experience; and one of the following
  - o an additional advanced degree (master's or doctorate) beyond the terminal degree or;
  - o an additional 5 years of experience **(13 years total)**.
- Contributions to the development of learning materials and/or the development or implementation of innovative library practices.
- Evidence of continued professional development activity
- Evidence of increased scholarly and creative activity
- Full engagement as a member of the University community

2.13 For promotion from Librarian I to Assistant Director in the Library:

- To be determined at a future date.

2.2 Librarians who have not yet attained tenure are eligible for promotion.

3. Information from candidates for Promotion:

3.1 An eligible librarian seeking promotional consideration shall notify the Associate Provost for Library Information Services of his/her intention to apply for promotion (on or before October 15, 2014) by delivering a completed Intent to Apply for Librarian Promotion form to the Libraries Administrative Office. This action will constitute filing of a promotional application consistent with Article XIV of the State/Union Master Agreement. On or before October 15, 2014, a candidate for promotion will also inform the library administrator to whom he or she reports that he/she has filed for promotion.

3.2 Each candidate for promotion is responsible for maintaining a set of credentials both current and broadly descriptive of professional competencies. Such information and substantiating documentation will be transmitted to the Library Promotion Committee. The candidates and the committee are responsible to make certain that applications for promotion

are complete. Candidates should not include an activity or accomplishment in more than one category unless relevance to more than one category is explained. The candidate's set of credentials should include but not necessarily be limited to the following items:

- 3.21 Application for Promotion Form.
  - 3.22 Substantiating documentation which qualifies the candidate for promotion.
  - 3.23 Observation by peers or alternative method of assessment of professional performance.
  - 3.24 Materials from other professionals in support of promotion.
  - 3.25 Any other documentation which the candidate considers relevant to the promotion process.
  - 3.26 It is suggested that candidates number the pages, include a table of contents, and, where supplemental materials are included, place these in appendices to the main body of required information.
- 3.3 The candidate may submit previous years' recommendations and evaluations of the Library Promotion Committee.
- 3.4 It is suggested that other documentation which the candidate considers relevant to the promotion process (e.g., letters, testimonials, catalogs, etc.) be presented as an annotated list under the appropriate categories in the application form and copies supplied to the Library Promotion Committee. Verification of these data will be made by the Library Promotion Committee in its report to the Associate Provost for Library Information Services.
4. Reporting to the Associate Provost for Library Information Services
- 4.1 The recommendations of the Library Promotion Committee reflecting the composite decision on each candidate for promotion shall be submitted to the Associate Provost for Library Information Services. Each individual member of the Library Promotion Committee may submit a written statement of his/her position to the Associate Provost. The materials submitted by the Library Promotion Committee must include a statement which explains the particular recommendation of the committee and how the candidate has or has not met the criteria for promotion.
  - 4.2 At least two working days before the Associate Provost for Library Information Services receives these evaluations and recommendations:
    - 4.21 The Library Promotion Committee shall have a conference with each candidate. At this conference, the Library Promotion Committee shall confirm with the candidate the currency and accuracy of the data in the candidate's application for promotion.

4.22 The candidate shall have an opportunity to examine the committee's evaluation and recommendation in its entirety and shall indicate by signature that he/she has read the entire contents of the promotional folder and has been afforded the opportunity for comment and response. If the Library Promotion Committee is not recommending a candidate for promotion, the candidate may withdraw from further consideration, or proceed with an official appeal by advancing the application to the Associate Provost for Library Information Services within 7 days of reading and signing the Committee's report.

4.23 Claims of violation of procedure must be reported to the President of the University by the individual grievant within twenty-one (21) days from the date on which such claimed violation took place or twenty-one (21) days from the date on which the individual grievant should have reasonably known of its occurrence. In the event of failure to report the occurrence within such twenty-one (21) day period, the matter may not be raised in any later grievance contesting the validity of the committee's recommendation or any action based thereon. (Article VII, G.5. State/Union Agreement).

#### 5. Role of the Associate Provost for Library Information Services

- 5.1 The Associate Provost for Library Information Services will review the report of the Library Promotion Committee and the candidate's promotion portfolio and conduct a substantive review of the candidate's application for promotion.
- 5.2 The Associate Provost will meet with the applicant for promotion at which time they will discuss the applicant's portfolio.
- 5.3 The Associate Provost may consult with any appropriate library administrators and/or the Library Promotion Committee regarding the applicant's candidacy for promotion.
- 5.4 The Associate Provost will forward his/her recommendation, with an accompanying justification to the applicant.

If the Associate Provost is not recommending the candidate for promotion, the candidate may withdraw from further consideration, or appeal by advancing the application to the Provost.

#### 6. Role of the Provost and President

- 6.1 Availability of librarian promotions must be confirmed by the President (prior to the October 15, 2014 deadline for applicants to file for promotion), in order for this agreement to be invoked.

- 6.2 The role of the Provost and President in reviewing candidates for librarian promotion is largely procedural; however, both remain empowered to conduct substantive reviews of the qualifications of the applicants should either decide to do so.
- 6.3 The President will make the final determination regarding candidates who will be recommended to the Board of Trustees for promotion and will communicate this recommendation to the candidate prior to the meeting of the Board.