

DOCUMENT RESUME

ED 326 254

IR 053 486

AUTHOR Menendez, Miguel; And Others
 TITLE Promotion: Responsibilities, Policies and Procedures.
 INSTITUTION Florida International Univ., Miami. Libraries.
 PUB DATE Jan 90
 NOTE 50p.; Prepared by the Promotion Criteria Committee.
 PUB TYPE Legal/Legislative/Regulatory Materials (090)
 EDRS PRICE MF01/PC02 Plus Postage.
 DESCRIPTORS Committees; *Evaluation Criteria; Higher Education; *Job Performance; *Library Administration; Library Personnel; *Personnel Evaluation; Professional Recognition; *Promotion (Occupational)
 IDENTIFIERS Florida

ABSTRACT

Designed by librarians and administrators of the Florida International University in compliance with the requirements of the Florida Board of Regents, this document contains a list of responsibilities, policies, and procedures for the promotion process in library administration. It is noted that the promotion decision is one of the most important decisions in which a professional in higher education may be involved, and therefore should be conducted in a positive atmosphere with adequate provision of time and other resources. The following topics are covered: (1) responsibilities of participants, including individual librarians, their colleagues, department head/supervisor, library director, promotion committee, and president; (2) promotion policies, including basic criteria such as education, experience, and job performance, as well as specific criteria by rank and policies governing the composition of the promotion committee; and (3) promotion procedures, including documentation, application for promotion, promotion file contents, job performance evaluation, and meetings of the promotion committee. Appendices include a form for promotion recommendations, a candidate's promotion application form, instructional and research class specifications for specific positions, and a list of research, scholarly, or creative activities that would count toward promotion together with definitions of each. (DB)

 * Reproductions supplied by EDRS are the best that can be made *
 * from the original document. *

IR

ED326254

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

- * This document has been reproduced as received from the person or organization originating it
- Minor changes have been made to improve reproduction quality
- Points of view or opinions stated in this document do not necessarily represent official OERI position or policy

FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES

PROMOTION:

Responsibilities, Policies and Procedures

R053486

PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Miguel M. Menéndez

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) "



Submitted to Dr. Laurence Miller, Director of Libraries
by the Promotion Criteria Committee, August 1, 1990.

Committee Members:

Calvin Burkhart
Antonie B. Downs, Ex-Officio
Mirtha Hernandez
Miguel Menendez, Chair
Richard Morrill
Mayra Nemeth

This document supersedes all previous library promotion documents

Preamble

Promotion is a shared collegial process composed of accomplishment, evaluation, and recognition. From the time of appointment, each librarian is an active participant in the promotion process and governance thereof. The promotion decision is one of the most important decisions in which a professional in higher education may be involved, for it is a shared undertaking that establishes an individual's sense of his or her own professionalism and the university community's recognition of it.

In a very real sense, the evaluation process involved in promotion is one of the most significant events in a librarian's career, and, as such, ought to be treated with dignity, addressed with the serious attention it deserves, and recognized for the accomplishment and respect a successful outcome marks.

The promotion process should be conducted in a positive and cooperative atmosphere with adequate provision of both time and other essential resources. It should be conducted with a commitment to full disclosure and collegiality. It should be rigorous and professional.

To these ends, the librarians and administration of Florida International University, in compliance with the requirements of the Florida Board of Regents, endorse the following responsibilities, policies and procedures for librarian promotion.

While these documents embody many of the concepts of the official promotion process, they do not include all rules and policies related to this process (see Florida International University's University Tenure and Promotion Policy, the Collective Bargaining Agreement and BOR 6C-5.255 and 5.113).

Table of Contents

- 1.0 Responsibilities of Participants
 - 1.100 Individual Librarians
 - 1.200 Colleagues
 - 1.300 Department Head/Supervisor
 - 1.400 Library Director
 - 1.500 Promotion Committee
 - 1.600 Provost/Vice President for Academic Affairs
 - 1.700 President
- 2.0 Policies
 - 2.100 Basic Criteria
 - 2.101 Education
 - 2.102 Experience
 - 2.1021 Professional: Academic Library
 - 2.1022 Professional: Non-Academic Library
 - 2.1023 Professional: Non-Library
 - 2.1024 Non-professional
 - 2.1025 Maximum Credit
 - 2.103 Job Performance
 - 2.104 Additional Qualifications
 - 2.1041 Professional Activity Outside Library
 - 2.1042 University and Public Service
 - 2.1043 Research and Other Creative Activity
 - 2.105 Primacy of Job Performance
 - 2.200 Specific Criteria by Rank
 - 2.201 Instructor to Assistant
 - 2.202 Assistant to Associate
 - 2.203 Associate to University Librarian
 - 2.300 Promotion Committee
 - 2.301 Composition
 - 2.302 Exclusions
 - 2.303 One Year Residency
 - 2.304 Campus Representation
 - 2.305 Alternate
 - 2.306 Eligible Voters
 - 2.400 Promotion Review Process
- 3.0 Procedures
 - 3.100 Documentation

- 3.101 General Appearance
 - 3.102 Application Contents
 - 3.1021 Table of Contents
 - 3.1022 Application Form
 - 3.1023 Supervisor's Statement
 - 3.1024 Four Letters of Evaluation
 - 3.1025 Other Supporting Documents
 - 3.103 Promotion File Contents
 - 3.1031 Appendices and Experience Memo
 - 3.1032 Explanatory Statements
 - 3.1033 Relevant Annual Reports and Appraisals
 - 3.1034 Letters of Evaluation
 - 3.1035 Professional Activities
 - 3.1036 Research/Scholarly/Creative Activities
 - 3.1037 Awards/Honors
 - 3.1038 Other Documentation
 - 3.200 Job Performance Evaluation
 - 3.201 Notification
 - 3.202 Availability, Comments, Restrictions
 - 3.203 File Location, Access and Integrity
 - 3.300 Promotion Committee
 - 3.301 Structure
 - 3.302 First Meeting and Charge
 - 3.3021 Chair Election
 - 3.3022 Meetings, Confidentiality, Procedures
 - 3.3023 File Deferral
 - 3.303 Subsequent Meetings
 - 3.3031 General Discussion
 - 3.3032 Straw Vote
 - 3.3033 Final Vote
 - 3.3034 Summary Form and Letter of Explanation
 - 3.304 Minutes
 - 3.400 Schedule of Promotion Process
- 4.0 Appendices
- 4.100 Summary of Statements
 - 4.200 Promotion Application Form
 - 4.300 I & R Class Specifications
 - 4.400 Research/Scholarly/Creative Activities

1.000 RESPONSIBILITIES OF PARTICIPANTS

1.100 Responsibilities of Individual Librarians:

1.101 Prior to or at the time of appointment, applicants should apprise themselves of:

-The promotion policies, procedures, and requirements by review of the current BOR/UFF contract and written library and university policies and by consultation with the department head/supervisor and the library director;

-the number of creditable years of experience (in consultation with the library director).

1.102 During the first year of employment, librarians should:

-meet with their department head/supervisor to learn and discuss library and university expectations for promotion;

-consult with the dept. head/supervisor and other departmental members on meeting those expectations;

-consider reviewing the promotion application of a recent, successful candidate from their department;

-seek guidance from the department head/supervisor and/or peers in filling out the job performance evaluation, part A, to ensure that it addresses promotion guidelines;

-consider seeking a mentor from either inside or outside the university.

1.103

1.103 Each year librarians should:

- consult with their department head/supervisor to ensure that their assignment of activities is consistent with the opportunity to continue their work toward meeting the promotion expectations of the University and the standards of their profession;
- realize the purpose and importance that the job performance evaluation has toward promotion and use this evaluation as a means of assistance and counseling and request clarification of any unclear aspects of the evaluation;
- ensure that all evaluation documentation be completed annually on the required date;
- recognize that the impact of their assignments upon promotion activities needs to be evaluated carefully. Overburdensome service assignments may make it difficult or impossible to carry out the activities necessary for a candidate to be successfully promoted;
- keep apprised of promotion policy changes and decisions within the library and university.

1.104 During the year prior to applying for promotion, librarians should:

- participate in workshops/meetings designed to explain and guide librarians through the promotion process;
- organize their promotion file, ensuring that it is complete;
- select the persons who will write the evaluative letters.

1.105 During the processing of the application for promotion:

-candidates should recognize that lobbying for promotion with members of the review committee is inappropriate.

1.106 Following the award of promotion, librarians should recognize that:

-professional responsibilities to the university and to one's field of endeavor not only continue but take on greater importance. A librarian at the highest ranks is expected to continue growing professionally, should consider mentoring other colleagues, and should keep apprised of changing expectations within the profession, university, and department;

-continuing review of the library's mission and goals and of personal goals is appropriate.

1.200 Responsibilities of Colleagues:

A primary responsibility of the librarians is to create an environment that encourages excellence among colleagues. This should have a positive influence on candidate's performance long before they apply for promotion. Experienced librarians can contribute to their colleagues' growth in a number of important ways (e.g. by developing managerial skills, by encouraging initiative to pursue new projects, and by providing moral support). Colleagues should periodically discuss the goals and expectations of the library and the university on promotion. Librarians also may contribute to the enhancement of the quality of service by periodically observing the work of their colleagues and offering constructive ideas for improving communication and conceptual skills.

1.300 Responsibilities of the Department Head/Supervisor:

One of the dept. head/supervisor's most important roles is the guiding of a librarian's efforts to achieve promotion. The dept. head/supervisor is a colleague and an administrator, providing ongoing advice, counsel, direction, evaluation, appraisal, and the resources which assist the candidate's efforts.

1.301

1.301 The dept. head/supervisor should advise new librarians of:

- the university's promotion process and guidelines;
- their promotion responsibilities;
- the impact of their assignments on the promotion process;
- the importance of their MBO forms;

1.302 Each year the supervisor should:

- make clear to the librarian that evaluation is a continuing process based on performance related to expectations;
- create a positive environment to help the candidate meet department, library and university expectations;
- meet regularly and informally with each librarian and discuss their progress toward their goals and objectives;
- be conscious of his/her responsibilities to librarians when assigning duties, since overburdensome or unrelated activities detract from the librarians professional development and service to the university community.

1.303 Each year the supervisor must:

- apprise librarians in writing on the date requested by director, but not later than August 15, of their specific duties and responsibilities through completion of part A; sections I-III of the Annual Librarian Assignment Report;
- confer with librarian as to the librarian's qualifications and preferences, and to the character of the assignment before preparation of these forms;

-notify librarians of the quarter during which the written evaluation is to be made;

-make a written evaluation, with a progress review (section IV of the Appraisal Form), incorporating specific statements which will clearly report job performance on the part of the employee in part B of sections I-III of the Appraisal Form;

-consider the librarian's accomplishments and contributions in evaluating performance; the quantity and quality of work; and the following aspects of job performance: job knowledge, dependability, initiative, and professional attitude;

-complete all evaluation documentation on the date requested by the Director, but not later than August 15;

-guide the librarian in completing MBO forms;

-discuss with each librarian his or her written annual evaluation as accomplished through the Instructional and Research Appraisal Form prior to placing it in the personnel file

1.304 During the processing of the application for promotion, the supervisor:

-has an obligation to render their best professional judgment of the candidate's accomplishments, credentials, contributions, assigned tasks and potential to make significant professional contributions using the standards appropriate to librarians;

-must submit a recommendation for or against promotion that contains detailed comments, with examples given whenever appropriate, on the following aspects of the individual's job performance: job knowledge, dependability, initiative, and professional attitude;

1.400

-should describe the role and function of the candidate in the department, the candidate's area of responsibility and specialization, accomplishments and contributions; and discuss the strengths and weaknesses of the candidate and any factors which may make the evaluation of the candidate difficult for others outside the field. This would preclude inappropriate inferences by individuals evaluating the file at subsequent stages.

1.400 Responsibilities of the Library Director or his/her designee

As the chief administrative officer of the library the director's role in promotion considerations begins long before a candidate applies. The library director must ensure that appropriate annual reviews and appraisals are conducted in a fair and timely manner, that assignments are made appropriately and fairly, and that department heads and departments are fulfilling their missions and responsibilities. A dept. head/supervisor's evaluation should consider how well the dept. head/supervisor is performing her or his responsibilities on advisement, evaluation, and facilitation of candidates for promotion.

1.401 Prior to or at the time of appointment for each appointee the director should:

-identify creditable years of experience together with appointee;

-advise new librarians of the university's promotion process, and the library's promotion guidelines.

1.402 Every year prior to promotion:

-ensure that the libraries promotion policies and procedures are on file in the Director's office, that librarians are aware of them, and that these policies and procedures are followed;

-distribute a timetable indicating the promotion schedule;

-organize a workshop/meeting on promotion information; topics to be covered include the significance of promotion to the library and the university, criteria for promotion, the role of the promotion committee, preparation for promotion prior to the year of nomination, professional growth of the librarian, promotion schedules for the current academic year, and preparation of the promotion file. Advice to be given on such topics as: establishing professional relationships with respected librarians both outside and within the university who can be asked to serve as knowledgeable writers of letters of recommendation, maintaining a professional resume, and documenting achievements and accomplishments that will support nominations for promotion;

-retain some successful files to use as guidance and example for new applicants.

1.403 During the promotion review process, the director or his/her designee must:

-assemble the files of candidates applying for promotion;

-call for the election of the promotion committee from among the eligible professional staff;

-call for the first official meeting of the promotion committee, present the charges to the committee along with the candidate's files;

-render his/her best professional judgment of each candidate's credentials, contributions and potential using the appropriate standards, the evaluations, and the recommendations of the committee;

-advise each candidate of recommendations for or against promotion;

1.500

-forward positive recommendations (and negative recommendations, if the applicant desires) to the Provost and Vice President for Academic Affairs;

-publish to the library staff the names of those promoted.

1.500 Responsibilities of the Promotion Committee

1.501 During the promotion process each member should:

-be present at all committee meetings when candidates are being discussed;

-read and examine carefully each promotion file;

-cast a final vote on each candidate based upon the contents of the promotion file, the candidate's accomplishments, credentials, contributions, performance of assigned tasks, and potential to continue providing significant professional contributions.

1.600 Responsibilities of the Provost/Vice President for Academic Affairs: As chief academic officer of the university, the Provost/Vice President for Academic Affairs:

-promotes an environment which fosters professional growth and development;

-fully informs faculty of the tenure/promotion policies, guidelines and process;

-establishes a consistent timetable which ensures sufficient time for preparation and deliberation;

-ensures that the library is fulfilling its mission and conducting its evaluations in a fair and professional manner;

The Provost/Vice President for Academic Affairs has an obligation to render her or his best professional judgment of the candidate's credentials, contributions, and potential using the appropriate standards. In assessing the candidate's application and accomplishments, the Provost/Vice President for Academic Affairs should consider the unique mission of the library, the candidate's accomplishments, contributions, assigned tasks, and potential to continue providing significant professional contributions; the University's criteria; and the evaluations of the department head, library promotion committee and director. When the Provost has reached a decision regarding the candidates for promotion, a written statement explaining his or her recommendations should be sent to the President, the candidate, the department head, the committee and the director. The statements should be included in the candidate's promotion file.

It is the role of the Provost/Vice President for Academic Affairs to disseminate the Promotion: Responsibilities, Policies and Procedures manual to the librarians for review every seven years.

1.700 Responsibilities of the President:

The President has an obligation to render her or his best professional judgment of the candidate's credentials, contributions, and potential using the appropriate standards. In assessing the candidate's application and accomplishments, the President should consider the unique mission of the Library, the candidate's accomplishments, contributions, assigned tasks, and potential to continue providing significant professional contributions; the university's criteria; and the evaluations of the Department Head, Library committee, Director and Provost/Vice President for Academic Affairs.

The President is responsible for ensuring that approved promotion applications are forwarded to the Board of Regents with the appropriate information.

2.0

2.0 PROMOTION POLICIES

2.100 Basic Criteria for Promotion

The following criteria are established as minimum qualifications for promotion in accordance with Board of Regents regulations, State University System class specifications for professional librarian ranks, Board of Regents-United Faculty of Florida collective bargaining agreement stipulations, and the distinctive goals of Florida International University.

2.101 Education. Master's degree in library science, which is the terminal degree, from an American Library Association accredited institution.

2.102 Experience. The Director of Libraries, together with the appointee, will identify creditable years of experience (as measured in months) for promotional purposes at the time of initial contractual appointment of the employee.

2.1021 Professional Academic Library Experience

The experience requirement is defined as the number of months of professional library experience served by the candidate after receiving the master's degree in library science and up to September 1 of the year in which promotion is to be effective. Professional library experience in an accredited U.S. academic institution or recognized and established foreign academic institution is normally credited on a one-to-one ratio.

2.1022 Professional Experience in Other Types of Libraries

Credit toward promotion for experience in other types of libraries may be given after such experience has been carefully examined and evaluated. The amount of credit will be determined by the relevance of the previous experience. It is very difficult to establish general guidelines applicable to all situations. The

following are examples of some of the variables to consider in
2.1023

determining the relevance of the previous experience. First to be considered is the type of library:

- Government
- Public
- School
- Special
- Other academic library not considered in the professional academic library group.

Within the type of library, the following variables should be considered:

- Size and character of collection
- Type of services offered
- Type of work performed
- Type of patron served

2.1023 Professional Non-Library Experience

Relevant professional non-library experience may be counted on a ratio of three-to-one with a maximum of one year credited. The term "professional" as used here refers strictly to those specialty fields requiring an academic degree. For example, a professional librarian who worked three years in the booktrade might be credited with one year. Examples of potentially relevant non-library experience may include academically related experience, such as teaching, counseling, etc ; or professional business-industrial experience, such as accounting, market research, chemistry, computer science, etc. Fields requiring only a license or certificate

do not apply.

2.1024

2.1024. Non-Professional Library Experience

To gain credit for non-professional library experience, it must be established that 60 percent of the work performed was of professional academic library stature. Relevant experience may be counted on a ratio of four-to-one, with a maximum of one year credited.

2.1025. Maximum Applicable Experience

Credit for professional non-library experience and non-professional library experience earns a maximum of one year's credit in combination. This year may be applied toward the total number of years of professional library experience.

2.103 Job Performance. The primary tool for promotion consideration after education and experience requirements are met is the job performance evaluation. The librarian promoted shall have a documented record of outstanding performance, whose record shows increasing responsibility and continuing growth. Job performance shall be evaluated on the basis of goals, objectives, and assigned duties, as outlined and reported in the Instructional and Research Personnel Performance Appraisal form and the Annual Librarian Assignment Report.

2.104 Additional Qualifications. In addition to the basic education, experience, and job performance requirements, a candidate for promotion will be expected to show evidence of having engaged in any one of the following activities:

- (1) Professional activity outside the library or;
- (2) University and public service or;
- (3) Research and other creative activity.

Given the different nature of assignments and contracts issued to librarians in comparison to the faculty, secondary emphasis will be given to these qualifications which are further explained below:

2.1041 Professional Activity Outside the Library

A candidate's commitment and contribution to the library profession should be evaluated by taking into account activities such as:

- Membership and activity in professional and scholarly organizations
- Continued participation in professional organizations, such as holding office, serving on committees, etc.
- Development of other professional proficiencies, such as teaching, lecturing, editorial activity, management techniques, statistical analysis, computer science, etc.
- Completion of advanced degrees prior to or during professional library experience
- Achievement as evidenced by awards, fellowships, grants, professional development leaves, exchange programs
- Consulting or similar service

The above criteria should be judged by documentation, such as letters of appointment to various committees, announcements of offices attained, transcripts for coursework undertaken, certificates of attendance at workshops, copies of diplomas, summaries of professional meetings, or records of reports given to library groups. Consultant service, professional development leaves, and exchange programs may be evidenced by brief reports of these activities, letters of appreciation for service rendered, or similar documentation.

2.1042

2.1042 University and Public Service

Recognition should be given to those who participate effectively and constructively in Library-wide and University-wide service, including service on University-wide administrative or academic committees and in professional librarian services at the local, regional, state, national and international levels.

The above criteria should be judged by documentation, such as letters of appointment to committees, summaries of committee work, summaries of community activities, rosters of officers, letters of appreciation from community groups, etc.

2.1043 Research And Other Creative Activity

Research by practicing librarians has a growing importance as library, bibliographic, and information management activities become more demanding and complex. It is therefore appropriate to take research into account as long as it does not interfere with or detract from the librarians' job performance. The evaluations of such inquiry or other creative work should be qualitative and not merely quantitative and should be made in comparison with the activity and quality appropriate to the candidate's specialty. Note should be taken of continued and effective endeavors.

- Publication of scholarly books, monographs, and/or articles of some significance to the profession (in refereed or non-refereed journals, symposia, edited works, etc.)

- Other publishing activities, such as bibliographies, research notes, book reviews, poetry, short stories, etc.

- Presentation of scholarly papers at professional meetings, and service as panel member, chairperson of panel, etc.

- Reports, handbooks, manuals and similar documents may be considered under this heading only if they are self-initiated, present new ideas and incorporate research
- Research in progress (submitted, accepted, in press)
- Other scholarly works, such as computer software, multi-media presentations, indexing, etc., which are not encompassed in the above categories

The above criteria should be judged by documentation, such as summaries of research or projects undertaken, copies of contracts, publications, letters of publishers' acceptance, or summaries of reviews of creative work.

2.105 Primacy of Job Performance

The Annual Librarian Assignment Report mentioned in paragraph "C" shall contain assignment of appropriate activities representing the additional qualifications described herein. As criteria for determining promotion, these additional professional qualifications may not supersede, or be substituted for, less-than-outstanding job performance.

2.200 Specific Criteria by Rank

The following minimum requirements, which conform to the Instructional and Research class specifications (Appendix C), are to be used for promotion consideration for librarians. Attainment of ranks is not based on years of satisfactory performance. Rather, there must be a documented record of distinction in performance, including demonstration of professional expertise, innovation, mature judgment, and creativity. Promotion will follow a progressive continuum from Instructor to University Librarian, i.e., promotion requests which involve skipping a rank will be denied.

2.201

2.201 Instructor to Assistant University Librarian. To be considered for promotion to the rank of Assistant University Librarian the candidate shall have:

2.2011 Earned a master's degree in library science from an American Library Association accredited institution

2.2012 Completed, by the beginning of the next contract year, twenty-four months as a professional librarian, including at least twelve months in rank at the university, after receiving the master's degree in library science

2.2013 Demonstrated satisfactory performance within current rank as shown in the applicable annual evaluation form

2.2014 Demonstrated competence in areas such as job knowledge, dependability, initiative, and professional attitude

2.2015 Made professional contributions to the library and/or the university deemed significant by peers

The candidate is encouraged to have:

2.2016 Participated in continuing education in the form of appropriate academic course work, workshops, institutes or conferences

2.2017 Maintained membership in and participated in professional associations

2.202 Assistant University Librarian to Associate University Librarian. To be considered for promotion to the rank of Associate University Librarian the candidate shall have:

2.2021 Earned a master's degree in library science from an American Library Association accredited institution

2.2022

2.2022 Completed, by the beginning of the next contract year, sixty months as a professional librarian, with a minimum of twenty-four months' experience in an academic or research library, to include at least twelve months' in rank at the University

2.2023 Demonstrated above-satisfactory performance at the rank of Assistant University Librarian sufficient to show capacity to exercise the fully developed skills expected at the Associate University Librarian level.

2.2024 Demonstrated competence in areas such as job knowledge, dependability, initiative, and professional attitude

2.2025 Demonstrated effective performance, including enhanced responsibility, continued growth, and evidence of strong commitment to, and potential within, the library profession

2.2026 Demonstrated proficiency in the candidate's specialized area of librarianship

2.2027 Participated in continuing education in the form of appropriate academic course work, workshops, institutes, or conferences

2.2028 Made substantial contributions to professional library organizations, the University, and the library

2.203 Associate University Librarian to University Librarian. To be considered for promotion to the rank of University Librarian the candidate shall have:

2.2031. Earned a master's degree in library science from an American Library Association accredited institution

2.2032

2.2032 Completed, by the beginning of the next contract year, one hundred eight months as a professional librarian with at least twenty-four months in rank at the University

2.2033 Demonstrated superior performance at the Associate University Librarian rank sufficient to show capacity to exercise the fully developed skills expected at the University Librarian level

2.2034 Demonstrated excellence in areas such as job knowledge, dependability, initiative, and professional attitude

2.2035 Demonstrated effective performance at a superior level, including enhanced responsibility and continued growth commensurate with performance expectations at the University Librarian level

2.2036 Demonstrated excellence in the candidate's specialized area of librarianship

2.2037 Participated in continuing education in the form of appropriate academic course work, workshops, institutes, or conferences

2.2038 Demonstrated exceptional service to the library profession and to the University through successful committee work, offices held, projects completed, or other evidence of exceptional commitment to the concerns of the University and the profession

2.300 Promotion Committee

The purpose and function of the Library Promotion Committee is to act in an advisory capacity by reviewing candidates' portfolios and making recommendations concerning promotion to the Director of Libraries. Both positive and negative recommendations must be submitted in writing with proper justification.

2.301 The committee will be composed of the following in-unit members:

2.3011 Five members selected from the ranks of Assistant University Librarian through University Librarian

2.3012 No more than one Assistant University Librarian may serve on the committee at one time

2.302 Candidates and their supervisors are excluded from service of the committee.

2.303 All committee members must have completed one year of professional service at the University Library.

2.304 The committee shall be comprised of three members from University Park and two from the North Miami Campus.

2.305 An alternate at the Associate University Librarian or University Librarian level shall be chosen at large. The alternate will serve in the event that a member becomes ineligible.

2.306 All in-unit librarians are eligible to vote in the election of committee members.

2.400 Promotion Review Process

The promotion review process shall follow the schedule found in 3.400. The committee shall discharge its duties in accordance with the approved Promotion: Responsibilities, Policy and Procedures.

3.0

3.0 PROMOTION PROCEDURES

3.100 Documentation for Promotion

3.101 General Appearance

3.1011 It is extremely important that each candidate for promotion prepare and present for evaluation a complete, well-organized, well-documented, and clear application file. A disorganized, unclear file has the effect of diminishing the applicant's case.

3.1012 In general, the most appropriate binder for the promotion file is the regular 1 1/2" three-ring, hard-cover binder. The ideal binder should be one that will hold the material together securely and allow for the easy addition of materials during the review process. If you choose to use this type of binder or elect to use some other type of binder that requires the punching of holes, be sure that there is sufficient space in the margin of each page to avoid holes in the data. It is strongly recommended that a reinforcement be used on each hole.

3.1013 The file should be arranged and sectioned according to the table of contents, and sections should be clearly separated by dividers and marked by tabs.

3.1014 Other supporting documents may be included as part of the file, and all work should be available upon request.

3.102 Contents of initial application from candidates

3.1021 Table of Contents

3.1022 Candidate's Promotion Application Form (Appendix B)

3.1023 Supervisor's Statement

The quantity and quality of the work performed in the library is the most important consideration in the evaluation of an individual's readiness for promotion. Thus, the supervisor must submit a recommendation for or against promotion that contains detailed comments, with examples given whenever appropriate, on the following aspects of the individual's job performance:

- Job knowledge: the individual is informed about, and able to apply, the most current methods, techniques, tools, and materials available in academic libraries.
- Dependability: the individual exhibits good planning and organizing skills and can be relied upon to complete job assignments efficiently.
- Initiative: the individual is capable of identifying and solving problems and does so in a manner consistent with the overall goals of the work unit.
- Professional Attitude: the individual adapts to change, communicates well with co-workers and library users, and exhibits courtesy and tact in relations with others.

3.1024 Four letters of evaluation from professional colleagues in the faculty and librarian ranks, at least one of which must be from outside the University. The letters should be addressed to the chairperson of the Library Promotion Committee. Candidates are expected to solicit the letters of recommendation. The letters should elicit comments on the following points:

- In what capacity does the evaluator know you?
- How long has the evaluator known you?
- Overall professional performance and job effectiveness.

3.1025

- Comprehensive understanding of departmental, library and instructional goals.
- Maturity of judgment, leadership, initiative, work relationships, etc.
- Awareness of current developments in the library profession and appropriate subject fields.
- Efforts toward continuous professional growth.
- Research, scholarship, and other creative achievements.
- Any additional relevant comments within the scope of the Promotion Policy (Include a copy of the policy with the request.)

3.1025 Other supporting documentation as desired relevant to the time period to be examined:

- For promotion to Assistant University Librarian: 24 months
- For promotion to Associate University Librarian: 60 months
- For promotion to University Librarian: 108 months

3.103 Promotion File

The promotion file is created specifically to contain documents used for a promotion decision. The file is to be treated as confidential material and should be secured at all times. When a librarian is to be considered for promotion, the Director of Libraries or his/her designee, shall be responsible for assembling the promotion file. Original documents shall be placed in the promotion file and duplicate copies should be maintained in the applicant's personnel file. It shall be the responsibility of the employee to see that the file is complete. At any point in the review process, the candidate or his/her supervisor may add relevant new data or insert a concise statement in response to the material that has been

added to the file in the review process. Copies of material added in the review process shall be provided to the candidate and to the head of the administrative unit who has completed review prior to the insertion of new material. This file is divided into eight sections, including the following documents:

3.1031 Summary of Statements Form (Appendix A); candidate's Promotion Application Form (Appendix B); Director's cover memorandum certifying fulfillment of minimum experience requirements; Promotion: Responsibilities, Policies and Procedures and appropriate class specifications (Appendix C).

3.1032 Explanatory statements. Letters must be included in the file which explain the recommendations of the supervisor, the Library Promotion Committee, and the Director. Where appropriate, comments may be included on such things as the annual assignments, annual evaluations, and promotion appraisals which have been given to the candidate.

3.1033 Annual Librarian Assignment Reports and Instructional & Research Personnel Performance Appraisal Forms relevant to the appropriate years of experience requirements.

3.1034 Four required letters of evaluation from professional colleagues who are in a position to provide an evaluation of the candidate's professional, scholarly, and service activities. At least one letter must be from outside the University. A promotion committee member may not submit a letter of support after his/her election. Letters written before the election are eligible to be included.

3.1035

3.1035 Professional Activities

a. A List of Professional Activities

The file should list the following:

(1) Service to Professional Associations/Societies

Examples of service to Professional Associations/Societies which may be listed in this section are activities related to appropriate professional organizations; conferences, symposia, workshops; activity as referee/reviewer for journals, granting agencies, conferences.

(2) Service to the Community or Public

Examples of Community or Public Service which may be listed in this section are service as speaker/presenter at non-academic meetings in area of professional competence; instruction/training for local, state, regional, national, international organizations/agencies in area of professional competence; participation in community meetings and media programs; memberships on advisory boards, committees, task commissions, program/project coordination/development; and other volunteer service which represents a donation of time and professional skills to meet the needs of society.

(3) Professional service which results in remuneration

b. Service to the University

Examples of University Service which may be listed in this section are service on committees, councils, senates, task forces, program coordination/administration, student conferences, workshops, and seminars.

The file should list the following separately:

- (1) Service to the department
- (2) Service to the school/college/library
- (3) Service to the University

3.1036 Research/Scholarly/Creative Activities (For detailed definitions and descriptions see Appendix D.)

- a. Publications
- b. Papers/presentations at meetings/conferences
- c. Research grants/contracts
- d. Technical reports/research reports
- e. Major work in progress
- f. Other research scholarships and creative activities

3.1037 A List of Awards and Honors

3.1038 Other Supporting Documentation

Selected publications should be included as part of the file. All documentation should be available upon request.

3.200 Job Performance Evaluation

Librarians shall be apprised in writing at the beginning of employment and annually thereafter on the date requested by the Director, but not later than August 15, of their specific duties and responsibilities through completion of part A of sections I-III of the Annual Librarian Assignment Report.

3.201

Supervisors shall confer with employees as to the employee's qualifications and preferences, and to the character of the assignment before preparation of these forms.

3.201 Librarians shall be notified by supervisors of the quarter during which the written evaluation is to be made.

3.2011 Written evaluation at the close of the appraisal period shall be accomplished with a progress review (section IV of the Appraisal Form) by the supervisor, incorporating specific statements which will clearly report job performance on the part of the employee in part B of sections i-III of the appraisal form.

3.2012 All evaluation documentation shall be completed annually on the date requested by the Director, but not later than August 15.

3.202 Written annual evaluations, as accomplished in the Instructional & Research appraisal form, shall be discussed with each librarian prior to being placed in personnel files (in Administrative Offices of both University Park and North Miami Campus Libraries); and they must be signed by the supervisor and the librarian. The latter may append a comment, if desired. A copy of all evaluation documents shall be made available to the librarian. The only documents which may be used by the supervisor in the performance evaluation process are those which have been placed in personnel files in the Library Administrative Offices.

3.203 Librarians shall be notified upon request of the location and custody of personnel files and, upon reasonable advance notice, may have access and photocopying privileges during office hours under conditions insuring the integrity and safekeeping of such files.

3.300 Promotion Committee

3.301 The committee is formed when the Director of Libraries calls for an election from among the eligible professional staff. Length of terms of appointment for the first year will be determined by lot. In order to

provide some continuity and yet encourage change, three members will be elected for two years, and two for one year for the first year. Thereafter, each member will serve a two-year term. At the time of the election, an alternate at the Associate University Librarian or University Librarian level will be elected for a one-year term. No one may serve two complete consecutive terms on the working committee. Campus representation shall be as described in 2.304.

3.302 The first official meeting of the elected Promotion Committee shall be called by the Director of Libraries or his/her designee in accordance with the time schedule established by the Office of Academic Affairs. The Director shall present the charge to the committee, along with the promotion files and copies of Promotion: Responsibilities, Policies and Procedures, and then withdraw. The committee shall then enact the following procedures:

3.3021 A chairperson shall be elected to conduct the business of the committee.

3.3022 The committee shall decide in what order to consider applications of candidates, and set a schedule for circulation of the promotion files among the members for careful reading and examination. The Chairperson of the committee shall be responsible for ensuring the availability of the files to all members, for ensuring the confidentiality and integrity of the files, and for adherence to procedures.

3.3023 The committee may reject a promotion file that is incomplete and defer it to the following year for consideration.

3.303 Subsequent meetings shall be called by the chairperson as often as necessary to discharge the committee's duties within the promotion review schedule and to accomplish the following order of business:

3.3031 General discussion of the candidate's application and supervisor's recommendation. Consideration of each candidate

3.3032

shall be made in accordance with the candidate's own merit, not in comparison with others. Each candidate's application shall be reviewed in its entirety, and the committee's recommendation shall be recorded before consideration is made of the next application. If necessary, the committee may interview the candidate's supervisor for clarification. Any additional information that is provided shall be made available to the candidate. The Promotion: Responsibilities, Policies and Procedures document, and the class specifications for professional librarian ranks must be followed faithfully in interpreting requirements for promotion.

3.3032 The committee shall take a straw vote for each candidate.

3.3033 The committee shall take a final vote on each candidate after thorough discussion of the interviews. Five members must be present for the final vote, and all present must vote.

3.3034 When all candidates have been considered, the committee chairperson shall record the committee vote on the Summary of Statements form, attach the letter of explanation in each promotion file, sign and date this form, and forward all promotion files to the Director of Libraries.

3.304 The chairperson shall be responsible for minutes, which shall be confined solely to the order of business and official action and which shall exclude discussions of candidates' qualifications or personal considerations. Minutes of the committee meeting shall be submitted to the Director of Libraries at the completion of the committee's work, along with the promotion files and committee recommendations. All deliberations of the committee shall be treated confidentially by the members and the Director of Libraries. The minutes shall reflect beginning and ending times of all meetings.

3.400 Schedule of Promotion Review Process

The promotion review process shall occur in the following order, with precise dates being furnished annually in accordance with the schedule established by the Office of Academic Affairs.

3.401 Announcement to professional staff of promotion process schedule by the Director of Libraries.

3.402 Submission to the Director of Candidate's Promotion Application Form with supporting letters and other documentation.

3.403 Director or designee creates promotion files and forwards them to candidates for review.

3.404 Promotion committee elected.

3.405 Promotion files forwarded to supervisor for review and recommendations.

3.406 Director or designee calls Promotion Committee together for dissemination of committee charges.

3.407 Promotion files forwarded to Promotion Committee chairperson, for committee review and recommendation.

3.408 Promotion Committee forwards promotion files and recommendations to Director for review and recommendations.

3.409 Director advises each candidate of recommendations for or against promotion.

4.410 Director forwards positive recommendations (and negative recommendations, if the applicant desires) to the Provost and Vice President for Academic Affairs.

3.411 Recommendations submitted to President.

3.412

3.412 Presidential review completed, with promotion files returned to Director of Libraries.

3.413 Director of Libraries publishes to the library staff the names of those promoted.

3.414 Promotion files are retained with the candidate's personnel file. Original materials may be returned to the candidate provided that an initialed photocopy is retained for the records.

Appendix A

FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES
 PROMOTION RECOMMENDATIONS
SUMMARY OF STATEMENTS

CANDIDATE _____ PROPOSED RANK _____

SUPERVISOR

FOR PROMOTION _____ AGAINST _____

 Signature of Candidate's Supervisor/Date

A supporting statement of the recommendation for or against
 is attached.

PROMOTION COMMITTEE

FOR PROMOTION _____ AGAINST _____

 Signature of Committee Chairperson/Date

A supporting statement of the recommendation for or against
 is attached.

DIRECTOR OF LIBRARIES

FOR PROMOTION _____ AGAINST _____

 Signature of Director of Libraries/Date

A supporting statement of the recommendation for or against
 is attached.

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

FOR PROMOTION _____ AGAINST _____

 Signature of Vice President for Academic Affairs/Date

PRESIDENT

FOR PROMOTION _____ AGAINST _____

 Signature of President/Date

FLORIDA INTERNATIONAL UNIVERSITY LIBRARIES

This form has been compressed for the sake of brevity. Candidates should recreate the form and enter the appropriate information through the use of a word processor. The content, order and format of the promotion application form is to be followed faithfully.

CANDIDATE'S PROMOTION APPLICATION FORM

This form is to be submitted to the Director of Libraries by (date)
Additional supporting information as outlined in the Promotion Policy and Procedures is attached.

Name _____ Date _____

Present Rank _____

Proposed New Rank _____

1. Education: University Degrees (Major Field) Dates

2. Professional Employment (chronological: list first employment first):

Institution Position or Title Dates

Appendix C

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY LIBRARIAN

CLASS CODE 9053

T I T L E

University Librarian
D E S C R I P T I O N

Performs technical processes and/or public service library work requiring full professional training in library science.

Years of experience shall be only one of the criteria for classification as a University Librarian. A librarian holding this title shall have made outstanding achievements in bibliographical activities, in research or in other professional endeavors. The librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth. The librarian should have demonstrated exceptional service to the library profession and to the academic institution where employed through successful committee work, offices held, projects completed or other evidence of exceptional commitment to the concerns of the institution and the profession.

M I N I M U M O U A L I F I C A T I O N S

Master's degree in library science from an American Library Association accredited institution.

Additional academic course work and/or participation in institutes, workshops, or conferences which would further one's education.

Desirable: Second master's degree or doctoral degree in progress or achieved.

A minimum of nine years experience as a professional librarian after receiving the master's degree in library science. Some years of appropriate professional, non-library experience or responsible non-professional library experience may be substituted.

Established
April 1979
FIU Revision
January 1990

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY SYSTEM

CLASS CODE 9054

T I T L E

Associate University Librarian

D E S C R I P T I O N

Performs technical processes and/or public service library work requiring full professional training in library science.

Years of experience shall be only one of the criteria for classification as an Associate Librarian. A librarian holding this title shall have made substantial contributions to library professional organizations and/or to the institution or library where employed and achieved a high level of competence in bibliographical activities, in research or in other professional endeavors. The librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth.

M I N I M U M O U A L I F I C A T I O N S

Master's degree in library science from an American Library Association accredited institution.

Additional academic course work and/or participation in institutes, workshops, or conferences which would further one's education.

Desirable: Second master's degree or doctoral degree in progress or achieved.

A minimum of five years of professional librarian experience after receiving the master's degree in library science. Some years of appropriate professional, non-library experience or responsible non-professional library experience may be substituted.

Established
April 1979
FIU Revision
January 1990

Appendix C

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY SYSTEM

CLASS CODE 9055

T I T L E

Assistant University Librarian

D E S C R I P T I O N

Performs technical processes and/or public service library work requiring full professional training in library science.

A librarian holding this title shall have made significant professional contributions to the library and/or the institution where employed. The librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth. There should be evidence of strong commitment to the library profession and potential for making scholarly contributions to the field.

M I N I M U M Q U A L I F I C A T I O N S

Master's degree in library science from an American Library Association accredited institution.

Desirable: Additional academic course work and/or participation in institutes, workshops, or conferences which would further one's education.

A minimum of two years responsible professional experience after receiving the master's degree in library science. Some appropriate professional, non-library experience or responsible non-professional library experience may be substituted.

Established
April 1979
FIU Revision
January 1990

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY SYSTEM

CLASS CODE 9056

T I T L E

Instructor - Librarian

D E S C R I P T I O N

This is an entry level professional position performing basic professional library operations under close supervision by a higher level professional librarian.

The level of difficulty of the work assignments will be commensurate with the minimum qualifications of this classification.

Employment in this position shall be considered initial professional employment to which a person will not be assigned permanently.

M I N I M U M O U A L I F I C A T I O N S

Master's degree in library science from an American Library Association accredited school.

No previous experience is required.

Shall have an academic record and recommendations that indicate a potential for successful performance as an academic librarian.

Established
September 1978
FIU Revision
January 1990

Appendix C

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY SYSTEM

CLASS CODE 9134

T I T L E

Department Head and University Librarian

D E S C R I P T I O N

The appointee shall possess the qualifications for the rank of "University Librarian", class code 9053

The major responsibilities usually include:

- (1) plan, organize, and supervise departmental processing routines and services,
- (2) make and implement policy decisions affecting the operation of the department,
- (3) allocation of departmental resources,
- (4) recruitment and recommending of applicants for employment in the department
- (5) coordinate training of departmental employees
- (6) evaluation of departmental employees,
- (7) distribute work, approve employee leaves, and assign work schedules,
- (8) officially represent the department both publicly and within the university.

Established
April 1979
FIU Revision
January 1990

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY SYSTEM

CLASS CODE 9135

T I T L E

Department Head and Associate University Librarian

D E S C R I P T I O N

The appointee shall possess the qualifications for the rank of "Associate University Librarian", class code 9054.

The major responsibilities usually include:

- (1) plan, organize, and supervise departmental processing routines and services,
- (2) make and implement policy decisions affecting the operation of the department,
- (3) allocation of departmental resources,
- (4) recruitment and recommendation of applicants for employment in the department,
- (5) coordinate training of departmental employees,
- (6) evaluation of departmental employees,
- (7) distribute work, approve employee leaves, and assign work schedules,
- (8) officially represent the department both publicly and within the university.

Established
April 1979
FIU Revision
January 1990

Appendix C

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY SYSTEM

CLASS CODE 9136

T I T L E

Department Head and Assistant University Librarian

D E S C R I P T I O N

The appointee shall possess the qualifications for the rank of "Assistant University Librarian", class code 9055.

The major responsibilities usually include:

- (1) plan, organize, and supervise departmental processing routines and services,
- (2) make and implement policy decisions affecting the operation of the department,
- (3) allocation of departmental resources,
- (4) recruitment and recommending of applicants for employment in the department,
- (5) coordinate training of departmental employees,
- (6) evaluation of departmental employees,
- (7) distribute work, approve employee leaves, and assign work schedules,
- (8) officially represent the department both publicly and within the university.

Established
April 1979
FIU Revision
January 1990

4.308

Appendix C

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATON
STATE UNIVERSITY SYSTEM

CLASS CODE 9137

T I T L E
Assistant Department Head and
University Librarian

D E S C R I P T I O N

The appointee shall possess the qualifications for the rank of "University Librarian", class code 9053.

The major responsibility is to assist and share the duties and responsibilities of the Department Head within a library.

Established
April 1979
FIU Revision
January 1990

4.309

Appendix C

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY SYSTEM

CLASS CODE 9138

T I T L E

Assistant Department Head and
Associate University Librarian

D E S C R I P T I O N

The appointee shall possess the qualifications for the rank of "Associate University Librarian", class code 9054.

The major responsibility is to assist and share the duties and responsibilities of the Department Head within a library.

Established
April 1979
FIU Revision
January 1990

4.310

Appendix C

INSTRUCTIONAL & RESEARCH
CLASS SPECIFICATION
STATE UNIVERSITY SYSTEM

CLASS CODE 9139

T I T L E

Assistant Department Head and
Assistant University Librarian

D E S C R I P T I O N

The appointee shall possess the qualifications for the rank of "Assistant University Librarian", class code 9055.

The major responsibility is to assist and share the duties and responsibilities of the Department Head within a library

Established
April 1979
FIU Revision
January 1990

4.400 Research/Scholarly/Creative Activities

4.401 Description of Publications

Each publication should be described in the form of a complete, standard bibliographic citation--including coauthors, title (exactly as it appears in print), year, volume, publisher, and page number. A copy of the first page, or letter of acceptance if not yet in print, of each publication should be included in the file. Items appearing in more than one place should be clearly cross-referenced.

4.4011 Refereed Publications

Because of the diversity of conventions from discipline to discipline, this section should contain a description of the reviewing/refereeing procedures for each refereed publication cited.

4.4012 Unrefereed Publications

An explanation of the nature of each unrefereed publication should be given.

4.4013 Books/Book Chapters

Each book or book chapter should be listed separately with a description of the type of monograph and the candidate's involvement in that publication; that is, each book should be classified as single author monograph, edited book with different authors for different chapters, text books, etc.

4.4014 Other Publications

Any other written publications that do not fall into categories A-D, for example, reviews and notes, should be entered and described here.

4.402

4.402 A List of Papers/Presentations at Meetings/Conferences

Indicate which papers/presentations were invited and/or refereed.

4.403 A List of Research Grants/Contracts

Funded and unfunded proposals should be listed separately and be so indicated.

Competitive grants and/or contracts which were meant to finance the development of ideas and research and that are subject to peer review should be listed separately from non-competitive grants and/or contracts which emphasize providing professional service to agencies/organizations.

The following information should be included for each grant/contract:

- 4.4031 Name of principal investigator and all co-investigators
 - 4.4032 Title page of grant proposal
 - 4.4033 Funding agency
 - 4.4034 Amount of funding proposed or awarded
 - 4.4035 Time period of the grant
- 4.404 A List of Technical Reports/Research Reports
- Written reports submitted to and accepted by funding agencies, governmental agencies, foundations, etc., should be listed and described here.
- 4.405 A List of Major Works in Progress
- 4.406 Other Research, Scholarship, & Creative Activities
- Any other research, scholarly, and creative activities that do not fall into the categories listed above should be entered and described here.