

JOHN CARROLL UNIVERSITY
GRASSELLI LIBRARY and BREEN LEARNING CENTER

DOCUMENTS OF THE LIBRARY FACULTY
(Revised and ratified by the Library Faculty, May 17, 2013;
Approved by the Academic Vice President on)

MISSION:

The Grasselli Library has primary responsibility within the university to develop, to support access to and to deliver information resources in all formats and to ensure the preservation of knowledge. Through building collections and providing access to information sources held here and elsewhere, building partnerships with others, working together as a well-functioning team and by providing instructional and research services, the library supports the teaching, learning, research and Jesuit missions of the university.

As stated in ACRL's *Standards for Faculty Status for College and University Librarians*, "The academic librarian makes unique contributions to the academic community and to higher education itself. These contributions include developing collections, providing bibliographic access to all library materials, and interpreting these materials to members of the college and university community. Specific services include instruction in the use of print and online library resources and the creation of new tools to enhance access to information available locally, regionally, nationally, or internationally. Librarians contribute to the sum of knowledge through their research into the information process and other areas of study. Service improvements and other advances in the field result from their participation in library and other scholarly organizations." (ACRL. 2007, revised 2011. *Standards for Faculty Status for College and University Librarians*. Retrieved May 15, 2013 from <http://www.ala.org/acrl/standards/standardsfaculty>)

APPOINTMENT:

Candidates for appointment to the Library Faculty shall have earned a master's degree in Library or Information Science from a program accredited by the American Library Association, or a degree deemed to be its equivalent. The terminal degree for librarians is a master's degree from a program accredited by the American Library Association or its equivalent. For some positions, a second master's, specialized training, or experience may be preferred or required.

In order to assure that only candidates of the highest quality are appointed to the Library Faculty, appointments shall be made after a search led by an ad hoc committee of library faculty members appointed for this purpose by the Library Director. If appropriate, others from the library and/or university communities shall be appointed to serve on the committee. Candidates brought in for

interviews will be provided with a copy of the Documents of the Library Faculty. The committee shall solicit input from the library faculty and members of the library staff. . The recommendation of the committee will be provided in writing to the Library Director to be sent to the Academic Vice President who will make the appointment and issue the contract. The Director of Library will provide official copies of the Faculty Handbook and the Documents of the Library Faculty when a new faculty member joins the library.

In accordance with the Faculty Handbook, Part four, section B.1: "An appointment is deemed to be consummated upon issuance by the University of its commitment and the receipt by the University of a written statement of acceptance within the time limit specified in the notice of appointment."

LEVELS OF THE LIBRARY FACULTY AND CRITERIA FOR PROMOTION:

It is understood that these levels, while not intended to be identical to the ranks of teaching faculty, are parallel to them. They are not included in the Faculty Handbook but are given here to identify relationships within the library itself.

Assistant Librarian

The assistant librarian has the minimum of a master's degree in Library or Information Science or its equivalent, and demonstrates competence in the areas of librarianship relevant to his/her appointment.

The recommendation to appointment at a level other than that of assistant librarian upon hiring is a possibility given the credentials and experience of the appointee. This recommendation should be made by the Library Director to the Academic Vice President at the time a contract is offered.

Associate Librarian

Appointment as an associate librarian involves, in comparison with lower ranks, a more searching scrutiny of the qualifications of the candidate and assurance that peers, colleagues and superiors recognize mature professional and personal development. In general, the standards for this rank differ from those for assistant librarian in degree rather than in kind, and the appointment to it is conferred only if the Library Faculty is confident that the member clearly has the potential to achieve a senior librarianship. A minimum of five years experience in a lower rank is expected.

Senior Librarian

A Library Faculty member promoted to the level of senior librarian shall have demonstrated an outstanding record of achievement as a professional librarian throughout his or her career. He or

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she shall have served a minimum of five years at the associate librarian level. Promotion to this level recognizes an advanced degree of professional maturity accompanied by a continued record of scholarship and service.

Promotion

The following process shall be followed:

- A candidate should notify the Library Director in writing by the start of the academic year of his/her intention to seek promotion.
- The Library Director will then convene a Promotion Committee prior to the fall Library Faculty evaluations. A Promotion Committee is comprised of all tenured members of the Library Faculty who are on faculty contract, who are equal to and above the rank to which the candidate aspires and who have voting rights as defined in the Faculty Handbook.
- The Library Director also serves on the Promotion Committee. The Library Director may have no additional influence in the proceedings or in the process either in the committee or at a private level.
- At the first meeting, the committee will select from among its members a chairperson who will be considered a full voting member of the committee. The chair should make the candidate(s) aware of the criteria, the type of evidence to be used and the evidence which they are expected to supply.
- All members of the Promotion Committee are expected to be present at all meetings and to participate fully in the review of each candidate. Members are expected to prepare for these reviews by reading all materials submitted by the candidates. The promotion evaluation process should be open and candid.
- The committee will review those candidates applying for promotion using the current approved Documents of the Library Faculty. The committee will solicit input from all members of the library faculty in determining its recommendation. A 50% vote of the Promotion Committee is necessary for a favorable recommendation for promotion. The vote will be taken by an open show of hands unless a secret ballot is requested by a member of the committee.
- The committee informs the candidate in writing of its recommendation. If the recommendation is unfavorable to the candidate and if the candidate so requests, the candidate should be advised by the committee of the reasons which contributed to the decision, and, if further requested by the candidate, these reasons should be confirmed in writing.
- Unless the candidate requests otherwise, the Promotion Committee forwards the dossier along with its recommendation and report through the Library Director to the appropriate administrator.
- The Academic Vice President has responsibility for final decisions in matters of promotion. Both the candidate and the Promotion Committee are informed in writing of the final decision by December 15th.
- If the final decision of the university regarding a candidate's request for promotion is counter to the recommendation of the department, the reasons for the decision will be communicated to the Promotion Committee by the Academic Vice President.
- If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the Academic Vice President of the reasons which

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contributed to that decision and, if further requested by the candidate, these reasons should be confirmed in writing.

TENURE CRITERIA:

As members of the University Faculty, professional librarians are eligible for tenure as defined in the Faculty Handbook.

The Faculty Handbook specifies that the intrinsic criteria for tenure are “some suitable combination of excellence in teaching and the scholarship it entails, and service to the University, with primary emphasis placed on teaching and scholarship.” The mission of the library and the responsibilities of the Library Faculty are intrinsically educational. The professional librarian’s duties lie in developing and organizing collections, providing services to enhance them and teaching about the retrieval, evaluation and use of information. In addition, the professional librarian engages in classroom teaching as needed.

Above all, the candidate must display professional excellence in job performance as evidenced by self and library administrative assessments (such as annual performance reviews), peer reviews and, where appropriate, patron (e.g., faculty and student) testimonials. In addition, the candidate is expected to serve on library and /or consortial committees, regularly to attend local or regional library, archives or information science association meetings and to hold continuous membership in at least one national library, archives or information science association. For a non-exhaustive list of activities which enhance achievement as a librarian, see Section A of the Tenure Criteria Checklist appended.

The candidate must have demonstrated several scholarly achievements, as evidenced by writing, editing or presenting in the fields of archives, library or information science or in a subject discipline. Publication that is subject to outside peer review is the best evidence of excellence in scholarship: a candidate must be first or second author of at least one publication of this type. For a non-exhaustive list of activities demonstrating scholarly achievement, see Section B of the Tenure Criteria Checklist appended.

Excellence in service goes beyond involvement in activities that are necessary for the candidate to perform his/her job. It involves participation in university committees and professional organizations (especially involving a leadership role), and in community service. For a non-exhaustive list of activities demonstrating service, see Section C of the Tenure Criteria Checklist appended.

THE TENURE COMMITTEE:

- The Tenure Committee will be comprised of all tenured members of the Library Faculty who are on faculty contract and who have voting rights as defined in the Faculty Handbook. The Library Director, if tenured with voting rights as defined in the Faculty Handbook, will serve as a member of the Tenure Committee. The Library Director may have no additional influence in the proceedings or in the process either in the committee or at a private level.

- The Library Director will convene the initial meeting each year. The committee will meet and elect, from among its members, a chair who will ordinarily serve for two consecutive academic years. The chair will be considered a full voting member of the committee. The committee will appoint a secretary from among the committee members to record major decisions and votes of the committee. The total votes will be recorded as totals and percentages of the members.
- All members of the Tenure Committee are expected to be present at all meetings and to participate fully in the review of each candidate. Members are expected to prepare for these reviews by reading all materials submitted by the candidates.
- The committee chair will be responsible for scheduling meetings, communicating with the candidates, and circulating materials to all members of the Tenure Committee.
- The tenure evaluation process should be open and candid with sufficient guidance given to the candidate with regard to the standards for tenure and the evidence which is expected.
- The vote will be taken by an open show of hands unless a secret ballot is requested by a member of the committee.

YEARLY EVALUATION OF PROGRESS TOWARD TENURE:

The following process is to be followed:

At the January Library Faculty meeting each year the Chair of the Tenure Committee shall:

- Review the tenure and third year review procedures.
- Present the tenure evaluation timetable for the current year in compliance with Appendix M of the Faculty Handbook.
- Inform all candidates at that time of the materials required of them.

Each candidate will prepare and submit a statement that summarizes his/her progress toward meeting tenure requirements as set forth in this document. The statement shall be submitted by the date specified in the timetable. The candidate should include materials that provide evidence of progress and that can be used later in the tenure dossier.

The Tenure Committee shall:

- Review the submitted material.
- Meet to discuss each tenure-track faculty member's progress by mid-March.
- Meet with each candidate to discuss progress by mid-March.
- Prepare and furnish to the candidate by April 1st, a written statement evaluating his/her progress toward tenure. This report should detail areas which are satisfactory and, where improvement is necessary, guidance as to how to achieve it. The report is prepared by the chair of the Tenure Committee or his/her designee and reviewed by the committee members. The candidate may respond in writing within one week to the written statement.
- The Tenure Committee drafts an annual report evaluating the tenure-track faculty member's progress in librarianship, scholarship, and service. The annual report includes a recommendation whether or not the faculty member should continue in the tenure-track

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process and the numeric details of the vote. A 50% vote is required for a recommendation of continuance.

- The chair of the Tenure Committee shall submit the tenure-track member's tenure statement and a signed copy of the Tenure Committee's annual report to the appropriate administrator by April 15th; any responses by the faculty member to the Tenure Committee are forwarded with the annual report. A signed report of the Tenure Committee shall also be forwarded at that time to the candidate, except in the year of the tenure decision.

By the Monday before Spring commencement, the appropriate administrator responds in writing to the Tenure Committee concerning whether the report addresses departmental and university guidelines and provides the faculty member with open and candid criticism, suggestions for improvement, and a thorough analysis of the member's supporting evidence. If the dean finds the annual report deficient in any of these respects, the Committee produces an amended report that addresses the concerns of the administrator. The amended report is forwarded to the appropriate administrator and to the tenure track faculty member by the end of the first week of October.

In the case that the University's decision is that the candidate not continue on the Faculty, the decision of the Academic Vice President will be delivered to the candidate, to the department, and to the committee by the end of the academic year.

Mid-term Tenure Review:

The candidate and the Tenure Committee shall submit a mid-term tenure review, using the chart in Appendix M of the Faculty Handbook to determine the appropriate year.

In the year of the mid-term review, the candidate prepares a dossier documenting progress to date in librarianship, scholarship, and service and submits it to the Committee by March 1. The Tenure Committee drafts an annual report evaluating the tenure-track faculty member's progress in librarianship, scholarship, and service. The annual report includes a recommendation whether or not the faculty member should be tenured and the numeric details of the vote. A 50% vote is required for a recommendation of continuance. The department recommendation should address rigorously evaluation of effectiveness as a librarian, evaluation of research record, including statements about the quality of the journals, conferences, book publishers, etc., evaluation of service activities and suggestions for improvement. This recommendation, along with copies of the committee's letters from first and second year tenure reviews plus any written responses from the candidate, shall be forwarded by the Chair of the Tenure Committee to the appropriate administrator by April 1st. At this time, the candidate also receives a copy of the Committee's report.

Before the end of the academic year, the Academic Vice President notifies the candidate of his/her decision, and informs the dean, the department, and the Tenure Committee of that decision. If the Academic Vice President's decision is contrary to the recommendation of the department's Tenure Committee, then the Committee is advised of the reasons that contributed to

that decision. For candidates continuing on the Faculty, COAD will note areas of concern and offer suggestions for improvement. A copy of the deans' communication to the candidate is also provided to the Committee. All of these communications should be made by the end of the academic year. Candidates not continuing on the faculty have the right to obtain copies of all written reports.

PROCEDURES FOR THE TENURE RECOMMENDATION:

- In the semester in which a tenure decision is to be made, the candidate shall prepare two copies of a dossier supporting his/her request for tenure. This dossier should be submitted to the Library Director on or before September 30th. The Library Director shall forward it to the chair of the Tenure committee for appropriate action.
- The Tenure Committee will meet with the candidate by October 15th to discuss the dossier.
- The Tenure Committee drafts an annual report evaluating the tenure-track faculty member's progress in librarianship, scholarship, and service. The annual report includes a recommendation whether or not the faculty member should be tenured and the numeric details of the vote. A two-thirds affirmative vote is required for a recommendation of tenure.
- The committee may meet again with the candidate before it forwards the dossier along with its recommendation and report, by October 31, to the appropriate administrator. The candidate also receives a copy of the committee's recommendation and report.
- The Committee of Academic Deans (COAD) reviews these materials, and by December 1st, COAD makes its recommendation to the Academic Vice President.
- By December 15th, the Academic Vice President notifies the candidate of his/her decision, and informs the dean, the department and the Tenure Committee of that decision. These communications are done in writing.
- If the final decision is contrary to the recommendation of the Tenure Committee, then the Committee is to be advised in writing of the reasons that contributed to that decision.
- If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the Academic Vice President of the reasons that contributed to that decision and, if further requested by the candidate, those reasons should be confirmed in writing.

The criteria for tenure outlined in this document apply to candidates who are hired subsequent to the date of this document. These criteria cannot be applied to candidates who are currently in progress toward tenure unless the tenure-track candidate opts, in writing, to follow this document.

REVISION PROCEDURES

Revisions to this document may be proposed at any time by any member or members of the Library Faculty. After due consideration, the revision should be voted on at a Library Faculty meeting. A majority of the Library Faculty eligible to vote shall be required for acceptance. The revised documents should be forwarded to the Academic Vice President for approval.

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TENURE CRITERIA CHECKLIST (NON-EXHAUSTIVE)

APPENDIX

Section A: Librarianship

- Increase in knowledge of library and information science skills which contributes to performance as a librarian at John Carroll
 - Formal university courses related to your work in the library
 - Continuing education courses and workshops
 - Documented individual study
- Participation in (preferably leadership of) innovation in the library
- Increased responsibility within the present position or through promotion
- Attendance at international or national library, archives or information science meetings
- Teach First-Year Seminar or other formal John Carroll University courses
- Recognition by professional organizations or the institution

Section B: Scholarship

- Writing
 - First or second author in a refereed journal in library science, archives, information science or academic discipline(s)
 - First or second author of a book in library science, archives, information science or academic discipline(s) put out by a press deemed acceptable by vote of the Library Faculty
 - First or second author of a chapter in a book in library science, archives, information science or academic discipline(s) put out by a press deemed acceptable by vote of the Library Faculty
 - Any of the above writing, as the third, fourth, etc. author
 - Author of a review of a book or computer file in an international, national, regional or local newsletter
 - Author of an article in a non-refereed journal in library science, archives, information science or academic discipline(s)
 - Bylined article or author of a column in an international, national, regional or local newsletter in library science, archives, information science or academic discipline(s)
- Editing
 - Editing an international, national, regional or local journal or newsletter in library science, archives, information science or academic discipline(s)
 - Editing a column in a newsletter in library science, archives, information science or academic discipline(s)

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First or second editor of a book in library science, archives, information science or academic discipline(s) put out by a press deemed acceptable by vote of the Library Faculty

Serving on the editorial board for a journal in library science, archives, information science or academic discipline(s)

- **Presentations**

Refereed paper at an international, national, regional or local meeting in library science, archives, information science or academic discipline(s)

Invited presentation at an international, national, regional or local meeting in library science, archives, information science or academic discipline(s)

Non-refereed paper at an international, national, regional or local meeting in library science, archives, information science or academic discipline(s)

Refereed poster at an international, national, regional or local meeting in library science, archives, information science or academic discipline(s)

Non-refereed poster at an international, national, regional or local meeting in library science, archives, information science or academic discipline(s)

Invited service as a panelist at an international, national, regional or local meeting in library science, archives, information science or academic discipline(s)

Section C: Service

- **To the university**

Service on a committee or task force

- **To the profession**

Holding office, serving on a committee or organizing a meeting of an international, national, regional or local library science, archives or information science association or an association of an academic discipline

Teaching a formal university course in library science, archives or information science.

Teaching a continuing education course or workshop in library science, archives or information science

Serving as a guest lecturer in a library or information science course or in a non-library and information science course on LIS content

Serving as a consultant to another library on a problem in library or information science

- **To the community**

Holding office, serving on a committee, or organizing a meeting of an international, national, regional or local society in the individual's area of expertise

Teaching a formal university course outside John Carroll University in the individual's area of expertise

Teaching a continuing education course or workshop in the individual's area of expertise

Serving as a guest lecturer in a course in the individual's area of expertise

Serving as a consultant in the individual's area of expertise