

LIBRARIES

DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS

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(Official document prepared by Faculty Personnel Services)**

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LIBRARIES

DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS

I. INTRODUCTION

The Libraries comprise the University Library with its major divisions of Public Services, Technical Services, and Off-Campus Library Services, and the Clarke Historical Library. Both are located in the Park Library building.

Librarians appointed to positions in the Libraries hold at least a master’s degree from a library school accredited by the American Library Association. These librarians are classified within the University as either:

1. Members of the faculty with full rights and privileges consistent with other University faculty which includes consideration for reappointment, tenure, and

promotion, as well as the opportunities for both representation on Libraries and University committees, and leaves as referred to in the Agreement; or

2. Members of the professional & administrative staff (P&A) with full rights and privileges consistent with other University professional-administrative staff which includes consideration for representation on Libraries and University committees, educational leaves, and released time/funding for research and scholarly endeavors.

The following procedures, criteria, standards, and bylaws for the governance of librarians¹ have been established by:

1. Faculty librarians in matters relating to faculty concerns and issues, specifically, performance evaluation; workload; commencement attendance procedures; reappointment, tenure, and promotion; layoffs; and summer appointments; and
2. The faculty and P&A librarians in matters concerning those areas and issues common to all professional librarians at Central Michigan University, specifically, election of the Chair of Library Governance; position descriptions; professional development; the recruitment, screening and selection of new librarians; and the distribution of travel funds.

In the case of procedures established by faculty librarians within this document, reference in the text itself will be to “faculty.” For those procedures established by faculty and P&A librarians, reference within the document will be to “librarians.”

II. DEPARTMENTAL PROCEDURES

A. Definition of Libraries Faculty Librarians

All regular, full-time or at least half-time Central Michigan University librarians employed in the Libraries who have been appointed to faculty rank.

B. Definition of Professional & Administrative Librarians

All regular, full-time or at least half-time Central Michigan University librarians employed in the Libraries who have been appointed to the professional & administrative staff.

C. Administration of Librarians’ Governance Procedures

1. The Chair of Library Governance provides leadership in matters related to the librarians’ governance system and monitors the governance policies and procedures and other matters of professional concern. All regular, full-time, tenured faculty of the Central Michigan University Libraries are eligible for election to the position of Chair of Library Governance. An individual is elected to the position by a simple majority of those librarians voting and approved by the Dean of Libraries.

Primary Responsibilities:

¹ The procedures, criteria, standards, and bylaws outlined herein do not apply to temporary faculty or librarians whose positions are off-campus (P&A) except where specifically noted in this document.

- a. The Chair of Library Governance reports to the Dean, serves as the spokesperson for all the librarians, and functions as a liaison to the library administration, librarians, and the campus communities.
- b. Provides leadership in matters related to the governance system.
- c. Monitors the librarians' governance policies and procedures and other matters of professional concern.
- d. Serves as an advocate for the professional development of librarians including support for research, scholarly activity, workshops, etc.
- e. Coordinates the orientation of new librarians to the Libraries' governance structure, policies, and procedures.
- f. Serves as an advocate for issues within the University that involve the common professional interests of librarians.
- g. Ensures that the Libraries' personnel committees discharge their responsibilities.
- h. Convene and preside at librarians' meetings.
- i. Facilitates communication between the personnel committees and the Dean of Libraries.

Additional Responsibilities:

- a. Participation in meetings of the DAC as needed.
- b. Performs other duties as identified within the scope of the position.

Qualifications:

- a. Regular, full-time, tenured faculty of the CMU Libraries.
- b. Accessibility during the summer as needed.
- c. Demonstrated ability in leadership, organization, communication, and planning.

Conditions and Terms of Appointment:

- a. Two-year term.
- b. Candidates will indicate their interest in standing for the position by contacting the current Chair of Library Governance prior to the election. Nominations will be accepted only with the concurrence of the candidate.
- c. Elected by a simple majority of the librarians, and approved by the Dean.

- d. Possible adjustment of regular responsibilities to be reviewed on an ongoing basis.
2. The Chairs of the Libraries Personnel Committees implement the procedures governing their respective committees.

D. Duties of Central Michigan University Librarians

1. Duties of librarians are outlined in position descriptions approved by supervisors and the Dean of Libraries.
2. Librarians are also expected to provide contributions toward University service and participate in professional development and scholarly and/or creative activities.

E. Workload of Faculty Librarians

Faculty members should have a balanced workload which affords time for all aspects of their professional responsibilities as defined in their individual position descriptions. This includes public, technical, and/or supervisory service responsibilities, professional development, Libraries and University service, and scholarly activities. These duties normally require 40 or more scheduled hours per week arrived at through consultation with and approved by the faculty member's primary supervisor.

F. Performance Review of Faculty Librarians

Performance review of the Libraries faculty aims to develop an understanding between the faculty and their primary supervisor about how effective and efficient library service might be provided. It serves to:

1. Clarify how faculty can most effectively contribute to the Libraries' mission, goals, and objectives;
2. Clarify for the faculty what is expected of them in carrying out the duties and responsibilities specified in their position descriptions;
3. Provide a forum in which to discuss methods to increase the skills and knowledge of the faculty and encourage continuing professional development of the faculty;
4. Examine the faculty's performance in terms of its contribution to the Libraries' mission, goals, and objectives.

Performance review is based upon faculty position descriptions and upon performance goals drawn up by faculty and their primary supervisor. These goals are based upon the overall goals and objectives of the Libraries in general and their respective divisions and units.

1. Position descriptions include general and specific duties and responsibilities which are assigned to Libraries faculty.
2. Performance goals are specific, written statements of what faculty members will strive to accomplish over an academic year or during a specified period of time. In

addition to the duties and responsibilities specified in position descriptions, the goals are written representations of faculty responsibilities and may include ongoing activities and/or special project activities.

Performance review should relate specifically to the position description and the performance goals. It is critical that it focus on performance, identifying strengths and/or areas for development or improvement of faculty performance.

The review process:

1. At the beginning of a review period (usually, but not exclusively, at the start of the academic year), each faculty member will complete a Position Description Review and Performance Goals Form (See Appendix H) by reviewing her/his position description for proposed changes; establish proposed performance goals for the review period; and discuss in writing how he/she plans to work toward achieving the goals.
2. Upon completion of the form, each faculty member will meet with her/his primary supervisor in order to develop a plan together for the review period. Both the faculty member and the primary supervisor will sign the Position Description Review and Performance Goals Form and retain copies.
3. Although performance evaluation should occur annually, a faculty member and/or primary supervisor may request interim review(s) in order to examine the individual's progress toward achieving the goals.
4. By the conclusion of the academic year, a formal performance review for each faculty member will be conducted. A faculty member will complete a Performance Review Form (See Appendix I) and make a copy of it available to the primary supervisor at least five working days prior to the review session.
5. At the review session:
 - a. Both the primary supervisor and faculty member will engage in discussion of each part of the review form, and allow the opportunity for the faculty member to explain her/his own answers to the questions on the form and the primary supervisor to explain her/his reactions to the faculty member's answers;
 - b. The primary supervisor and faculty member should review the individual's position description in relation to the duties and responsibilities listed as well as the performance goals.
6. At the conclusion of the review session, the faculty member should have gained the following:
 - a. A clear understanding of the primary supervisor's perceptions of the faculty member's accomplishments;
 - b. An understanding of what can be done to improve her/his performance in any areas identified as needing improvement or development;

- c. An understanding of what the Libraries can and will do to help her/him improve performance in those areas identified as needing improvement or development; and
- d. An understanding of the performance expected during the next review period with ideas for new goals.

The primary supervisors should have a clearer understanding of:

- a. What the faculty member perceives as the challenges he/she faces in her/his job;
 - b. What additional supervisory or training needs the faculty member has; and
 - c. What goals may be pursued by the faculty member during the next review period.
7. Both the faculty member and the primary supervisor should sign the review form.
 8. In the event that a faculty member disagrees with any aspect of the primary supervisor's comments on the Performance Review Form or the overall assessment of her/his performance, he/she has the opportunity to submit to the primary supervisor within five working days after the review session a written statement describing the points of disagreement. This statement will be appended to the Performance Review Form. The faculty member can request a meeting with appropriate higher level administration to help resolve any conflict arising from performance review.
 9. Copies of the completed Performance Review Form will be retained by the faculty member and the primary supervisor and a copy will be made available to appropriate Libraries' management for purposes of organizational communication.
 10. A faculty member may request that a copy of the form be placed in her/his personnel file and/or submit forms as documentation for promotion and tenure purposes.
 11. When a significant issue relating to performance is not resolved within a reasonable period of time, the primary supervisor may request that the Performance Review Form be placed in the faculty member's personnel file. This request is to be directed to the Dean of Libraries and must take place within six months of the review. If the form is placed in the personnel file, the faculty member will be informed by the Dean and will have the opportunity to write a response which will also be placed in the personnel file.
 12. Any disciplinary action resulting from performance review must be initiated by appropriate Libraries' management.

G. Layoff of Faculty Librarians

Two primary factors involved in faculty personnel decisions are:

1. The immediate and anticipated long-term programmatic needs of the Libraries and University, and
2. The competence and promise of a faculty member.

The following procedures will apply to situations which may arise in which it is necessary to lay off faculty members even though they are competent and have shown promise.

1. In the event that a reduction of Libraries faculty is necessary, the Reappointment, Tenure, and Promotion Committee and the Chair of Library Governance will be charged with formulating a recommendation to be presented to the faculty.
2. In formulating its recommendation, the committee will base its decision primarily upon the programmatic needs of the Libraries and University and secondarily upon the faculty member's length of University service (seniority). The committee will also take into account the following available options listed in priority order:
 - a. Leave unfilled any vacancies caused by retirement, resignation, or some other form of natural attrition.
 - b. Consider no additional appointments of temporary faculty.
 - c. Eliminate any temporary faculty positions that exist in the Libraries.
 - d. Encourage faculty members to avail themselves of any University early retirement/voluntary resignation incentive programs.
 - e. Non-reappointment of a non-tenured faculty member serving on a regular appointment.
 - f. Layoff of a tenured faculty member according to procedures outlined in the current Agreement.
3. Faculty affected by the recommendation shall be notified by the Chair of Library Governance previous to the recommendation being presented to the faculty at large.
4. The recommendation of the committee shall be reported at a meeting of the faculty for a decision.
5. The recommendation passed by the faculty shall be forwarded to the Dean for approval/disapproval.

H. Librarians' Meetings

1. The Chair of Library Governance will arrange for a librarians' meeting as needed.

2. Meetings of only the Libraries faculty will be held when the topics for discussion relate specifically to them and not to librarians in general (e.g., issues relating to reappointment, tenure, and promotion).
3. The Chair of Library Governance will chair the meetings and arrange that the agenda for a meeting be distributed at least two (2) working days prior to the meeting itself.
4. Special meetings to deal with issues deemed important by librarians may be called at any time by the Dean of the Libraries, the Chair of Library Governance, one or more of the chairs of the standing personnel committees, or when two or more librarians request such a meeting.

I. Faculty Attendance at Commencement Exercises

The following procedure will govern the participation of University Libraries faculty at Commencement exercises held by the various Colleges of the University:

1. Faculty librarians will be selected to attend commencements in numbers equal to the number of commencement exercises.
2. Faculty librarians selected to attend College Commencement exercises shall decide among themselves which exercise to attend, but one faculty librarian should be represented at each of the Colleges' ceremonies.
3. An alphabetical list by last name of eligible Libraries faculty librarians will be compiled by the Dean's Administrative Aide.
4. A list indicating the order of eligible faculty librarians will be distributed to all individuals listed at the beginning of each academic year by the Dean's Administrative Aide; an updated list reflecting faculty librarian Commencement participation will be distributed following mid-year graduation ceremonies.
5. When the Dean is notified of the forthcoming Commencement exercises, the Dean's Administrative Aide will first distribute an invitation to faculty librarians to volunteer by a specific deadline. Volunteers will not have to participate again until the next rotation. If there are too many volunteers, they will be accepted in the order of response.
6. If there are not enough volunteers, the Dean's Administrative Aide will notify those next on the alphabetical list that they are scheduled to attend.
7. In the event that a faculty librarian is unable or unwilling to attend any Commencement exercise, it is that person's responsibility to secure the services of another faculty librarian as a substitute. The name of the substitute must be provided to the Dean's Administrative Aide. Should this situation occur, the faculty member scheduled to attend will receive credit as if he/she actually did participate in one of the ceremonies.
8. If a library faculty librarian serves in another Commencement capacity (e.g., Marshal) during her/his scheduled exercise, that faculty librarian will be exempt

from this procedure; the required number of faculty participants will then be drawn from the subsequent names on the alphabetical list.

9. Faculty librarians hired after the publication and distribution of the original eligibility list will be added to the end of the list and not integrated into it.

J. Professional Development

Professional development activities for librarians are critical for the delivery of effective and efficient library services. Both released time and resources should be made available to assist librarians in the following types of endeavors:

1. Being members of and participating in professional library organizations and/or organizations in cognate disciplines;
2. Attending campus colloquia and seminars, and local, state, regional, and national professional meetings;
3. Accepting leadership responsibilities within their respective local, state, regional, and national organizations;
4. Developing and maintaining an in-service program of professional development with emphasis upon the delivery of effective and efficient library services.

K. Amendments to Procedures

1. The Chair of Library Governance will consult with the chairs of the personnel committees concerning any proposed amendments to the Procedures, Criteria, Standards, and Bylaws.
2. The Chair of Library Governance will then be responsible for arranging a librarians' meeting to be convened during the academic year to discuss proposed amendments. Amendment proposals shall be distributed to librarians in print or electronically within a reasonable period of time before the meeting during which they will be discussed.
3. Amendments from individual librarians may also be presented. Amendments may also be presented during the course of the librarians' meeting. In the event that the only amendments proposed relate specifically to matters of reappointment, tenure, or promotion, only faculty librarians will participate in the discussion and balloting on such proposals.
4. Amendments may also be presented at any time during the academic year in accordance with the above procedure. Whenever such amendments are proposed, the Chair of Library Governance will call a meeting of librarians for the purpose of discussing them prior to actual balloting.
5. Amendments will be voted on by secret ballot after a lapse of two (2) working days. Amendments will pass or fail by a simple majority of those librarians voting.

6. The Chair of Library Governance will arrange that the proper University forms are completed for transmittal of the approved proposed amendments to the Dean of Libraries for approval/disapproval, with a copy to Faculty Personnel Services. In the event of approval, the Dean will forward the amendments to the Provost. In the event of disapproval, the Dean will return the amendments to the Chair of Library Governance who will then inform librarians of this decision.
7. The Chair of Library Governance will arrange for the amended/ revised Procedures, Criteria, Standards, and Bylaws to be available to all librarians upon approval by the Provost.
8. Amendments shall become effective and implemented as stipulated by the Agreement.

III. GENERAL PERSONNEL COMMITTEE PROCEDURES

A. Committees

Personnel procedures shall be administered by two standing committees:

1. Reappointment, Tenure, and Promotion Committee
2. Professional Development Committee

B. Membership

1. The Reappointment, Tenure, and Promotion Committee shall be composed of five (5) members with staggered terms. Three (3) members shall constitute a quorum.
2. Criteria for membership on the Professional Development Committee are outline in Section V.C.1.
3. Librarians, including temporary faculty, are eligible to vote and serve on a personnel committee if the positions they occupy are subject to review by that committee. Only tenured faculty are eligible to serve on the Reappointment, Tenure and Promotion Committee.
4. The Office of the Dean of Libraries will provide necessary clerical assistance needed by the personnel committees. This assistance will be coordinated at the beginning of the academic year by the Chair of Library Governance and the Dean's Administrative Aide.

C. Term of Office

1. The term of office shall be two academic years on a staggered basis.
2. When someone has served two consecutive terms, they may be reelected after the lapse of one academic year.

D. Elections

1. Elections to personnel committees shall begin during Faculty Preparation Week.
2. The Chair of Library Governance in consultation with the chairs of the Reappointment, Tenure and Promotion Committee; and the Professional Development Committee of the previous year shall draw up the slates, conduct the elections, and tally the votes. Prior to the first election, the Chair of Library Governance shall distribute to librarians a list of the members of all committees of the previous year and a list of those librarians eligible to serve on each committee during the upcoming year.
3. The Reappointment, Tenure, and Promotion Committee shall be elected first, followed by the Professional Development Committee. For the Reappointment, Tenure and Promotion Committee, eligible voters shall check the names of up to, but not more than, five (5) eligible members on each ballot. For the Professional Development Committee, eligible voters shall check the names of up to, but not more than, four (4) eligible members on the ballot. In the case of a tie, a run-off election shall be conducted.
4. The election of one committee must be completed before the election of subsequent committees can take place.

E. Officers and Meetings

1. Each committee shall meet within two weeks after the election to elect a Chair and Vice-Chair or Secretary. Librarians in their first year of appointment are not eligible to be elected Chair or Vice-Chair/Secretary. The Chair of Library Governance is not eligible to be elected Chair of the Reappointment, Tenure, and Promotion Committee.
2. Each committee shall decide on its schedule of meetings based upon its projected workload for the semester.

F. Vacancies

1. Vacancies shall be filled for the duration of the outgoing member's term.
2. If a personnel committee needs to function during the summer months and members of the committee will be absent or unable to serve, or a vacancy arises during the academic year, a special election to fill the position(s) will be held. The Chair of Library Governance in consultation with the current chairpersons of the personnel committees shall draw up the slate, conduct the election, and tally the votes. This procedure affects the Reappointment, Tenure and Promotion Committee, the Professional Development Committee, and any ad hoc Search Committee.
3. Prior to a special election, the Chair of Library Governance shall distribute to the librarians a list of those eligible and available to serve on each committee involved in the special election. If more than one committee is involved in this election, the

committees will be elected one at a time in random order. Eligible voters shall check on their ballots the names of up to but no more than the number of seats to be filled on committee. In case of a tie, a run-off election shall be conducted.

4. If the chair of a committee becomes vacant, the Vice-Chair/Secretary will assume this responsibility. The vacancy created by the Vice-Chair/Secretary will be filled by special election.

IV. REAPPOINTMENT, TENURE, AND PROMOTION COMMITTEE

A. Purpose

The committee shall review and evaluate all pertinent information on faculty candidates for reappointment, tenure, and promotion in academic rank, and shall submit its recommendation to the Dean. The committee shall also function as the Dean's Sabbatical Leave Committee as established by the University's sabbatical leave policy. The following standards and procedures supplement the Agreement and appropriate University procedures relating to reappointment, tenure and promotion.

B. Professional Qualifications of the Libraries Faculty

The academic preparation for the appointment to the Libraries faculty is established on the basis of the terminal professional degree – a Master's degree from a library school accredited by the American Library Association or the appropriate equivalent to the accredited Master's degree. Appointment to or promotion to the level of Associate Professor or Professor requires a second graduate degree for those appointed to the Libraries faculty subsequent to the 1992 – 1993 academic year.

C. Bases of Judgment for Reappointment, Tenure, and Promotion

The bases for judgment for reappointment and tenure are the competence and promise of the faculty member and the future needs of the University. The basis for judgment for promotion is the demonstrated professional achievements of the faculty member. Greater scrutiny shall be given to judgments as their relative importance increases.

Persons appointed to the Libraries faculty at the Instructor level subsequent to the 1992-93 academic year must achieve promotion to Assistant Professor before being considered for tenure, but tenure decision year will not be extended merely because promotion has not occurred.

1. Reappointment and tenure recommendations and decisions are based upon:
 - a. The competence of Libraries faculty member which includes demonstrated achievement in each of the following areas:
 - i. Professional/Teaching Competence
 - ii. Scholarly and creative activity
 - iii. University service.

- b. The promise of a Libraries faculty member, which includes:
 - i. An evaluation as to the faculty member's continued professional growth and development
 - ii. A judgment as to whether the faculty member will contribute to the goals and objectives of the Libraries.
- 2. For purposes of promotion recommendations and decisions, professional achievements must be demonstrated in each of the following areas:
 - a. Professional/Teaching Competence
 - b. Scholarly and creative activity
 - c. University service.

D. Criteria and Standards for Reappointment, Tenure, and Promotion

For all candidates, the following criteria and standards for reappointment, tenure, and promotion must be met after their initial appointment to the Libraries faculty at Central Michigan University. Candidates should also note that they must meet each criterion for each reappointment, tenure, and promotion decision. It is further recognized that twelve (12)-month faculty have continuing assignments and/or additional responsibilities that carry on throughout the year. This may create difficulties in meeting the following criteria and standards in the same time span allotted to ten (10)-month faculty. All candidates should be cognizant of the protocol to request extensions, although they should be aware that such extensions are not guaranteed.

1. Professional/Teaching Competence

For purposes of reappointment, tenure, or promotion, the paramount standard which must be clearly demonstrated is the candidate's competence in carrying out the assigned responsibilities and/or duties of the position to which appointed. These may include, but are not limited to:

- a. Competent performance of public service, reference service, and/or technical service duties and responsibilities.
- b. Demonstrated understanding of bibliographic organization and control.
- c. Effective involvement in collection development activities.
- d. Effective performance of individualized and/or group instruction.
- e. Effective teaching of classes.
- f. Responsibility for the effective management, administration, coordination, and/or supervision of staff, services, and/or programs.

- g. Acquisition and/or update of Professional/Teaching Competence through completion of an additional graduate degree, coursework taken beyond the terminal degree, accrual of continuing education units (CEU's), coursework taken in a planned program in a candidate's professional area, sabbatical leaves, and research-related professional travel.
- h. Attendance at professional conferences, meetings, symposia, workshops, or seminars.
- i. Certification through examination or review.

For purposes of promotion to Associate Professor, Professor, or Professor Supplement, candidates must also demonstrate that they have met a higher standard involving activities which may include, but are not limited to:

- a. Guest lectures (non-bibliographic instruction) for other University faculty.
- b. Effective service as a consultant.
- c. Organizing successful workshops, institutes or professional meetings.
- d. Supervision of theses, independent studies, internships, etc.
- e. Academic advising.

Evidence of Professional/Teaching Competence includes:

- a. The judgment of the candidate's supervisor(s) and Libraries faculty colleagues.
- b. Solicited/unsolicited judgments of non-faculty members of the Libraries, members of the academic community outside the Libraries, and/or from non-University related professional colleagues.
- c. Satisfactory teaching evaluations which must include student input for those candidates who teach classes.

2. Scholarly and Creative Activity

- a. For reappointment, a candidate's record must demonstrate increasing progress in scholarly and creative activity.
- b. For purposes of tenure and promotion, the following standards as outlined in Categories I-III represent minimum expectations. It is the responsibility of the committee to evaluate and judge these activities on the basis of their contribution to scholarship, the profession of librarianship, and library service. Accomplishments can be used for both tenure and promotion.

For tenure

- i. At the Assistant Professor level, a candidate's record must show at least one (1) item from Category I and one (1) from Categories I or II or III.
- ii. At the Associate Professor level, a candidate's record must show two (2) items from Category I and one (1) from Categories I or II or III. Primary authorship of a scholarly book may substitute for two (2) Category I items.
- iii. At the Professor level, a candidate's record must show three (3) items from Category I and one (1) from Categories I or II or III. Primary authorship of a scholarly book may substitute for two (2) Category I items.

For promotion

- i. From Instructor to Assistant Professor, a candidate's record must show at least one (1) item from Category I and one (1) from Categories I or II or III.
- ii. From Assistant Professor to Associate Professor, a candidate's record must show two (2) items from Category I and one (1) from Categories I or II or III. Primary authorship of a scholarly book may substitute for two (2) Category I items.
- iii. From Associate Professor to Professor or Professor Supplement, a candidate's record must show three (3) items from Category I and one (1) from Categories I or II or III. Primary authorship of a scholarly book may substitute for two (2) Category I items.

Category I

Primary authorship of a published scholarly book or acceptance for publication of a scholarly book (written verification of acceptance required)

Editorship of a published scholarly book or acceptance for publication of an edited scholarly book (written verification of acceptance required)

Refereed chapter in a published book or monograph or accepted for publication in a book or monograph (written verification of acceptance and/or refereed status required)

Article published or accepted for publication in a refereed journal (written verification of acceptance and/or refereed status required)

Article published or accepted for publication which demonstrates scholarship and/or is a significant professional contribution in a professionally recognized journal (written verification of acceptance required)

Refereed paper presented or accepted for presentation at a major professional conference or meeting beyond the state level (a copy of the paper as well as written verification of acceptance and/or refereed status required)

Category II

Chapter in a published book or monograph or accepted for publication in a book or monograph (written verification of acceptance required)

Paper presented or accepted for presentation at a professional conference or meeting (a copy of the paper as well as written verification of acceptance required)

Article published or accepted for publication which demonstrates scholarship and/or is a significant professional contribution but is not published in a refereed or a professionally recognized journal (written verification of acceptance required)

Category III

Procured competitive external grant

Creation of a technical endeavor, for example, the production of a videotape or computer program

Published book reviews

Editorial duties for journals and/or newsletters elected or appointed service on editorial boards

Reviews of manuscripts submitted for publication

Invited presentations/participation as panel member or speaker at a professional conference or meeting

3. University Service

University Service may be supplemented by professional service or public service related to the bargaining unit member's discipline. The committee will evaluate and judge the quality of a candidate's contribution to the Libraries and Central Michigan University. This criterion may be supplemented by a candidate's professionally related public service, for example, service on a board of directors of a public library or a community agency that falls within cognate discipline(s). It is

expected that requests for promotion in rank will require increased activities/contributions in this area.

Evidence of University service includes:

- a. Participation in and contribution to Libraries and University programs and committees.
- b. Service as chair of Libraries and University committees.
- c. Service on an advisory board, task force, review committee, or similar body.
- d. Service on the board and/or committees of the Faculty Association.
- e. Advising student organizations.
- f. Participation in the broader educational outreach of the University such as radio and television guest appearances or service as a media consultant.
- g. Participation in professional organizations and activities that promote the profession of librarianship and/or cognate discipline(s).
- h. Achievement of professional recognition through receipt of an award or honor.

E. Procedures for Reappointment, Tenure, and Promotion

1. Candidates for reappointment and tenure shall be reviewed according to a schedule set forth by University Policy. The Dean shall furnish the chairperson of the Committee and the candidate's supervisor/s, early in the Fall Semester, a list of the names of the candidates for whom recommendations are due for the current academic year and the tenure-year of each candidate.
2. Candidates who are scheduled to be reviewed for reappointment and/or tenure are responsible for submitting their applications to the Department/Chair of the Reappointment, Tenure and Promotion Committee in accordance with University policy.

Candidates who have been nominated or are applying for promotion are responsible for submitting their applications to the Department/Chair of the Reappointment, Tenure and Promotion Committee in accordance with University policy.

All applications are to include a current vita and a completed summary form (see Summary Form Appendix A) arranged by Libraries/University criteria. Applications are also to include a narrative statement for each criterion as outline in the Agreement, explaining how and to what extent each activity has met the criteria and departmental standards.

Candidates should be aware that their evaluations are not restricted to those submitted by faculty colleagues and supervisors in the Libraries and that they have the final responsibility for bringing forth all evidence that they wish to be advanced

in conjunction with reappointment, tenure, and promotion recommendations and decisions.

3. After receiving an application, the Committee Chair will attach it to the colleague and supervisor's forms and distribute them. All Libraries faculty who do not supervise the candidate are to be given a colleague evaluation form (see Colleague Evaluation Form, Appendix C or F). Individuals (below the level of Dean) who supervise the candidate directly or indirectly are to be given a supervisor's evaluation form (see Supervisor's Evaluation Form, Appendix B or E). Evaluations from supervisors are to be limited to the activities cited in section IV.D.1. which they supervise. This does not preclude their also evaluating the candidate's scholarly and creative activities, professional growth, or University/Libraries service activities.
4. Completed forms shall be returned to the chairperson of the Committee. The Committee must receive completed forms from at least half of the Libraries faculty currently employed. Although Committee members may submit forms, their forms will not be used to fulfill this requirement.
5. The Committee will meet to deliberate and then to make a recommendation to the Dean. During its deliberations the Committee is free to request additional relevant information from the candidate, colleagues, supervisors, or other sources if needed. Prior to submitting the recommendation to the Dean, the candidate is to be given two copies of a letter indicating the Committee's recommendation and noting a date by which one copy must be returned to the chair of the Committee. In addition, the Committee will provide the candidate with the colleague and supervisor(s') evaluation and a notification of any additional information used by the Committee but not submitted by the candidate. The candidate has until this due date to sign one copy of the letter indicating receipt of the materials and return it and the information to the Committee chair, and, if he/she so desires, to provide a response which is to be forwarded directly to the Dean with a copy to the Committee chair.

F. Sabbatical Leave Committee

When serving as the Dean's Sabbatical Leave Committee, the Committee shall follow the Sabbatical Leave Policy as established by the University and appropriate articles of the Agreement.

V. PROFESSIONAL DEVELOPMENT COMMITTEE

A. Purpose

The Committee will promote and administer the Libraries' professional development program and distribute professional development/travel funds, made available by the Dean of Libraries, to librarians and members of the support staff.

B. Responsibility of the Committee

Recognizing that both the professional effectiveness of librarians and support staff alike and the quality of Libraries service as a whole are improved by continuing professional

education, scholarly research and investigation, and active participation in professional organizations, the Committee will:

1. Conduct periodically a development needs assessment and assist in identifying additional development needs.
2. Encourage and inform librarians and staff regarding professional development responsibilities, opportunities, and benefits.
3. Plan, recommend, coordinate, and schedule professional development programs for librarians and support staff.
4. Report to librarians and support staff on external professional development programs and projects, funding availability, and application deadlines.
5. Sponsor presentations, special workshops, seminars, and other professional development activities for the general benefit of librarians and support staff.
6. Review and act upon professional development/travel funding requests from librarians and support staff, and recommend approval or disapproval of these requests.
7. Sponsor annually an in-service day program for the entire staff dealing specifically with development topics and issues.
8. Maintain records on the number of professional librarians and support staff participating in committee-sponsored development activities.
9. Aid, assist, and/or participate in the evaluation of the development program and related activities.
10. Prepare an annual report for the Dean of Libraries on development program activities, accomplishments, and future needs.

C. Membership, Term of Office, and Election

1. The committee shall be composed of eight (8) members, four (4) librarians and four (4) support staff, elected with staggered terms. Five (5) members shall constitute a quorum.
2. The term of office shall be two (2) years on a staggered basis.
3. Election of librarians to the Professional Development Committee shall take place as outlined in section III.D. of the Libraries' *Department Procedures, Criteria, Standards, and Bylaws*. The election of support staff members shall take place according to criteria determined by the Libraries' support staff.
4. Elections shall take place within a month of the Library faculty returning for the Fall Semester.

D. Officers and Meetings

1. Within two weeks after the election, the Committee shall meet to elect a Chair and Vice-Chair/Secretary. Librarians in their first year of appointment are not eligible to be elected Chair or Vice-Chair/Secretary.
2. The Committee shall decide on its schedule of meetings based upon its projected workload for the upcoming year.

E. Vacancies

1. Vacancies shall be filled for the duration of the outgoing member's term.
2. Vacancies created by librarians shall be filled according to criteria outlined in section III.F. of the Libraries' *Procedures*. Vacancies created by support staff members shall be filled according to criteria determined by the Libraries' support staff.

F. Procedures for Allocating Professional Development/Travel Funds

1. Upon the election of Committee officers, but prior to the second meeting of the academic year, the Committee shall request from the Dean of Libraries a list of librarians eligible for professional development/travel funds as well as the total sum of money available for the year. The Committee shall also request from the Dean the total sum of money available for the year for support staff travel and/or professional development.
2. For purposes of allocating these funds, the Committee will divide into two (2) subcommittees, one consisting of the four (4) librarians, the second of the four (4) support staff members. Each subcommittee's first order of business will be to elect a Chair. Each subcommittee will then be responsible for acting upon requests from their relevant constituencies (i.e., librarians for librarians, support staff for support staff).
3. Each subcommittee shall normally meet once a month during the academic year and advise librarians and support staff of the schedules of their regular meetings. Applications for professional development/travel funds should be submitted sufficiently in advance in order to be considered at any regular meeting.
4. Librarian applicants should submit a completed Professional Development/Travel Request Form to the Librarians' subcommittee. In the event that scheduled work time is used to participate in a professional development activity, this form must also be signed in advance by each applicant's primary supervisor.
5. Each request shall be judged by criteria established by the subcommittee members and published at the beginning of the academic year. The criteria will generally include the following:

- a. Within the confines of each committee's budget, attempts will be made to fund requests that will benefit librarians and support staff in the performance of their duties.
 - b. Judgments as to the benefits of professional development/travel activities will be based in part on the justification provided by the applicants on the request forms.
 - c. Previous allocations to an individual librarian/support staff member during a fiscal year will be taken into consideration if the librarian/support staff member requests additional professional development/travel funds.
 - d. Any funds remaining at the end of a fiscal year will be divided among applicants who did not receive full funding for their professional development/travel requests.
6. Requests for funding under \$50.00 may be acted upon by the Chair of the respective subcommittee without recourse to the subcommittee as a whole. Such action, however, will be reported back to the subcommittee.
 7. If a request for funding is approved, copies of the Professional Development/Travel Request Form signed by the chair of the subcommittee and indicating the amount granted shall be forwarded to the applicant and to Library Business Services who will maintain a record of professional development/travel funds. Staff will be notified of approved allocations on a regular basis.
 8. Disapproved requests will be returned to applicants with a letter from the chair of the subcommittee indicating the reasons for disapproval.
 9. Individual librarians and support staff members are responsible for submitting a completed Travel Expense Voucher to Library Business Services in order to be reimbursed for expenses incurred in professional development/travel up to the amount granted by the respective subcommittee. It is also the responsibility of the individual librarian/support staff member to inform the respective subcommittee chair if he/she did not attend a professional development activity for which funding was approved or if any allocated funds remain unspent.
 10. Professional development/travel funds shall be disbursed by the respective subcommittees on the basis of the University's fiscal year.
 11. At each scheduled meeting, the Committee will review the amount of professional development/travel funds allocated since the previous meeting, to whom, and for what purpose.

G. Professional Development Activities for Librarians and Support Staff Members Sponsored by Central Michigan University Libraries

1. The committee should sponsor appropriate presentations, special workshops, seminars, and other professional development activities for the general benefit of

librarians and support staff. Individual librarians/support staff members may also request/recommend that the committee sponsor specific development activities.

2. In general, funding for Libraries-sponsored professional development activities such as presentations, workshops, seminars, etc., must be secured from sources other than the professional development/travel funds allocation. It is the responsibility of the committee to seek out such sources of funding.
3. In the event that the committee wishes to apply to the Dean of Libraries for professional development activities funding, the committee will prepare a proposal outlining the specific activity it wishes to sponsor, its benefit to the Libraries and librarians/support staff, and the amount of funding requested and forward it to the Dean. The Dean will inform the committee of the approval/disapproval of the request.

H. The Professional Development/Travel Request Form is located on the Libraries' Staff Resources webpage. Proposals to change the Professional Development/Travel Request Form should be submitted to the Professional Development Committee. The Committee may also initiate changes. When the Committee approves changes, they will go to the Chair of the Libraries Governance for further approval. Upon approval from the Chair of the Libraries Governance, the changes will go to the Dean of Libraries for the final approval.

VI. SELECTION OF NEW LIBRARIANS

A. Faculty Vacancies

When it is known that a faculty position will be vacated, the Dean will notify the Chair of Library Governance. The Chair of Library Governance will inform the faculty and convene a faculty meeting at the earliest opportunity. The faculty will function as an ad hoc committee to consult, consider, and make a recommendation to the Dean regarding usage of FTE resulting from the vacancy. Additional meetings will be called as needed. The recommendation will be submitted to the Dean with all possible speed, normally within four calendar weeks of the Dean's original notification to the Chair of Library Governance concerning the impending vacancy.

B. Ad Hoc Selection Committee

Upon the Dean of Libraries' approval to fill a vacant position, the Chair of Library Governance will arrange to have librarians elect on an ad hoc basis a committee to participate in the recruitment, screening, and selection of a person to fill a new or vacant librarian position.

C. Membership

1. The ad hoc committee shall be composed of five elected members. The primary supervisor responsible for the position shall also serve as a voting member of the committee except in the cast where the Dean is the primary supervisor. Three members shall constitute a quorum.

2. The librarian currently holding the position to be vacated is not eligible to serve on the ad hoc Selection Committee.

D. Term of Office

The term of office shall be the duration of the selection period for the new or vacant librarian position.

E. Election

1. Election of eligible librarians to the ad hoc Selection Committee shall begin immediately upon the notification of the Dean of Libraries to create such a committee.
2. The Chair of Library Governance in consultation with the current chairs of the two standing personnel committees shall draw up the slate, conduct the election, and tally the votes.
3. The Chair of Library Governance will inform librarians of the results of the election.

F. Officers and Meetings

1. The committee shall meet within two days after the election to select a Chair and a Vice-Chair or Secretary. Librarians in their first year of appointment are not eligible to be elected Chair or Vice-Chair/Secretary. The committee shall inform the Dean of the results of the elections of officers.
2. In consultation with the Dean, the committee shall draw up a schedule of meetings.

G. General Selection Procedures

1. Selection policies and procedures shall be consistent with affirmative action guidelines and the ad hoc Selection Committee shall consult with the Libraries affirmative action coordinator.
2. The committee shall consult with the Dean and the primary supervisor when the position falls within the jurisdiction of a particular department or service unit. The primary supervisor shall provide a summary of desirable qualifications and a position description.
3. The committee shall screen and promptly acknowledge applications. The committee will also contact references supplied by those applicants considered most appropriate and then recommend to the Dean with supporting documentation those candidates to whom should be extended invitations for on-campus interviews.
4. After approval by Faculty Personnel Services of the candidates who may be interviewed, the Dean, or the committee with the agreement of the Dean, shall invite candidates to campus for interviews. The committee, in consultation with the Dean, shall draw up the interview schedule. Travel and lodging arrangements will be made by the Dean's Administrative Aide.

5. All committee members shall participate in interviewing and entertaining candidates, and may solicit other librarians and/or staff to assist. Interviews with members of the university administration and teaching faculty may be scheduled at the discretion of the Dean. In addition:
 - a. Each candidate's interview schedule shall be made available to librarians and the Libraries staff along with the candidate's resume, a copy of the advertisement used by the committee in selecting candidates for interviewing, and a copy of the position description;
 - b. All candidates interviewing for a position will be asked to make a presentation on topics relating to the vacant position in a forum open to the university community;
 - c. Librarians and Libraries staff shall be encouraged to submit to the committee not only an evaluation of the candidate's presentation but also any other written comments that they feel would assist the committee on each candidate interviewed.
6. The committee shall forward to the Dean written recommendations for each candidate interviewed for the available position. Supporting documentation forwarded with the recommendations should include a copy of the position advertisement, a position description, candidates' resumes, letters of application, letters from references, staff comments, etc.
7. Searches for librarians in Off-Campus Library Services will be conducted by a committee of two elected librarians, the Director of Off-Campus Library Services, and an appointee of ProfEd. Three members shall constitute a quorum. This ad hoc committee will recruit, screen, and recommend candidates according to the above procedures.

VII. APPENDICES

APPENDIX A

LIBRARIES: REAPPOINTMENT, TENURE AND PROMOTION SUMMARY FORM

Using the University criteria categories provided, please list all activities since your appointment as a tenure track faculty or your last promotion. In addition, please attach a current vita.

1. Professional/Teaching Competence:

2. Scholarly and Creative Activity:

3. University Service:

(Note: The size of the spaces on this form is not intended to suggest any length of the statements. By using a computer format, faculty are not constrained by limited space.)

APPENDIX B
CENTRAL MICHIGAN UNIVERSITY
LIBRARIES
SUPERVISOR'S EVALUATION

INSTRUCTIONS FOR EVALUATING FACULTY FOR REAPPOINTMENT AND TENURE

1. Complete the attached form.
 - A. Provide a narrative statement for each of the four criteria (including standards) and the statement of promise.
 - B. Check all appropriate items.
2. Review the evaluation with the faculty member.
3. Provide the faculty member with a copy of the completed form.
4. Forward the completed form to the Chair of the Reappointment, Tenure, and Promotion Committee by:

Date _____

Chair _____

**CENTRAL MICHIGAN UNIVERSITY
LIBRARIES
FACULTY PERSONNEL EVALUATION FORM
REAPPOINTMENT AND TENURE
SUPERVISOR'S EVALUATION**

Your Name _____

Candidate's Name _____

Candidate's Present Academic Rank _____

Evaluate the candidate for:

Reappointment ____ Tenure ____

In your judgment has the candidate met the overall criteria (including standards) and does he/she demonstrate sufficient promise?

Yes ____ No ____

A. CRITERIA INCLUDING STANDARDS

1. Professional/Teaching Competence

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

2. Scholarly and Creative Activity

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

3. University Service

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

B. The promise of a Libraries faculty member

Comments:

In your judgment does the candidate show sufficient promise?

Yes ____ No ____

Supervisor's Signature _____

Date _____

Faculty Member's Signature _____

Date _____

APPENDIX C

**CENTRAL MICHIGAN UNIVERSITY
LIBRARIES
FACULTY PERSONNEL EVALUATION FORM
REAPPOINTMENT AND TENURE**

COLLEAGUE EVALUATION

Your Name _____

Candidate's Name _____

Candidate's Present Academic Rank _____

Indicate the extent of your professional contact with the candidate:

Frequent ____ Moderate ____ Little ____ None ____

Evaluate the candidate for:

Reappointment ____ Tenure ____

In your judgment has the candidate met the overall criteria (including standards) and does he/she show sufficient promise?

Yes ____ No ____

Please support your judgment with a written evaluation of each of the four criteria (including standards) and the statement of promise listed on the following pages.

Forward the completed form to the Chair of the Reappointment, Tenure, and Promotion Committee by:

Date _____

Chair _____

A. CRITERIA INCLUDING STANDARDS

1. Professional/Teaching Competence

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

2. Scholarly and Creative Activity

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

3. University Service

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

B. The promise of a Libraries faculty member

Comments:

In your judgment does the candidate show sufficient promise?

Yes ____ No ____

APPENDIX D

**CENTRAL MICHIGAN UNIVERSITY
LIBRARIES
REAPPOINTMENT, TENURE AND PROMOTION COMMITTEE
RECOMMENDATION: REAPPOINTMENT/TENURE**

Candidate's Name _____

Department _____

Candidate's Current Academic Rank _____

Date of Initial Appointment to Regular Faculty _____

Evaluation of the Libraries Reappointment, Tenure, and Promotion Committee

A. Criteria (including standards):

1. Professional/Teaching Competence

The candidate has ___ has not ___ met the requirements for this criterion (including standards).

Comments:

2. Scholarly and Creative Activity

The candidate has ___ has not ___ met the requirements for this criterion (including standards).

Comments:

3. University Service

The candidate has ___ has not ___ met the requirements for this criterion (including standards).

Comments:

B. Promise of a Faculty Member

The candidate shows ___ does not show ___ sufficient promise.

Comments:

COMMITTEE RECOMMENDATION:

1. Reappointment ___ Yes ___ No
2. Reappointment with Tenure ___ Yes ___ No

Committee Chair _____ Date _____

Candidate _____ Date _____

APPENDIX E
CENTRAL MICHIGAN UNIVERSITY
LIBRARIES
SUPERVISOR'S EVALUATION

INSTRUCTIONS FOR EVALUATING FACULTY FOR PROMOTION

1. Complete the attached form.
 - A. Provide a narrative statement for each of the four criteria (including standards).
 - B. Check all appropriate items.
2. Review the evaluation with the faculty member.
3. Provide the faculty member with a copy of the completed form.
4. Forward the completed form to the Chair of the Reappointment, Tenure, and Promotion Committee by:

Date _____

Chair _____

**CENTRAL MICHIGAN UNIVERSITY
LIBRARIES
REAPPOINTMENT, TENURE, AND PROMOTION COMMITTEE
RECOMMENDATION: PROMOTION IN RANK**

Your Name _____

Candidate's Name _____

Candidate's Present Academic Rank _____

Evaluate the candidate for promotion to:

____ Assistant Professor

____ Associate Professor

____ Professor

____ Professor Supplement

The basis for judgment for promotion is the demonstrated achievements of the candidate. In your judgment has the candidate demonstrated achievements to warrant promotion in rank, and has he/she met the overall criteria (including standards)?

Yes ____ No ____

CRITERIA INCLUDING STANDARDS

1. Professional/Teaching Competence

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

2. Scholarly and Creative Activity

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

3. University Service

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

Supervisor's Signature _____

Date _____

Faculty Member's Signature _____

Date _____

APPENDIX F

**CENTRAL MICHIGAN UNIVERSITY
LIBRARIES
FACULTY PERSONNEL EVALUATION FORM
PROMOTION**

COLLEAGUE EVALUATION

Your Name _____

Candidate's Name _____

Candidate's Present Academic Rank _____

Indicate the extent of your professional contact with the candidate:

Frequent ____ Moderate ____ Little ____ None ____

Evaluate the candidate for promotion to:

____ Assistant Professor

____ Associate Professor

____ Professor

____ Professor Supplement

The basis for judgment for promotion is the demonstrated achievements of the candidate. In your judgment has the candidate demonstrated achievements to warrant promotion in rank, and has he/she met the overall criteria (including standards)?

Yes ____ No ____

Please support your judgment with a written evaluation of each of the four criteria (including standards) listed on the following pages.

Forward the completed form to the Chair of the Reappointment, Tenure, and Promotion Committee by:

Date _____

Chair _____

CRITERIA INCLUDING STANDARDS

1. Professional/Teaching Competence

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

2. Scholarly and Creative Activity

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ____ No ____

3. University Service

Comments:

In your judgment has the candidate met the requirements for this criterion including standards?

Yes ___ No ___

APPENDIX G

**CENTRAL MICHIGAN UNIVERSITY
LIBRARIES
REAPPOINTMENT, TENURE, AND PROMOTION COMMITTEE
RECOMMENDATION: PROMOTION IN RANK**

Candidate's Name _____

Department _____

Current Rank _____ Rank Being Requested _____

Date of Initial Appointment to Regular Faculty _____

Rank of Initial Appointment to Regular Faculty _____

Evaluation of the Libraries Reappointment, Tenure, and Promotion Committee

Criteria (including standards):

1. Professional/Teaching Competence

The candidate has ___ has not ___ met the requirements for this criterion (including standards).

Comments:

2. Scholarly and Creative Activity

The candidate has ___ has not ___ met the requirements for this criterion (including standards).

Comments:

3. University Service

The candidate has ___ has not ___ met the requirements for this criterion (including standards).

Comments:

COMMITTEE RECOMMENDATION:

1. Promotion to (rank) _____

2. Maintain current rank _____

Committee Chair _____ Date _____

Candidate _____ Date _____

APPENDIX H

**POSITION DESCRIPTION REVIEW AND
PERFORMANCE GOALS FORM**

I. POSITION DESCRIPTION REVIEW

Have the responsibilities and duties of your position changed in such a way as to affect your written position description? If yes, please explain:

II. GOALS FOR THE FORTHCOMING YEAR

List below the specific goals which you hope to meet during the forthcoming academic year, and describe how you plan to achieve/work toward achieving these goals.

Primary Supervisor Comments:

Faculty Member _____ Date _____

Primary Supervisor _____ Date _____

APPENDIX I

PERFORMANCE REVIEW FORM

1. Please describe the progress you have made in meeting each goal that you listed on the Performance Goals Form.

2. In addition to the above, describe any other contributions and achievements you made during the past academic year.

3. Please describe any areas in which you feel that you need to improve your performance.

4. Additional comments (optional):

Primary Supervisor Comments:

Faculty Member _____ Date _____

Primary Supervisor _____ Date _____

VIII. INCONSISTENT PROVISIONS

If any provision in these Procedures, Criteria, Standards, and Bylaws is inconsistent with provisions in the CMU/FA Agreement, university policy, state or federal law or regulations, such inconsistent provision shall be null and void.