UM UNIT STANDARDS COMMITTEE
SIGNATURE FORM

Unit Standards for: Mansfield Library
Year: 2011

1) Department Chair:

[Signature]
Date: 9/15/11

2) Dean:

[Signature]
Date: 9/15/11

3) Chair, UM Unit Standards Committee:

[Signature]
Date: 4/2/12

4) Provost and Vice President for Academic Affairs:

[Signature]
Date: 7/10/12
MANSFIELD LIBRARY
Unit Standards and Procedures for Faculty Evaluation and Advancement

Each faculty member has an essential role in fulfilling the mission of the Library. Tenure and promotion are an incentive, an acknowledgement, and a reward for sustained contributions to that mission. Both are earned after a record of accomplishments and the evaluation of peers within the context of University policies and rules. Documentation is completed through the Individual Performance Record.

Review of tenure and promotion will take into account the diversity of practice of librarianship, scholarly research and creative activities, and service that support the mission of the Mansfield Library. In all cases, the goal of tenure and promotion is to identify, retain, and promote individuals who have a proven and continuing pattern of achievement in practice of librarianship, scholarly research and creative activities, and service.

The following criteria and procedures will be used in considering faculty salary increments for promotion or for tenure.

These unit standards and procedures are intended to be in addition to and consistent with those provided in the current Collective Bargaining Agreement (CBA) and, in the event of any omission or inconsistencies, the terms of the CBA shall be applicable and shall prevail. Teaching as defined in the CBA is understood as the Practice of Librarianship which includes the performance of regularly assigned duties for Mansfield Library faculty.

A faculty member should consult the CBA for procedures relative to the evaluation process beyond the Library Faculty Evaluation Committee (FEC) and to determine the procedural requirements for appeals.

1.0 MINIMUM REQUIREMENT FOR APPOINTMENT

The minimum requirement for appointment to the faculty is the possession of the terminal degree: a master's degree accredited by the American Library Association or a graduate degree in a subject area where appropriate.

2.0 GENERAL CRITERIA FOR EXCELLENCE

General criteria for evaluating Library faculty for reappointment, promotion, tenure, and post-tenure review are (1) the practice of librarianship (2) scholarly research and creative activities, and (3) service. Specific criteria related to the three general criteria are listed below. The lists are not inclusive.

3.0 SPECIFIC CRITERIA FOR EXCELLENCE

3.1 Teaching/Practice of Librarianship

In keeping with the multifaceted nature of their discipline, Library faculty engage in a broad spectrum of activities. Library faculty are specialists in organizing and providing access to information and are involved in development of resources, collections and information systems; bibliographic control and systems management; instruction, reference and research services; and administration and planning.

Library faculty members are expected to demonstrate competence in, and a thorough knowledge of, the materials, tools, technology, and procedures appropriate to the effective development and organization of information resources and to demonstrate competence in relating those resources to the needs of the user.
Further, librarians and other information specialists traditionally concentrate their effectiveness and development in particular aspects of librarianship.

3.1.1 Activities encompassed in the term "Teaching/Practice of Librarianship" include but are not limited to:

- Develop and maintain the Library’s collections; organize, manage, and preserve data and resources.
- Provide intellectual and physical access to information in the research and instructional collections of the University and other information repositories and resources.
- Integrate information resources into the curriculum, develop and apply technological innovations, develop curricular support, or other related work according to best practices and national standards.
- Develop and introduce innovations with respect to library collections, services or methods.
- Interact with library users at all levels; develop and maintain communication and interaction with other members of the University community.
- Formulate, implement, and/or integrate information literacy into the curriculum.
- Manage human resources; develop and train faculty and staff.
- Manage material and financial resources.
- Conduct individual or group instruction; deliver discipline-related lectures or training external to the Library.
- Teach or participate in teaching credit courses; prepare course or discipline-related guides.
- Participate in academic advising; serve as a major thesis advisor or as a member of a thesis committee or graduate review board.
- Support general education activities through resource acquisition, maintenance, and teaching.
- Implement, develop and/or maintain automated systems.

3.1.2 Evaluation of the Teaching/Practice of Librarianship

Evidence of the practice of librarianship may include but is not limited to data and information in the following areas:

- Selection and development of resources.
- Selection and development of systems.
- Bibliographic control and resource access.
- Reference and research services.
- Administration and management of personnel.
- Administration and management of projects.
- Classroom performance, teaching, direction of student scholarship and advising.
- Professional achievement and development.
- Continuing education activities.

3.2 Scholarly Research and Creative Activity

Progress in library and information science results from the development of new principles and the application of existing ones to professional theory and practice. The product of theoretical and applied research may appear as the work of a single author, as the work of a number of separately named individuals, or from named groups. Scholarly work may also be communicated through unpublished papers, presentations and reports to professional organizations, and other venues for dissemination of scholarship.

Librarians are expected to contribute to the body of knowledge within their chosen discipline(s) or specialty(ies). Notwithstanding the value of cooperative scholarship within librarianship, librarians are
encouraged to build a record that includes evidence of independent scholarship widely disseminated through scholarly publications to state, regional, national, or international audiences.

Contributions to scholarly works are assessed as to quality, including such factors as contribution to the discipline, originality, and the role an individual faculty member may have had in a collective work, etc. The body of scholarly and creative work is further considered in terms of its relationship to the overall body of work, including its relationship to the individual’s focus in practice of librarianship and service.

Means of evaluating a contribution include the nature and standing of the outlet, whether it was subject to critical review (especially peer-reviewed), the type of publication, and the value of the contribution to the discipline. Internal evaluations can be corroborated by the nature of the critical review that led to the publication, as well as by critical review from within and outside the University.

3.2.1 Activities encompassed by the term “Scholarly Research and Creative Activity” include, but are not limited to:

- Single or co-authored books and monographs; edited or co-edited books.
- Refereed articles and book chapters.
- Standards, papers in proceedings, refereed presentations, essays, other scholarly papers and publications, technical reports, un-refereed book chapters and books.
- Textbooks within the area of specialty.
- Abstracts and reviews.
- Grant or contract funds, research awards, fellowships and scholarships.
- Papers and poster sessions presented at conferences and meetings.
- Creative work related to the discipline or specialty, including but not limited to: exhibits, reports, compositions, audio and visual material and computer hardware and software development.
- Invited speaking engagements related to librarianship.

3.2.2 Evaluation of Scholarly Research and Creative Activity

Evidence considered in evaluating scholarly research and creative activity includes but is not limited to:

- Documentation of scholarly research and creative activity identified in Section 3.2.1.
- Documentation of research efforts related to grants, contracts, direction of student research, or professional research efforts incident to publication.
- Copies of publications, papers, grant applications, etc.
- Photographs or catalogs of exhibits.
- Published reviews.
- Commentary from professional associates within and outside the Library and the University community.
- Awards received and other indications of professional standing, evidence of work under contract, in press, accepted, submitted, or in process. Scholarly activity completed and accepted for publication but not yet published shall be evaluated as if publication has taken place.

3.3 Service

Every faculty member is expected to participate in the activities of the library and University; in appropriate professional organizations in his/her field; and/or in professional service to schools, colleges, universities, and other community agencies.

Individual contributions are assessed by considering such factors as the nature, standing, and influence of the organization or body served, the position held or function performed, and contribution to the
discipline, profession, institution, or community. The body of service contributions is further considered
in terms of its relationship to the overall body of work, including its relationship to the individual’s focus
in practice of librarianship and scholarly endeavors.

3.3.1 Activities encompassed by the term "Service" include, but are not limited to:

- Provide leadership in the profession through participation in international, national, regional, state
  and local professional associations.
- Represent the Library and the University in outreach activities.
- Perform service and provide leadership within the University through participation in committees
  and other programs which address its goals.
- Plan, organize or conduct professional seminars, workshops, conferences or programs.
- Edit journals or newsletters, review manuscripts, etc.
- Appraise grant proposals, fellowship applications or other awards.
- Provide consulting in a professional capacity as a public service.
- Perform community service either as an individual or as a representative of the University.

3.3.2 Evaluation of Service
Evidence considered in evaluating service activity includes but is not limited to:

- Documentation of participation in professional organizations or societies.
- Copies of appointments to and membership within the body served.
- Receipt of awards in recognition of professional accomplishments.
- Speaking engagements related to one’s professional field.
- Professional service demonstrated by consulting.
- Outside work for agencies, communities, schools, etc.; serving on advisory boards; and service on
  campus committees.
- Commentary from professional associates within the body served.

4.0 REQUIREMENTS FOR FACULTY ADVANCEMENT

4.1 Criteria for Promotion

4.1.1 To Assistant Professor: Requires possession of the appropriate terminal degree or its equivalent as
deﬁned by the unit standards of each discipline.

4.1.2 To Associate Professor: Except in unusual circumstances, four (4) or more years of full-time service
in rank as assistant professor are required prior to the date of promotion (application may be made during
the fourth year in rank), and possession of the terminal degree in the appropriate discipline is required
consistent with applicable unit standards. The character of the service in rank as assistant professor shall
be such that there is a clear demonstration of professional growth and an increasingly valuable
contribution to the University.

4.1.3 To Professor: Except in unusual circumstances, five (5) or more years of full-time service in rank as
an associate professor are required prior to the date of promotion (application may be made during the
fifth year) and possession of the terminal degree in the appropriate discipline is required consistent with
applicable unit standards. The character of the service in rank as associate professor shall be such that
there is a clear demonstration of professional growth and an increasingly valuable contribution to the
University.

4.1.4
In all applications for promotion, performance in practice of librarianship, community and University service, and scholarship are all important and essential as set forth in section 6.200 of the CBA. For promotion to full professor, a faculty member must have the level necessary as defined in the CBA and unit standards in practice of librarianship competence, scholarship/creative activity, and service. However, no faculty member may be promoted to full professor on the basis of practice of librarianship and service alone. Scholarship shall be demonstrated by scholarly publication or appropriate public recognition for creative works.

In addition to these basic requirements for promotion, the Mansfield Library’s Evaluation Criteria (See Sections 2.0-3.0 of this document) shall be considered and applied in every case.

4.2 Award of Tenure

4.2.1 Eligibility for application for tenure is defined in Article 9.310 of the CBA, Eligibility for Tenure Application.

4.2.2 Professional growth, activity, and prospects shall be demonstrated by scholarly publication or appropriate recognition for creative works; involvement in continuing education programs; participation in professional societies; receipt of grants, contracts, fellowships, and other awards; and/or direction of student research.

4.2.3 The FEC will administer an external review for candidates seeking tenure. (See Section 6.6 of this document.)

4.2.4 Evaluation for award of tenure at the Mansfield Library will consider evidence of performance and demonstrated competence in meeting the Library’s Unit Standards in addition to completing the probationary period established in the CBA and meeting other University requirements.

4.3 Salary Determination

4.3.1 Merit Award: requires above normal performance in at least two (2) of the three (3) areas: teaching, research/creative activity, or public service; or outstanding performance or special recognition in at least one (1) of these areas, and normal performance in the remaining area or areas of assigned duties.

4.3.2 Normal Increment: The performance of a majority of faculty members will generally be evaluated as "normal." They will be expected to grow in value to the institution and will be rewarded with a "normal" increment to their salary.

4.3.3 Less-Than-Normal Increment: Either the absence of any performance or poor performance of assigned responsibilities within the scope of employment may constitute grounds for a less-than-normal increment. It is understood that the absence of performance in any one or two of the areas of teaching, research/creative activity, and public service does not justify a less-than-normal increment if the quantity of performance in the remaining area or areas is proportional to the FTE of the appointment, if the quality of performance in the remaining area or areas is at least normal, and if the individual has assigned duties solely in the remaining area or areas.

5.0 TENURE APPLICATION

5.1 The Tenure Application
Procedures for the evaluation of tenure applications shall be conducted according to Article 10.000 of the CBA, Unit Standards and Faculty Evaluation Procedures. It shall be the responsibility of the eligible faculty member to initiate the application for tenure which shall include at least the following:

- 5.1.1 A statement of the practice of librarianship, scholarly research and creative activity, and public service performed by the applicant during the probationary period;
- 5.1.2 the applicant’s curriculum vita;
- 5.1.3 evidence that the applicant has achieved or is in the process of achieving recognition in his/her field of competence beyond The University of Montana; and
- 5.1.4 any other information the applicant deems relevant to his/her professional development, competence, or performance. In keeping with the provisions of the CBA (15.220.1), no faculty member may apply for tenure while on leave without pay from UM-M.

5.2 Limitations on Tenure Awards

Even though a faculty member may be otherwise eligible, tenure shall not be awarded to any faculty member who has made application in any of the following instances:

1. when the number of tenured positions in a unit would exceed the faculty FTE in the unit which are supported by current unrestricted funds (i.e., not supported by sources such as the contract or grants which are susceptible to discontinuance by parties other than the employer);
2. when the faculty member holds a non-tenurable position as defined in CBA 9.100 such as the rank or position of adjunct, acting or visiting appointment, lecturer, postdoctoral scholar or faculty affiliate;
3. as an automatic consequence of errors or omissions on the part of the employer.

Tenure may only be acquired by an affirmative award in response to an appropriate application by an eligible probationary appointee consistent with the terms of this agreement.

6.0 PROCEDURES FOR LIBRARY FACULTY EVALUATION

The Library Faculty Evaluation Committee will deliberate in matters of evaluation for promotion, merit, tenure, or salary increment, and ensure peer review in all evaluation procedures. Consultation between the evaluated faculty member and the Committee Chair and the evaluated faculty member and the Dean of Library Services shall occur before the recommendations are made final. Annual deadlines for successive portions of the evaluation process are incorporated in headings below.

6.1 CBA 10.210 Individual’s Performance Record – October 15

The documentation or evidence of performance required by the unit standards and applicable sections of this agreement shall be prepared by every member of the bargaining unit in sequentially numbered pages which incorporate exhibits by reference and are signed on the last page by the person to be evaluated. Exceptions to this requirement are limited to those members of the bargaining unit who are in their first year of service at The University of Montana or who are on a terminal year contract. These individuals are not required to prepare nor submit an IPR. The individual shall submit the documentation to the chairperson of the Faculty Evaluation Committee (FEC) and the department chairperson or in those instances where there is no chairperson, to the dean by October 15. The performance period shall consist of one or more academic year(s) of record each running from the first day of the academic year and including Fall Semester, Spring Semester and applicable winter and summer term(s). The IPR for that period should document performance for the respective types of advancement as follows:
1. **Promotions**: All service in the current rank or since the documentation was prepared for the last promotion, or the most recent seven (7) sequential years.

2. **Tenure**: The entire probationary period including credited prior service.

3. **Merit**: The time since the documentation was prepared for the last granted merit or promotion, or the most recent seven (7) sequential years.

4. **Normal and Less-Than-Normal**: The record of the previous year(s) as appropriate (see Section 10.340 for the evaluation schedule of tenured and tenure-track faculty).

Copies of the SEC, FEC, chair, dean and Provost's recommendations from all evaluations during the performance period must be included in the Individual Performance Record (IPR) before transmittal to the dean.

An individual on split assignment shall submit the documentation and evidence to the unit in which the greatest portion of the FTE is assigned; or if the FTE is equally split, to the unit in which first hired; or if not first hired in one unit, to the unit in which best qualified for full-time service. The chairperson of the Faculty Evaluation Committee, department chairperson and dean of the unit evaluating the split appointment shall obtain evaluations from their respective counterparts in the other units to which the individual was partially assigned.

The Faculty Evaluation Committee, the department chairperson, or the dean may request and consider any evidence from any source, including the faculty member to be evaluated, provided that any evidence relied upon for evaluation purposes shall be incorporated into the record and the faculty member shall be afforded an opportunity to respond to it. No individual to be evaluated may be sanctioned, suspended, disciplined, or discharged for failure to comply with a request to provide additional information.

Upon approval of the UFA-Administration committee, electronic records as document files (e.g. Microsoft Word or .PDF) may be used to transmit documents during the evaluation process. However, a complete version of original documents shall be used for inclusion in the employee personnel file maintained by Human Resource Services.

6.2 CBA 10.220 **Student Evaluation Committee – October 15**

Because of the absence of majors or of a defined "student body," the Student Evaluation Committee (SEC) of the Library shall consist of at least three (3) but not more than seven (7) students appointed by ASUM. No more than one-third (1/3) of the SEC shall be present or former employees of the Library. Students terminated for cause from library employment shall not be eligible to serve on the SEC. The committee shall include one (1) faculty observer who shall enjoy all rights of full participation and access to information except voting. The faculty observer shall be chosen from among the tenured or tenure-track members of the bargaining unit. The student members shall be appointed by ASUM, on or before September 15. The committee shall elect a chair from among its voting members.

The committee shall review the classroom teaching effectiveness of all faculty members in the bargaining unit who have taught classes for credit during the previous evaluation year. The unit shall use an existing course evaluation form, prepare and use its own course evaluation form, or use the form prepared by the UFA Administration Committee and shall make all completed course evaluation forms available to the student evaluation committee by September 20. Each faculty member must have at least one course evaluated each semester they teach and provide the results to the student evaluation committee. The committee shall review course evaluations and may seek or receive relevant evidence from students who have taken courses from or have been advisees of the faculty member being evaluated. The committee shall prepare a written evaluation of the teaching of each faculty member whose performance is reviewed. Each written evaluation shall be signed by the chairperson of the Student Evaluation Committee and by
the faculty member being evaluated by October 15. A faculty member may append a response to the SEC report.

The Student Evaluation Committee shall neither review the evidence of performance prepared by the faculty member nor have any responsibility for application of unit standards.

Neither error nor omission of student participation in any evaluation may constitute grounds for a grievance. The evaluation procedure may proceed without participation by a departmental Student Evaluation Committee.

6.3 CBA 10.230 Faculty Evaluation Committee – November 15

Faculty evaluation shall be performed by all tenure-track library faculty members of the bargaining unit meeting as a "Committee of the Whole" and shall be termed the Faculty Evaluation Committee (FEC). The Chairperson of the FEC shall be elected each year in June by the tenure-track faculty. The chairperson of the FEC shall hold the academic rank of Professor or Associate Professor and may not be simultaneously seeking tenure. Only tenured or tenure-track faculty are able to vote on tenure and promotion decisions. One student observer with all rights, save voting, shall be appointed by the committee chairperson from a list of at least three students to be provided by ASUM by October 15.

The Committee shall apply the unit standards to review the performance of each faculty member in the unit and make a written recommendation with justification signed by the committee chairperson which shall, where appropriate, specifically address: (1) retention, (2) salary increment, (3) promotion, and (4) tenure, and which shall be forwarded to the Dean by November 15. To ensure and encourage candid professional assessment of the individual faculty member performance, materials solicited by the FEC from nontenure-track, probationary faculty, and students will be guaranteed confidentiality. With the exception of solicited material from non-tenure-track, probationary faculty, and students, other persons submitting material to the FEC have no expectation of confidentiality and all materials submitted to the FEC will be signed. Student materials submitted to the SEC will be guaranteed confidentiality. Any material solicited at this, or subsequent steps, must be made available to the individual being evaluated within five (5) days of its inclusion. The individual is given ten (10) days to prepare a written response, which becomes part of the evaluation record. All subsequent deadlines will be postponed concomitantly.

At all times during the evaluation process, from the Faculty Evaluation Committee through the deliberation of the Provost, unsolicited materials may not be used as part of the evaluation unless they are signed. Signed materials thus submitted will be made available to the faculty member being evaluated in accord with the preceding paragraph. Unlike materials solicited by the FEC, unsolicited materials have no expectation of confidentiality of the identity of their author.

The Faculty Evaluation Committee meetings in which the committee discusses individual faculty evaluations shall be closed to the faculty member being evaluated and to anyone else not a member of the committee, except for any individual whom the committee may wish to interview in connection with the evaluation of an individual faculty member. In addition, no person shall participate in the evaluation of any other person to whom he/she has a relationship by blood or marriage, or cohabitation, or with whom he/she is engaged in adversarial litigation or proceedings. (See Conflict of Interest, CBA 10.310) Upon request, a faculty member being evaluated shall be permitted to personally address the committee regarding his/her evaluation.

Each tenure-track library faculty member of the bargaining unit shall have one vote on each question to come before the FEC. All votes shall be by secret ballot. Committee decisions on merit, normal and less than normal shall be reached by a simple majority vote of the entire membership of the FEC. Committee
decisions on promotion shall be reached by a simple majority vote of faculty holding the rank of associate professor or higher; and all tenure-track faculty may observe but shall not participate in the discussion.

Tenure decisions will be made by a subset of the FEC. The Tenure Committee shall consist of all tenured members of the library faculty. It will meet during the usual FEC process to review the tenure evaluation records and to prepare a final recommendation. Tenure applications are approved or disapproved by a simple majority vote of the entire membership of the Tenure Committee.

In addition to the individual recommendations, the Faculty Evaluation Committee shall prepare and append a summary of those who have been recommended by the committee for promotion, merit increase, or tenure respectively.

Within ten (10) days of receipt of the recommendation from the Faculty Evaluation Committee, the faculty member may submit a written appeal to the Faculty Evaluation Committee regarding any aspect of the Faculty Evaluation Committee's recommendation or process. The appeal must state any matters which the Faculty Evaluation Committee is requested to consider as well as the remedial action desired. The appeal may present for consideration appropriate documentation that the faculty member omitted from his/her Individual Performance Record. Within ten (10) days of receipt of the appeal, the Faculty Evaluation Committee shall either grant or deny the requested remedial action and shall so notify the faculty member and make the decision a part of the record.

6.4 CBA Section 10.260, Dean’s Evaluation and Recommendation – February 15

Based on the CBA, unit standards, and the evaluation record, the dean shall prepare an individual written evaluation and recommendation for each faculty member regarding retention, salary increment, promotion, and tenure, where appropriate for the individual being considered. Any additional evidence that the dean determines to be relevant must be appended to the person’s Individual Performance Record and pertain to the period under evaluation, that is activity prior to October 15th. The dean shall inform the faculty member in writing that material is appended to the faculty member’s IPR within five (5) working days of having appended the additional material to the record.

Should the dean's review of the evaluation record or a communication from other sources indicate an error or omission in procedure or the application of evaluation standards in an evaluation, the dean may remand the matter for appropriate remedial action and request it to be expedited back up through the evaluation process.

The dean may elect to append a written statement of his/her professional judgment regarding any other matters which he/she may deem to be relevant to the performance or advancement of the individual evaluated. Such judgment may be based on unit standards.

The dean shall also prepare and forward a summary list of those he/she has recommended for promotion, merit, or tenure, respectively. The names of those recommended for merit increase shall be listed in order of priority by the dean. On or before February 15, deans shall inform the faculty that merit rankings are available and shall provide individual rankings to specific faculty members at the request of the faculty member. Faculty who do not ultimately receive merit awards may appeal the dean's ranking if it can be demonstrated to have been in error based upon the criteria listed in 10.280.

The entire evaluation record, including the dean's evidence, evaluation, recommendation, professional opinion, and priority ranking shall be forwarded to the Provost and each respective member by February 15. A copy of the dean's evaluation shall be sent to the respective department chairpersons.
6.4.1 CBA Section 10.270, Appeals to the Dean - February 25 and March 12 (CBA 10.270)

Within ten (10) days of receipt of the evaluation record from the dean, any faculty member may submit a written appeal to the dean regarding any aspect of the evaluation record or process including the dean’s professional opinion. The appeal must state any matters which the dean is requested to consider as well as the remedial action desired.

By March 12 the dean shall either grant or deny the requested remedial action and shall so notify the faculty member, the department chairperson, and the Provost in writing.

6.4.2. CBA Section 10.280, Appeals to the Appeals Committee – April 4 (CBA 10.280)

There shall be an Appeals Committee comprised of seven (7) members of the bargaining unit. Three (3) members shall be appointed by the Faculty Senate, three (3) shall be appointed by the President of the University, and one (1) shall be appointed by the President of the UFA.

The Appeals Committee may hear only those appeals which are based on one or more of the following grounds for complaint:
1. that a prejudicial procedural error, defect, or omission has been committed or has occurred;
2. that a recommendation is not supported by factual evidence or is lacking a rational basis;
3. that a recommendation was the result of personal prejudice or bias which adversely affected the substantive academic judgment of the decision maker;
4. that a recommendation was made for reasons which are clearly impermissible.

No error or omission may be appealed unless the error or omission was brought by the appellant to the attention of the person(s) responsible within ten (10) working days after the appellant knew or should have known of the error or omission.

A written appeal must be served on the chairperson of the Appeals Committee within ten (10) days of receipt of the dean’s evaluation or his/her decision on an appeal, whichever is later. The appeal must set forth concisely the recommendation being appealed, the reason(s) why the appellant disagrees with the recommendation and shall specifically cite any procedural errors or omissions that were alleged to have occurred in the decision making process; identify witnesses and the point to be evidenced by the testimony of each; identify and indicate the purpose for each document or other evidence to be presented; state appellant’s preference for an open or closed hearing; and state the name and address of any person who will represent the appellant at the hearing and whether they appear as legal counsel. No appeal shall be reviewed unless all of the information required by this section has been provided. If the faculty member is notified that he/she has not submitted all the information required by this section, and the faculty member has thereafter failed to submit all the information required by this section within a reasonable time, the appeal shall be considered withdrawn.

The Committee shall set a hearing within two (2) weeks of receipt of the appeal and notify the appellant and dean of the time and place and forward a copy of all materials filed by the appellant to the dean. The dean and the person(s) against whom the appeal has been brought shall be entitled to be present at the hearing. The University will be represented by legal counsel only if the appellant has elected to be represented by legal counsel.

The strict rules of evidence shall not apply, and the chairperson of the Committee shall make the final decision on the admissibility or order of presentation of evidence as well as procedural matters. Either party may present evidence and examine and cross-examine witnesses. Any member of the Committee may request additional witnesses or evidence of either party.
A written statement of findings based on the evidence and recommendations for appropriate action shall be prepared and a copy forwarded by the Committee, within ten (10) working days of the hearing, to the appellant, department chairperson, dean, and the Provost. The written statement shall respond specifically to each of the alleged complaint(s) that have been raised by the appellant. The Committee's function is not to act as a substantive decision maker regarding the academic merits of the decision appealed. The Committee therefore shall not substitute its academic judgment for that of others in the evaluation process. The following recommendations for actions may be made by the Committee:

1. If the Committee finds that the appellant has not established by a preponderance of evidence the grounds for complaint, it shall recommend that the appeal be dismissed.
2. If the Committee finds that appellant has established by a preponderance of evidence that a prejudicial procedural error, omission, or defect has been committed or has occurred, it shall recommend a remand in accordance with Section 10.330.
3. If the Committee finds that the appellant has established by a preponderance of evidence any of the other grounds for complaint permitted by this section, it shall recommend either a remand or a direct cure by the Provost in accordance with Section 10.330.

A specific direct cure may be recommended by the Committee but in no event may it recommend, as a direct cure, the granting of tenure, promotion, appointment, reappointment, or a specific salary determination. Where all levels of the process prior to the appeal are found to have been tainted by one or more of the above grounds for complaint to the prejudice of the appellant, the Committee may recommend to the Provost as a direct cure that he/she appoint an ad hoc committee to review the faculty member's performance and make a recommendation in accordance with the standards set forth in Section 10.000. In the event that an ad hoc committee is to be appointed, it shall be composed of faculty members in the discipline or from disciplines or programs which have a close relationship to the discipline of the appellant. The Executive Committee of the Faculty Senate shall recommend five (5) names to the Provost from which he/she shall choose three (3) to serve on the Committee. The ad hoc committee shall review the faculty member's performance and make its recommendation to the Provost within thirty (30) days from the date the Provost receives the recommendation of the Appeals Committee. The time period may be extended by mutual agreement.

Any member(s) of the Appeals Committee may forward a minority finding and recommendation. All findings and recommendations of the Appeals Committee should be forwarded by April 4. Within ten (10) working days of the disposition of an appeal, the Provost shall provide the members of the Appeals Committee with a copy of the decision.

6.5 Letters of Recommendation

Librarians applying for promotion or merit increment are encouraged to solicit ample student, faculty, and applicable non-university supportive data. Librarians applying for merit shall indicate in which areas (practice of librarianship, scholarly research and creative activity, or service) they are above normal or outstanding. Evidence of overall effectiveness of the faculty member and effectiveness in the instructional function may consist of evaluation by peers and supervisors, together with evaluations and observations by users or by professional colleagues outside the institution, based on direct experience or observable action or results.

6.6 External Reviews

Letters evaluating the candidate’s scholarly research and creative activity and service will be solicited for faculty applying for tenure from three members of the library profession who are employed in academic
institutions or have a strong background in academic librarianship. The list of individuals will be compiled as a joint effort of the candidate and the FEC Chair. Each will create a list of at least two names deemed appropriate for the review. The FEC Chair will select one name from each list. If either of these potential reviewers declines to participate, the FEC Chair will select another name from the appropriate list. The external reviewers will be contacted by the FEC Chair, who will request their participation, describe the expectations for their letters and instruct them on the deadline. Should a reviewer not be able to complete the evaluation by the deadline, the FEC Chair will replace that reviewer with another name from the appropriate list.

An outside reviewer should be aware that the candidate will have an opportunity to read the letter of assessment.

Furthermore, this letter may be reviewed by third parties in the event of an EEOC or other investigation into a tenure decision. Reviewers will be instructed to review curriculum vita and copies of publications and other documentation submitted by the candidate as evidence of scholarly research and creative activity and service.

Reviewers will be asked to review the quality of the work presented and the contribution of the candidate to the profession of librarianship.

The reviewers will not be asked to give an opinion on the candidate’s suitability for tenure. Letters received from external reviewers will be added to the candidate’s portfolio subsequent to its submission to the FEC Chair.

These letters will be made available for review by the candidate, the tenured members of the FEC, the Dean of Mansfield Library, the Provost, and the President.

6.7 CBA 9.300 Rank and Appointments

At the time of appointment or reappointment, the Dean shall provide each faculty member with a written contract that specifies rank, salary, and other terms or conditions of employment. All full-time appointments at the rank of professor, associate professor, assistant professor, and instructor shall be either probationary or tenured. Non-tenurable appointments shall include five types: lecturers, adjunct faculty at any rank, research faculty at any rank, clinical faculty at any rank, and visiting teaching faculty at any rank. Any appointment, however designated, where the employee is paid at least thirty-three percent (33%) from grants, contracts or other sponsors or outside funding sources is non-tenurable. The chair or dean shall inform such an employee upon hire that the appointment is non-tenurable. However, a transfer of funding sources shall not affect an existing probationary appointment or appointment with continuous tenure unless there is a separate written agreement between the employee and the University to the contrary.

A tenured faculty member, by an agreement signed by the President, Dean and faculty member, may permanently reduce his/her tenured appointment from 1.00 FTE to not less than .50 FTE. Thereafter, the faculty member will have tenure over only the agreed portion of the reduced appointment.

Teaching faculty employed on semester or yearly non-tenurable appointments, who are bargaining unit members and apply for non-tenurable appointments, shall be given special consideration for such appointments as follows: If, after applicable EEO/AA compliance, two or more such faculty are equally qualified by degrees, teaching evaluations, and relevant experience in the discipline, the person with the most experience at UM shall be considered by the hiring authority as most qualified for the position.
6.7.1 Joint Appointments

Under special circumstances, the department will cooperate with other departments to share faculty on a joint appointment basis. When possible, these lines will be tenured within the Mansfield Library to protect the future needs of the department. Joint appointment tenured or tenure-track faculty shall have the full rights and responsibilities of other Mansfield Library tenured and tenure-track faculty, but with a teaching load shared appropriately with the other department involved. Mansfield Library will collaborate yearly (or as the CBA dictates) with the other department in evaluating the faculty member. (See the policy and procedure manual for specifics of the evaluation process.)

6.7.2 CBA 10.120.3f Adjunct Faculty

The Mansfield Library recognizes three categories of adjunct faculty: full-time adjuncts (including visiting faculty), part-time adjuncts, and adjuncts tenurable in other departments.

Adjunct faculty will be appointed to the Mansfield Library by the Dean of Libraries after receiving a report from the faculty that designates the strengths and weaknesses of the candidates applying and shall contribute to the department in an appropriate manner, as outlined below. Applicants for adjunct positions shall submit a curricula vita, teaching or other materials relevant to the position, and a statement regarding his/her interest in the Mansfield Library. The department’s decision in granting adjunct status shall be based on the potential contribution of the adjunct to the department.

A. Full-time Faculty Adjunct

In accordance with the CBA, full-time adjunct faculty will be appointed, based on departmental need, by a majority vote of the voting faculty in the department to serve a fixed term, which may be renewed at the discretion of the department and administration. While serving in the department, full-time adjunct faculty shall have full faculty privileges and responsibilities as relates to teaching, except for serving on FEC’s, as specified in the CBA.

B. Part-time Faculty Adjunct

Part-time adjunct faculty will be appointed, based on departmental need, by a majority vote of the voting faculty in the department to serve a fixed term, which may be renewed at the discretion of the department and UM administration. While serving in the department, part-time adjunct faculty shall have faculty privileges and responsibilities as specified in the CBA.

6.8 CBA, 9.110, Rights of Non-tenurable appointments

Each adjunct faculty member or individual on other special assignment shall be evaluated pursuant to these unit standards based on the performance of duties assigned by the Dean, using the pertinent parts of these standards.

In addition to all of the rights and privileges defined in this contract and University Policy 101.2 (revised 7/2001), members of the bargaining unit holding non-tenurable appointments shall:

1. hold an FTE assignment, which represents the actual proportion of full-time load as determined by the dean in consultation with the unit taking into consideration expectations of teaching, research, and service and their relationship to Unit Standards. In making workload assignments, deans may assign workload in the form of equivalent credit for duties beyond or in lieu of normal classroom teaching, including but not
limited to all activities included in the practice of librarianship (Unit Standards 3.1.1). A full-time semester assignment will be determined by the dean and approved by the Provost.

2. be hired at no less than at the salary floors in the CBA (section 13.300) prorated by FTE.

3. Further, if non-tenurable appointments have been hired at .50 FTE or greater for the academic year, they shall receive a normal increase (prorated by assigned FTE) if employed at .50 FTE or more for the subsequent academic year. Any increase in base must be least equal to the normal increase. Consistent with BOR Policy 702.1, for non-tenurable faculty on a one year appointment there is no expectation of reappointment or renewal of any non-tenurable faculty appointment. Non-tenurable contracts are term contracts which automatically expire (without notice) at the end of the contract term unless renewed prior to expiration. However, the Administration will attempt to inform non-tenurable faculty in a timely fashion if they are to be reappointed for the next semester. Non-tenurable faculty may be given a three (3) year contract at the discretion of the Administration in negotiation with the faculty member, the department and the dean of the school. The continuation of a multi-year, non-tenurable contract is dependent on continued funding for the position and satisfactory performance by the faculty member. Discharge for cause of all non-tenurable faculty is governed by the procedures outlined in CBA section 18.400.

Non-tenurable faculty who are bargaining unit members shall be encouraged to apply for non-tenurable appointments comparable to those they have previously held and shall be guaranteed reasonable consideration according to their teaching experience at UM. Service in non-tenurable appointments does not count towards probationary service for tenure unless otherwise agreed to in writing by the dean and approved by the Provost. Any non-tenurable faculty member dismissed from a previous position for cause forfeits this reasonable consideration at the time of dismissal.

7.0 FURTHER REVIEW

All further evaluation, recommendation, or appeal will proceed beyond the Library as provided in the CBA.