



UNIT STANDARDS REVIEW
SIGNATURE FORM

Department of: Mansfield Library

Year: 2018-2019

1) Department Chair:

Kimberly Aronoff
Signature

2 January 2019
Date

2) Dean:

Shuli Zhang
Signature

Jan. 9, 2019
Date

3) Chair, UM Unit Standards Committee:

Renora Stoyt
Signature

2/27/2019
Date

4) Provost and Vice President for Academic Affairs:

DocuSigned by:
Reed Humphrey
03EE785E0447425
Signature

9/21/2020
Date

NOTE: The Mansfield Library faculty, dean, and Provost agreed that these standards will go into effect July 1, 2021, in accordance with Section 10.130 of the [Collective Bargaining Agreement](#).

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. Promotion is an incentive, an acknowledgement, and a reward for sustained contributions to that mission. Tenure is an acknowledgment of both a faculty member's past and potential contributions and the importance of academic freedom to the advancement of knowledge. 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, scholarship 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, scholarship and creative activities, and service.

The following criteria and procedures will be used in the evaluation of faculty members for purposes of promotion, tenure, salary determination, or recommendation for retention. These unit standards and procedures are based on a Fiscal Year appointment. Library faculty on an academic year contract will be evaluated proportionally.

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 Teaching/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 a terminal degree: a master's degree accredited by the American Library Association..

2.0 GENERAL CRITERIA FOR EXCELLENCE

General criteria for evaluating Library faculty members for purposes of promotion, tenure, salary determination, or recommendation for tenure are: (1) teaching/practice of librarianship (2) scholarship and creative activities, and (3) service. Specific criteria related to the three general criteria are listed below. The lists are not comprehensive.

3.0 SPECIFIC CRITERIA FOR EXCELLENCE

3.1 Teaching/Practice of Librarianship

In keeping with the multifaceted nature of their discipline, Library faculty are expected to engage in and demonstrate competence in a broad spectrum of activities. Library faculty are specialists in selecting, organizing and providing access to information. Library faculty are involved in the development of resources, collections and information systems; bibliographic control and systems management; instruction, reference and research services; outreach services; and administration, evaluation and planning. Library faculty support diversity through the Library's collections, services, instruction, and physical and virtual environments.

Librarians and other information specialists traditionally concentrate their effectiveness and development in particular aspects of librarianship, while maintaining focus on the needs of users.

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; create, select, 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 curriculum, 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.
- Collect data for the purpose of improving Library services, resources, and spaces.
- Formulate, implement, and/or integrate information literacy into the curriculum.
- Manage human resources; develop and train faculty, staff and student workers.
- Manage material and financial resources.
- Conduct individual or group instruction.
- Conduct seminars, programs and training-related workshops.
- 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 committee.
- Support general education activities through resource acquisition, maintenance, and teaching.

- Support the Library's commitment to diversity.
- Implement, develop, and/or maintain content, architecture, or design of web-based and/or automated services or systems.
- Receive grant or contract funds, fellowships and scholarships.
- Provide student mentoring, as defined by CBA 6.200: "usually involv[ing] individualized support for students around issues of personal motivation, individual strengths, and exploration of career choices."
- Participate in student recruitment and retention activities.

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:

- Creation, selection and development of resources.
- Creation, selection and development of systems.
- Bibliographic control and resource access.
- Reference and research services.
- Outreach services.
- Data collection and reporting.
- Collaborations and partnerships.
- Administration and management of projects, programs and units.
- Teaching, direction of student scholarship, and advising.
- Professional achievement and development.
- Continuing education activities.

Above normal or outstanding Teaching / Practice of Librarianship is indicated by recognition from within or outside the Mansfield Library of innovative or exceptional activity. Such recognition may come in the form of awards, honors, grants, program developments, or benefits to Library users. In deciding whether Teaching / Practice of Librarianship is considered above normal or outstanding, the FEC will consider the prestige and magnitude of the recognition or the impact of the activity.

3.2 Scholarship 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-review), 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.

Library faculty on an academic year contract will be evaluated proportionally.

3.2.1 Activities encompassed by the term "Scholarship 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.
- Scholarly reviews.
- Refereed papers and posters presented at conferences and meetings.
- Scholarly or creative work related to the discipline or specialty, including but not limited to: reports, compositions, audio and visual material, computer hardware and software development, and creation of scholarly exhibitions.
- Invited speaking engagements related to librarianship.
- Authorship and co-authorship of grants for program development and/or implementation, or research, including sponsored research.
- Receipt of research awards.

3.2.2 Evaluation of Scholarship and Creative Activity

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

- Documentation of scholarship and creative activity identified in Section 3.2.1, preferably in the form of a bibliography.
- Commentary from professional associates within and outside the Library and the University community. This could include the formal peer-review that is a part of the tenure review process, but could also include such things as solicited and unsolicited comments documenting the impact of the scholarly contribution.
- Awards received and other indications of professional standing.
- Evidence of work under contract, in press, accepted, or submitted. Scholarly activity completed and accepted for publication but not yet published shall be evaluated as if publication has taken place.

Normal scholarship shall consist in maintaining an active research program and publishing and/or publicly presenting one's research or the products of one's creative activities.

In deciding whether activity is to be considered above normal or outstanding, the FEC will consider the prestige and magnitude of the professional or academic recognition. One's

scholarship shall be considered above normal if one exceeds normal standards such as by publishing and/or publicly presenting with more frequency than is required to achieve promotion; publishing and/or presenting notable scholarship; or if one publishes and/or presents in a venue indicating a high level of regard from peers. One's scholarship shall be considered outstanding if one far exceeds normal standards either by publishing and/or publicly presenting at a much higher rate than is required to achieve promotion; by publishing projects of greater scope (e.g., a single-author book placed with a reputable press); receiving high honors, awards, or similar recognition for scholarship (including recognition for scholarship published or presented outside the review period as indicated by citations or other recognition); or by publishing and/or presenting in a venue indicating superlatively high regard from peers.

3.3 Service

Each faculty member is expected to participate in the work of the unit and of the institution. Each faculty member has obligations and responsibilities to assist in the proper administration of University affairs. It is therefore to be expected that they will serve on committees, attend University functions, and render public service in the area of their professional competence. (CBA 6.200)

Individual service 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.

Library faculty on an academic year contract will be evaluated proportionally.

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

- Perform service and/or provide leadership in the profession through participation in international, national, regional, state or local professional associations, societies, etc.
- Represent the Mansfield Library and the University of Montana in outreach activities.
- Perform service and/or provide leadership within the University through participation in committees and/or other programs which address its goals.
- Perform service and/or provide leadership within the Library through participation in committees and/or other programs which address its goals.
- Plan or organize professional seminars, workshops, conferences or programs.
- Edit journals or newsletters.
- Serve as a peer reviewer.
- Appraise grant proposals, fellowship applications or other awards.
- Provide consulting in a professional capacity as a public service.
- Provide outside work for agencies, communities, schools, etc. as a public service.
- Perform community service.

3.3.2 Evaluation of Service

Evidence considered in evaluating service activity includes but is not limited to:

- Documentation of participation in, or contributions to, professional associations,

societies, etc.

- Documentation of appointments to and membership within associations, societies, etc.
- Documentation of outreach activities.
- Documentation of consulting.
- Receipt of awards, or nomination for awards, in recognition of professional service accomplishments.
- Commentary from professional associates within the professional body served.
- Commentary from individuals within the public or community body served.

Normal service performance will be satisfied by participation in at least one service activity during the review period. Examples of such activities include but are not limited to service to the University of Montana; service to relevant professional organizations; professional service to external schools, colleges, and universities; and/or service benefiting the local or larger community. Evidence of above normal and outstanding performance includes accomplishments such as evidence of a higher rate of service activities; significant review of grant proposals for a major national or international granting agency; significant review of manuscripts; significant service to a professional organization such as being an executive officer or chairing or organizing a conference or major meeting; significant service to the University of Montana such as chairing a major University committee and/or participation in a broad variety of University service activities; and/or performance of significant public service to benefit the citizens of Montana and beyond. In deciding whether Service is considered above normal or outstanding, the FEC will consider the prestige and magnitude of the contribution or the impact of the activity.

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.

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. (CBA 10.110)
- The minimum accomplishment for promotion to Associate Professor in the area of Scholarship and Creative Activity will be four demonstrations of evidence of activities described in 3.2.1. Faculty may elect to submit "In Press" and "Accepted for Publication" to serve as the equivalent of "Publication" for the purpose of demonstrating evidence of scholarship within the period of evaluation. When "In Press" or "Accepted" is presented in an evaluation, its eventual publication may not be used as equivalent evidence of scholarship in a future evaluation.
- The character of the teaching/practice of librarianship and 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:

- 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. 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. In all applications for promotion, performance in teaching, community and University service, and scholarship are all important and essential as set forth in section 6.200. For promotion to full professor, a faculty member must have the level necessary as defined in the CBA and unit standards in teaching, scholarship/creative activity, and service. However, no faculty member may be promoted to full professor on the basis of teaching and service alone. Scholarship shall be demonstrated by scholarly publication, scholarship of teaching and learning, or appropriate public recognition for creative works. (CBA 10.110)
- The minimum accomplishment for promotion to Professor in the area of Scholarship and Creative Activity will be five demonstrations of evidence of activities described in 3.2.1 that have been produced since promotion to associate professor. “In Press” and “Accepted for Publication” will serve as the equivalent of “publication” for the purpose of demonstrating evidence of scholarship within the period of evaluation.
- The character of the teaching/practice of librarianship and 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.
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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 6.2 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 (CBA 10.110)

4.3.1 Merit Award or Outstanding Performance 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 evaluation. 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 evaluation 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. Failure to submit an IPR for evaluation by a faculty member, when required (see CBA 10.210, 10.340), is grounds for a less-than-normal increment.

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, scholarship and creative activity, and public service performed by the applicant during the probationary period;

5.1.2 the applicant’s *curriculum vitae*;

5.1.3 evidence that the applicant has achieved or is in the process of achieving recognition in their field of competence beyond the University of Montana; and

5.1.4 any other information the applicant deems relevant to their professional development, competence, or performance. In keeping with the provisions of the CBA (15.220), no faculty member may apply for tenure while on leave without pay from UM.

5.2 Limitations on Tenure Awards (CBA 9.330)

Faculty are referred to CBA 9.330 for information about limitations on tenure awards.

5.3 Tenure clock extensions for faculty modified duties (CBA 9.400)

Faculty are referred to CBA 9.400 for information about tenure clock extensions for faculty modified duties.

6.0 PROCEDURES FOR LIBRARY FACULTY EVALUATION

The Library Faculty Evaluation Committee (FEC) will deliberate in matters of evaluation for promotion, merit, tenure, or salary increment, and ensure peer review in all evaluation procedures. Annual deadlines for successive portions of the evaluation process are incorporated in headings below.

If Unit Standards are changed during an evaluation period for any faculty member, such faculty member will have the choice of using either the Unit Standards effective at the time of hire, or those currently effective, when applying for tenure and/or promotion to Associate Professor. However, after faculty members are tenured, only the Unit Standards in effect at the time of evaluation will be used. (CBA 10.200)

6.1 Letters of Recommendation

Library faculty applying for promotion or merit increment are encouraged to solicit ample student, faculty, and applicable non-University supportive data.

6.2 External Reviews – October 1

Letters evaluating the candidate's scholarship and creative activity and service will be solicited by July 15 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 three names deemed appropriate for the review. The FEC Chair will select three names, at least one of which must come from the candidate's list. If any potential reviewer 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 Equal Employment Opportunity Commission (EEOC) action or other investigation into a tenure decision. Reviewers will be instructed to review the candidate's *curriculum vitae* and copies of publications and other documentation submitted by the candidate as evidence of scholarship 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 department chairperson, the Dean of Mansfield Library, the Provost, and the President.

6.3 Individual's Performance Record – October 15 (CBA 10.220)

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 are outlined in the CBA. The individual shall submit the documentation to the chairperson of the Faculty Evaluation Committee (FEC), the department chairperson, and to the Dean by October 15. The performance period shall consist of one or more year(s) of record each running from July 1 through June 30, except that individuals undergoing their first review shall submit documentation from their date of hire. 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, whichever is less.
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, whichever is less.
4. **Outstanding Performance Award:** The time since the documentation was prepared for the last granted award, or the most recent seven (7) sequential years, whichever is less.
5. **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, Department Chairperson, 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, the 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.

6.4 Student Evaluation Committee – October 15 (CBA 10.230)

Because of the absence of majors or of a defined "student body," a faculty member who has provided instruction and wishes to receive a review by a Student Evaluation Committee (SEC) may request that the FEC chair constitute an SEC. Such SEC for the Library shall consist of at least three (3) but not more than seven (7) students from a variety of disciplines 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 SEC shall prepare written evaluations of the teaching effectiveness of each faculty member in the bargaining unit who has taught classes for credit during the period under review. Each faculty member must have at least one of their credit-bearing courses evaluated each semester they teach for credit and provide the results for the period under review to the SEC. The unit shall use either an existing course evaluation form, prepare and use its own course evaluation form, and shall make all completed course evaluation forms for at least one course taught during the evaluation period under review to the Student Evaluation Committee by September 20. 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 unit's Student Evaluation Committee.

6.5 Faculty Evaluation Committee – November 15 (CBA 10.240)

Faculty evaluation shall be performed by all tenured and tenure-track Library faculty members of the bargaining unit, except the department chairperson, 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 tenured and tenure-track faculty. The chairperson of the FEC shall hold the academic rank of Professor or Associate Professor and must be tenured. One student observer, with all rights granted faculty at the rank of Assistant Professor 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 department chairperson and the Dean by November 15. To ensure and encourage candid professional assessment of the individual faculty member performance, materials solicited by the FEC from non-tenure-track, probationary faculty, and students will be guaranteed anonymity. 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 anonymity 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.

The FEC may not solicit or allow anonymous external peer review. 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 anonymity 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 who 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 they have a relationship by blood or marriage, or cohabitation, or with whom they are 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 their evaluation.

Each FEC member shall have one vote on each question to come before the FEC. All votes cast in person shall be by secret ballot. Ballots may not be cast by proxy. Faculty may participate in the FEC meeting remotely. Faculty participating remotely may cast a ballot directly to the FEC chair but that ballot is not guaranteed confidentiality. 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. Neither the FEC chair nor the FEC as a whole recommends a merit priority.

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 recommended 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 their 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.

6.5 Department Chairperson's Recommendation - December 15 (CBA 10.250)

Faculty are referred to CBA 10.250 for information about the Chairperson's evaluation, including the process for appealing the Chairperson's recommendation.

6.6 Dean's Evaluation and Recommendation – February 15 (CBA 10.260)

Faculty are referred to CBA 10.260 for information about the Dean's evaluation, including the process for appealing the Dean's recommendation.

6.7 Tenurable, Non-Tenurable and Probationary Appointments (Excerpt from CBA 9.000)

At the time of appointment or reappointment, each faculty member shall be provided 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. The Dean shall inform such an employee upon hire that the appointment is non-tenurable.

A tenured faculty member, by an agreement signed by the Provost, Dean and faculty member, may permanently reduce their 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.

6.7.1 Joint Appointments

Under special circumstances, the Mansfield Library will cooperate with other departments to share faculty on a joint appointment basis. Joint appointment tenured or tenure-track faculty shall have the full rights and responsibilities of other Mansfield Library tenured and tenure-track faculty.

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 the person is 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. (CBA 10.210)

6.7.2 Adjunct Faculty

Non-tenurable faculty will be evaluated by the same processes and general standards as tenure-line faculty. The area(s) of evaluation for adjunct faculty will be determined by their letter of appointment.

6.8 Rights of Non-tenurable Appointments (CBA 9.110)

Faculty are referred to CBA 9.110 for information about the rights of non-tenurable faculty.

7.0 FURTHER REVIEW

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

8.0 RETENTION OF DOCUMENTS

Faculty members should retain a complete version of original documents for reference and future use. (CBA 10.210)