

UNIVERSITY OF MARYLAND EASTERN SHORE

POLICY AND PROCEDURES FOR APPOINTMENT, PROMOTION AND PERMANENT STATUS OF FACULTY LIBRARIANS

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II-1.00 UMES POLICY AND PROCEDURES FOR RANK, APPOINTMENT, PROMOTION AND PERMANENT STATUS OF FACULTY MEMBERS ENGAGED EXCLUSIVELY OR PRIMARILY IN LIBRARY SERVICES

INTRODUCTION

This policy statement describes the criteria and procedures governing the appointment, promotion and permanent status for faculty members engaged exclusively or primarily in library services at the University of Maryland Eastern Shore (UMES). Criteria used in reviews shall be based upon the mission of the University of Maryland Eastern Shore Library and its close connection with the academic program. For all librarians the criteria will include: 1) job performance, 2) professional development activities including continuing education, and 3) professional services, i.e. to the University, the library profession, and the community.

Professional librarians are employed by the University System of Maryland within the context of: a) their functional position category, and b) their professional rank. Position is based on job responsibilities. Rank reflects the individual's level of professional achievement. Rank and position are independent of one another. Each library faculty is in a probationary status during the first year of appointment at UMES.

The Frederick Douglass Library may employ faculty members engaged exclusively or primarily in library services on a part-time basis. In order to be considered eligible for permanent status, a part-time librarian's commitment shall be at least fifty percent time for the fiscal year. Appointment, reappointment, permanent status, promotion, and termination of part-time librarians shall follow the same policy, procedures, criteria, and calendar as set forth in this document pertaining to full-time faculty. The length of the probationary period for permanent-status consideration shall ordinarily be based upon the number of full-time equivalent years accrued by the librarian at the institution. Part-time faculty at the ranks of Librarian I, Librarian II, Librarian III, and Librarian IV are eligible for full-time positions consistent with institutional policies.

The maintenance of standards and the recognition of achievement are the responsibility and privilege of the profession as a whole and are shared by all its members. To provide the librarians of UMES the opportunity to discharge this responsibility, peer evaluation is one element of the promotion procedure. A committee of peers helps to keep the evaluation process consistent, systematic, broad-based, and fair. The Dean of Library Services makes recommendations to the Vice President for Academic Affairs. The final authority on appointment and promotion decisions rests with the Office of the President.

I. PROCEDURES FOR ASSIGNMENT OF RANK UPON INITIAL APPOINTMENT

In principle, the procedures which lead to librarian faculty appointments should hold to standards at least as rigorous as those that pertain to promotions to the same ranks. Appointment to any rank requires a master's degree from a program accredited by the American Library Association or American Library Association accepted equivalent institution, as well as the professional experience and requirements prescribed for that rank. In cases where alternative credentials for the master's degree are to be considered for a position, it must be stated in the announcement for the position and must be based on the nature of the position assignment. At the time of a librarian's initial appointment to a position within the University of Maryland Eastern Shore, all library faculty members, using this policy as guide, shall evaluate the recommended candidate's professional record of accomplishment and the rank attained in previous employment in order to recommend for that individual an initial professional rank to the Dean. The Dean shall either endorse the rank, or suggest an alternate rank commensurate with the criteria stipulated in this policy. The Dean shall forward both the faculty's recommendation and the Dean's to the Vice President for Academic Affairs accompanied by the job announcement, candidate's resume and the relevant documents for evaluation.

When formally offering appointment, the President or designee shall communicate the assigned professional rank to the faculty librarian. The Dean of Library Services shall provide the librarian with a copy of the policy.

II. LIBRARY FACULTY RANKS¹

The only librarian ranks with non-tenure faculty status are: Librarian I, Librarian II, Librarian III, and Librarian IV and such other ranks as the Board of Regents may approve. These titles are to be granted to a limited number of appointees who fulfill roles defined by professional graduate training, such as librarian, curator, archivist, and information scientist. In the overwhelming number of instances, the professional graduate training required is the master's degree, which is considered the terminal degree in the practice of academic librarianship, from the American Library Association (ALA) accredited program or an ALA accepted equivalent institution.

Librarian I: This rank is assigned to those librarians just entering librarianship with little or no professional library experience but who have been judged to have demonstrated an understanding of the basic tenets of librarianship and a potential for professional growth. A Librarian I is not eligible for permanent status.

Librarian II: Appointment or promotion to this rank signifies that the librarian has demonstrated effective professional knowledge and skills significantly above those expected of a Librarian I. Normally, a minimum of three years of professional experience is required.

Librarian III: Appointment or promotion to this rank signifies that the librarian has mastered the skills, knowledge, and techniques of librarianship and has made meaningful contributions to the library, the institution, the library profession, and/or an academic discipline. Normally, a minimum of six years of professional experience is required, three of which must be at a level comparable to the rank of Librarian II at the appointing USM institution.

Librarian IV: Appointment or promotion to this rank is exceptional. This rank is awarded to those librarians who have made distinctive contributions to the library, the institution, the library profession, and/or an academic discipline. This rank normally requires a minimum of nine years of professional experience, at least three of which must be at a level comparable to the rank of Librarian III at the appointing USM institution.

Librarian Emerita, Librarian Emeritus: The word emerita or emeritus after the academic title Librarian III or IV shall designate a library faculty member who has retired from full-time employment in the University of Maryland at the academic rank of Librarian III or IV after 20 years or more contiguous years of meritorious service to the University in the area of librarianship.

III. CRITERIA

The criteria to be considered in rank, appointments, promotions and permanent status decisions are: 1) Job Performance 2) Professional Development activities including continuing education, and 3) Professional Services, i.e. to the University, the library profession and the community. Job performance is the single most important criterion. While the criteria apply to all levels of rank, the expectations of growth and accomplishment increase at each level. All candidates for promotion must demonstrate a high quality of performance in their assigned areas of primary responsibilities.

Librarian I

1. The candidate must possess a master's degree in library and or information Science (MLS, MSLS, etc.) from an ALA accredited institution or an ALA accepted equivalent institution.

For reappointment, in this position, the library faculty must demonstrate the ability to provide effective library service required by the position and evidence of the acquisition of additional knowledge, skills and increasing competence. The individual must earn an overall rating of "Satisfactory" (2) or "Very Good" (3) on each annual performance evaluation.

In addition to the job performance specifications, the librarian must participate in professional association activities, seminars, or workshops. One who has completed his/her third consecutive fiscal year of full-time employment must undergo mandatory review. Promotion to Librarian II, if granted, is announced immediately and becomes effective as of July 1. If promotion to Librarian II is denied during the employee's sixth consecutive year of full-time employment as Librarian I, the individual's appointment will be terminated in accordance with applicable provisions of USM personnel policies and regulations. This rank is parallel to Instructor.

LIBRARIAN II

Review for appointment/promotion to Librarian II requires a minimum of three years of progressively responsible experience. A candidate must have met the job performance requirements for Librarian I. A candidate must also achieve a rating of Very Good (3) or better on the last three annual performance evaluations. In addition, the individual must show satisfactory progress in two or more of the following areas: verifiable contribution to the overall operation of the library, or an area of responsibility; working independently in one's position; or, outside of one's, own position, providing assistance to library patrons through public service duty, library orientations, tours, etc.

Satisfactory progress in the area of professional development would be characterized by one or more of the following: membership and participation in professional organizations/conferences on regional, state, national or international levels; a demonstrated growth in the theoretical knowledge of academic librarianship, such as the acquisition of knowledge/skills in multiple areas of responsibility within the library and/or the attainment of new/complex skills via relevant course work or experience. Librarians in this rank must show evidence of professional service to the institution by participating in university affairs, serving on campus committees, or participating in library-wide committee activities. This rank is parallel to Assistant Professor.

LIBRARIAN III

Review for appointment /promotion to Librarian III requires a minimum of six years of professional experience, three of which must be at a level comparable to the rank of Librarian II at UMES library. Candidate must achieve a rating of "Very Good" (3) or "Outstanding 4) on annual performance evaluations for the past three years. In addition to having met the job performance requirements of a Librarian II, the individual must show a willingness and the ability to take on new and more complex responsibilities as evidenced by two or more of the following, initiating new projects, procedures, or services which contribute to the library or university goals; participation on relevant system-wide, local or regional committees or task forces. The faculty member must also demonstrate active participation in library-wide decision making.

Satisfactory progress in the area of professional development would be characterized by two or more of the following: membership and participation in professional organizations/conferences on regional, state, national or international levels; publication of articles, exhibit catalogs, book reviews, handbooks and bibliographies; development of manuals, guides, media or modules that contribute to in-service programs, instruction, or other job-related responsibilities; documentation of artistic or creative activities and works like films, videos and exhibitions; advanced studies such as continuing education activities relevant to the profession, participation in non-degree programs through formal courses, completion of an advanced degree in an academic discipline, acquisition of other skills, e.g. research methods (statistical analysis), computer programming, or indexing, or awards, grants, and fellowships.

Candidates in this rank must show evidence of professional service to the institution by participating on committees, task forces, and civic organizations. Such service may be unrelated to the individual's primary area of responsibility. Some factors to be considered are: fulfillment of basic obligations of attendance and participation, collegiality with other members, chairing of committees, timely completion and quality of committee assignments. Satisfactory progress in this area would be characterized by the quality of, and, extensive service on two or more of the following: internal library committees, task forces and search committees; university committees, UMES Senate Committees, professional advisory councils, and other professional committees and working groups; community agencies and/or civic organizations; boards or committees of local, state, regional, national or international organizations. This rank is parallel to Associate Professor.

LIBRARIAN IV

Review for appointment/promotion to Librarian IV begins after at least nine years of professional experience, three of which must be at the level of Librarian III at UMES library. In addition to having met the job performance requirements of a Librarian III, the candidate must achieve a rating of "Very Good" (3) or "Outstanding" (4) on annual performance evaluations for the past three years. The candidate must show high levels of accomplishment in one's assigned duties; leadership and innovation in the development of new services, projects, and services to meet the demands of library service. Candidates may show evidence of having won grants or consulting work based on library or academic expertise, or achieving recognition for outstanding service to the UMES Library.

An outstanding record of professional achievement must also be demonstrated as evidenced by one or more of the following: proof of scholarship, e.g. publication in a professional book or journal; planning and implementing a major library project, in-service program or workshop; editorship or contributing editorial services for professional or other scholarly journals or compilations; documentation of artistic or creative activities and works like films, videos and

exhibitions. An advanced degree such as a doctorate or second master's is desirable.

Candidates in this rank must show continuing evidence of relevant and significant service to the institution, the community, and the profession. Satisfactory progress in this area would be characterized by one or more of the following: assuming a leadership role on the UMES campus, e.g. UMES Senate or its committees, or the USM; holding key positions by election or selection in state, regional, national or international professional organizations; evidence of leadership in community service and/or civic organizations; professional contributions to formally organized panels, forums, debates, seminars, etc., at the state, regional, national or international level. This rank is parallel to Professor.

IV. PROCEDURES FOR PROMOTION REVIEW

These guidelines are intended to provide a framework for library faculty entering the process for promotion and/or permanent status review. These procedures have been established to provide an opportunity for review on comparable terms and to offer opportunities for promotion regardless of job assignment.

1. The Dean of Library Services shall notify all library faculty members who are in their mandatory review year no later than October 1 that they must apply for promotion/permanent status review.
2. Except as provided in #1, faculty members are responsible for tracking their eligibility for promotional review and for initiating the review process at the appropriate time, if they elect to do so. A candidate must indicate his or her intention in a letter of request to the Dean of Library Services by October 1.
3. Each candidate for promotion must prepare a dossier of written documentation whose purpose is to provide a record of information for the Promotion and Permanent Status Committee (See Appendices B and C). Two copies of the dossier must be submitted to the Dean of Library Services by January 31(See Appendix A: Calendar of Key Dates). The Dean of Library Services shall acknowledge receipt and forward all dossiers to the ad hoc Promotion and Permanent Status Committee within 3 - 5 days.
4. To provide the PPSC and responsible administrators with appropriate documentation of achievement regarding job performance and professional development and services, the candidate shall submit three names (and addresses) of individuals who are in a position to comment on the candidate's performance and qualifications. These referees may be drawn from the academic, professional, or support staff.

5. The Chair of the PPSC must request from the named referees, in writing, their written assessment of the candidate. These letters of request from the PPSC, along with the letters of recommendation from the referees, will become a part of the dossier.
6. Following its initial consideration of a dossier, should the PPSC determine that the dossier lacks key evidence which the candidate may be able to supply, or if there are suggested alterations which may make the dossier more presentable, the PPSC may submit a written request to the candidate to which the candidate must reply within 5 working days. The candidate may elect to provide the PPSC with the requested documentation or may respond in writing to the Committee to consider the dossier as presented. The PPSC shall continue to review the dossier without prejudice to the candidate.
7. The Chair of the PPSC, or designee, must take accurate notes during the deliberations. These notes will become the official record of the review. This record will clearly state the reasons for the Committee's recommendation. The Committee shall complete its consideration and reach a decision by ballot. This recommendation shall be communicated in writing to the Dean of Library Services by March 1st.
8. After the PPSC has submitted its report with supporting documentation to the Dean, he/she will review each report and the documentation for procedural accuracy and comparability of application to criteria. The Dean may accept or reject the request for promotion/permanent status. The Dean shall inform the PPSC and the candidate, in writing, only if the decision is negative. The candidate can then elect, in writing, to withdraw the application from further consideration or, request that his/her application is forwarded to the Vice President for Academic Affairs' office. Should the candidate withdraw the application at this point, no reference shall be made to the aborted review when the candidate comes up for promotion in subsequent review cycles. Each application shall be considered on its own merit at the time of submission.
9. The Dean of Library Services shall review the departmental recommendations and attach his or her recommendation, and forward all materials to the office of the Vice President for Academic Affairs by March 15. The candidate's complete file will be transmitted by the Vice President for Academic Affairs to the UMES Faculty Promotion and Tenure Review Committee for review.
10. The President's final decision shall be communicated promptly to the applicant in writing. If the final decision is negative, then the President's letter to the candidate shall specify the reasons for the

decision and shall notify the candidate of the appeal procedures specified in #11.

11. If a librarian wishes to appeal the decision regarding promotion in rank, or a decision regarding permanent status, the appeal should be submitted in accordance with the UMES Policy and Procedures on Promotion and Tenure of Faculty - Campus Policy #: 11-1.00 (B): section IV. Appeals Procedures.

12. Promotion, if granted, is announced immediately and becomes effective as of July 1.

V. PROCEDURES FOR PERMANENT STATUS REVIEW

Permanent status is defined as continuing employment such that a decision to remove an employee must be made by the President of the campus and must be justified by cause as defined by USM and campus policy. The only faculty ranks which may involve a permanent status commitment are Librarian II, Librarian III and Librarian IV and such other ranks as the Board of Regents may approve. Permanent status can be awarded only by an affirmative decision based upon a formal review. The criteria and procedure for review are the same as those prescribed for promotion within rank.

Regardless of rank held a faculty member who has completed his/her fifth consecutive year of employment must undergo mandatory review in the sixth year. Such review shall result in a decision to confer or deny permanent status to the individual. An appointee who has been notified that permanent status has been denied shall be granted an additional and terminal one year appointment in that rank, but barring exceptional circumstances shall receive no further consideration for permanent status. Years in rank are counted beginning with the first July 1 an individual is appointed at the UMES library.

The appointment of faculty librarians with permanent status may be terminated at any time for cause. Cause shall include moral turpitude, professional or scholarly misconduct, incompetence, and/or willful neglect of duty. In addition, faculty appointment may be terminated due to the discontinuation of the department, program or unit in which the appointment was made due to lack of funds. Procedures for termination of faculty librarians with permanent status are those that apply to tenured and tenure-track faculty, as described in I.C.6 through I.C. 12. Appointment of faculty librarians without permanent status may be terminated for cause under policies and procedures that apply to non-tenure track faculty (See I.C.6 through I.C.16). A person appointed to the position of Director/Dean shall serve in that capacity at the pleasure of the President or his/her designee, regardless of whether the appointee had at the time of the appointment, or obtained during the appointment, permanent status as a faculty librarian.

VI. PROCEDURES FOR PROFESSIONAL AND/OR RESEARCH LEAVE

The President may grant professional and/or research leave to faculty members consistent with the USM Bylaws, Policies and Procedures of the Board of Regents 11-2.01 and the following UMES guidelines:

Full-time faculty must have permanent status and a minimum of six years active service at UMES library. Leave of absence without pay shall not be regarded as service to the institution for purposes of determining eligibility for professional and/or research leave. Part-time faculty must have permanent status, with six or more years of at least half-time service.

Full and part-time faculty librarians may be granted professional leave for either one-half of the recipient's annual contract period at full compensation, or the full annual contract period at one-half normal compensation.

Factors to consider in the awarding of professional and/or research leave may include the candidate's past service to the library, and possible disruption to the library's schedule. The opportunity to conduct scholarly work or gain internship experience to increase the recipient's value to UMES in carrying out its mission is of the highest importance.

A faculty member will normally be permitted (with the approval of the President or designee) to accept, in addition to the compensation received from the institution, such grants, compensation or stipend as may be related to the approved leave.

For the application procedure refer to UMES Faculty Campus Policy #11-2.00 (F).

VII. DEFINITIONS AND OPERATING PROCEDURES FOR THE PROMOTION AND PERMANENT STATUS COMMITTEE

The purpose of the Promotion and Permanent Status Committee (PPSC) is to serve as a forum where proposed promotions of librarians to the senior ranks are reviewed by their peers already in those ranks. The PPSC considers and reports on the accomplishments of each candidate within the criteria defined in this policy. The Committee, after its deliberations, submits to the Dean of Library Services an evaluation of the candidate's qualifications for promotion/permanent status.

1. The PPSC is an ad hoc committee, which consists of three librarians above the rank of Librarian I, holding permanent status. The Dean of Library

Services is ineligible for service on the Promotion and Permanent Status Committee. If it is the case that there are not enough librarians at or above the rank of the candidate under review for promotion, the committee shall be reconstituted (see #6 below).

2. The Dean of Library Services shall appoint one alternate member and three members are to be elected (by a secret ballot) by all eligible faculty of the UMES library holding full time appointments.
3. Membership to this committee shall be for one review year (October 15 through September 30) and is not restricted to any consecutive terms. To prevent the same individuals serving repeatedly, the Dean of Library Services should appoint different persons every year.
4. The alternate committee member will participate as a non-voting member in all review deliberations. The alternate will replace any member who steps down for any of the reasons outlined in #5 below.
5. Committee members must be of equal or higher rank than the rank which the candidate is seeking. No committee member may participate in the deliberations for, or vote on the application of, his/her spouse or any individual with whom there may be a clearly defined conflict of interest. If a committee member should be away for more than two scheduled meetings the alternate shall replace the regular member.
6. At its first meeting within a review cycle, the PPSC members shall elect a Chairperson. In a case where the chair or other members are not of sufficient rank to review a particular candidate the committee shall be reconstituted, and, if necessary, teaching faculty members with the requisite ranks at UMES will be invited to complete the required number for the committee. These individuals will be voted on by all full-time library faculty members.
7. A quorum shall consist of the full eligible voting membership of the Committee. Since the Committee is active only during a relatively short period of the year, members must make an effort to attend all meetings.
8. In promotion and permanent status decisions eligible faculty are those librarians with permanent status at or above the rank aspired to for promotion. In elections to the PPSC all librarians holding full-time employment in the Frederick Douglass Library will participate in the vote.
9. All records, communications and matters relating to promotions and permanent status reviews must be regarded as confidential. Any breach of this confidentiality shall be considered as serious and subject to disciplinary action.

VIII. GRADING SYSTEM

The following 100 point scoring system shall be used to evaluate applicants for promotion/permanent status review. The minimum score necessary to achieve promotion and/or permanent status shall be 70 points. A general formula to determine the point breakdown is as follows: a maximum of 70 points will be assigned to Job Performance, 20 points to Professional Development, and 10 points to Professional Service.

Pass = 70% Minimum

Job Performance	Professional Development	Professional Service
70%	20%	10%

¹Source: USM By-Laws, Policies and Procedures of the Board of Regents. Policy 11.00
"University System Policy on Appointment, Rank, and Tenure of Faculty" as amended 6/22/05

²Source: UMES Promotion and Faculty Guidelines Nov. 16, 2001

APPENDIX A

CALENDAR OF KEY DATES

- | | |
|------------|--|
| October 1 | The Dean must write to all faculty members who must undergo mandatory review. Written notification by the faculty member to the Dean requesting promotion. |
| October 15 | Election/appointment of Promotion and Permanent Status Committee by the library faculty and the Dean. |
| November 1 | Notification to the Vice President of Academic Affairs of the Departmental Committee names by the Dean. |
| January 31 | Submission of Dossier by the candidate to the Dean. |
| March 1 | PPSC submits recommendations to the Dean. |
| March 25 | Dean forwards recommendations to the Vice President of Academic Affairs. |

APPENDIX B

DOCUMENTATION

Candidates applying for promotion to Librarian IV should be especially sensitive to the fact that the evaluation period may encompass a candidate's entire professional career, they may therefore include any documentation they deem appropriate, so that the overall pattern or evolution of a career may be viewed in its entire context.

- I. Items to be supplied by all candidates:
 - a. Candidate's letter of request to the Dean of Library Services for promotion, indicating present rank and the rank to which promotion is requested.
 - b. Resume
 - c. Publications
 - d. Copies of annual performance evaluations from the candidate's personnel file.

- e. List of referees: Candidate must indicate three individuals who will be asked to send additional information. The list may include UMES faculty, other colleagues on staff, or support staff. Commendation letters received by candidate.
- II. Items to be provided by others:
- a. Letters of Reference: Correspondence from those individuals whose names were supplied by the candidate.

Letters from the PPSC to the candidate, referees, and the decision of the Dean of Library Services and a copy of President's decision must be placed in a labeled folder. All these documents shall become part of the final dossier to be placed in storage at the end of the process, in security for the University.

APPENDIX C

PREPARATION OF THE DOSSIER²

I. Format

It is strongly suggested that the Dossier be assembled in a permanent binder. A three-ring binder is not acceptable. Divide each section with clear plastic tabs. Use consistent fonts throughout the document. If an appendix is included it should contain clear copies of certificates, reference letters, etc. Two copies of the Dossier packet must be submitted to the Dean of Library Services. Provide a packet insert in volume I to hold letters of recommendation received by PPSC.

II. Order of Dossier

Volume I

This volume should contain the narrative and other information that reflect the individual's accomplishments in the areas of Job Performance/Professional Development and continuing education/Service activities.

1. Cover page – Accuracy of content verification with signature and date (see sample attachment A)
2. Current curriculum vitae
3. Letters that have been received regarding Job Performance
 - a. Commendation letters from the Dean.

Attachment A

PROMOTION AND PERMANENT STATUS REVIEW

FOR

FREDERICK DOUGLASS LIBRARY
UNIVERSITY OF MARYLAND EASTERN SHORE
PRINCESS ANNE, MARYLAND 21853

In support of Application to Promotion _____ with Permanent Status (if applicable)

NOTARIZATION: I have prepared the following document and verify to the best of my ability that it is a current and accurate statement of my professional record

Signature

Date