

September 1, 2007

Library Promotion Agreement  
(Permanent, Full-Time Librarians)  
2007-2008

In accordance with article XVII, Section B of the State/Union Master Contract, the University and the Union have agreed to the procedures contained in this document for the promotion of librarians at Rowan University.

---

Robert Zazzali  
University Negotiator

---

Karen Sieftring  
A.F.T. President

**Calendar  
Librarian Promotion**

<u>Action</u>	<u>Not Later Than</u>
Election of Library Promotion Committee	October 31, 2007
Candidates for promotion secure application form and sign sheet indicating their intent to apply for promotion (office of the Dean of the Library)	December 1, 2007
Candidates for promotion submit folders to Library Promotion Committee	January 31, 2008
Library Promotion Committee concludes work	February 28, 2008
Dean of the Library concludes work	March 31, 2008
Provost/President conclude work	May 4, 2008
Board of Trustees action on promotion recommendations	June 11, 2008

**Rowan University**  
**PROMOTION PROCEDURES 2007-2008**  
**(Permanent, Full-time Librarians)**

It is the goal of the promotion process to identify those members of the library faculty of superior and demonstrated competency and to recognize their accomplishments and service by promotion to higher rank. This process must function with care, thoroughness, and fairness if it is to be successful. The University will take affirmative action considerations into account in promotional recommendations as in all other personnel matters.

To this end, the Union and the University have agreed to the following processes and procedures identifying and recommending librarians most deserving of promotion. These processes and procedures will be in effect during the academic year 2007-2008 for the promotions to become effective September 1, 2007.

1. All library faculty shall be evaluated for promotion by the processes described herein and in accordance with the State/Union contract.
  - 1.1 Criteria for Evaluation of Candidates:

Evaluations and recommendations shall be guided by interpretations of the basic criteria below. Since these criteria are not mutually exclusive, achievements should be considered under the category or categories most nearly applicable.

    - 1.11 Effective performance at a high professional level in areas which contribute to the educational and research mission of the institution, such as: reference service, collection development, bibliographic organization and control, and supervision of staff and students in the library. Assessment will be by interview, supervisory input, and professional contacts.
    - 1.12 Scholarly or creative achievement such as credit and non-credit coursework, research, publications, graduate scholarships and fellowships, seminars and institutes.
    - 1.13 Contributions to the library, the university community, and the public, include: service on committees, development of courses in the library, programs, or projects, speeches and presentations, and advisorships to departments or organizations.

1.14 Fulfillment of professional responsibilities include:  
membership/leadership in professional organizations,  
consultations, and participation in professional conferences.

1.2 Weighting of Criteria:

Unless a different ranking is mutually agreed to between the candidate and the Library Promotion Committee and approved by the Dean, the criteria shall normally be weighted in the order listed above. The only alternative to this will be to reverse the order and weightings of the Scholarly Achievements and contributions to the Department and University. The Library Promotion Committee shall clearly specify in writing the basis for the deviation from the normal weighting. The altered weightings will remain the same throughout the promotion process. In any case, the professional performance of the librarian must be the most heavily weighted criterion.

2. Minimum Qualifications for Promotion in Academic Rank:

2.1 The minimum academic and professional experiential requirements for promotion in academic rank are set forth in the State/Union Agreement (Appendix IV).

2.2 Equivalency Promotions:

2.21 If librarians present qualifications as to education and experience that their departmental peers adjudge to be equivalent to the terminal degree required for the rank for which the candidate is applying, (see Appendix IV, State/Union Agreement), such individuals may be recommended for promotion in rank.

2.22 In a separate written statement, the Library Promotion Committee shall clearly specify those details of a candidate's educational and experiential qualifications that constitute equivalency to the terminal degree.

2.3 Librarians who have not yet attained tenure shall be eligible for promotion.

3. Information from Librarian Candidates for Promotion:

3.1 Each candidate for promotion is responsible for maintaining a set of credentials both current and broadly descriptive of professional competencies. Such information and substantiating documentation will be transmitted to the Library Promotion Committee. The candidates and the committee are responsible to make certain that applications for promotion

are complete. Candidates should not include an activity or accomplishment in more than one category unless relevance to more than one category is explained. The candidate's set of credentials should include but not necessarily be limited to the following items:

3.11 Application for Promotion Form.

3.12 Substantiating documentation which qualifies the candidate for promotion.

3.13 Observation by peers or alternative method of assessment of professional performance.

3.14 Materials from other professionals in support of promotion.

3.15 Any other documentation which the candidate considers relevant to the promotion process.

3.16 It is suggested that candidates number the pages, include a table of contents, and, where supplemental materials are included, place these in appendices to the main body of required information.

3.2 The candidate may submit previous years' recommendations and evaluations of the Library Committee.

3.3 An eligible librarian seeking promotional consideration shall secure an "Application for Promotion Form" in the Office of the Dean of the Library on or before December 1, 2007. His/her signature on a sheet provided for this purpose in the Dean's Office will constitute filing of a promotional application consistent with Article XIV of the State/Union Master Agreement. On or before December 1, 2007, a candidate for promotion will also inform his/her immediate supervisor that he/she has filed for promotion.

3.4 Eligibility for Promotion Based on Completion of Academic Requirements in Progress:

3.41 Where a candidate's eligibility for promotion effective September 2008 is based upon the successful completion of graduate course work during the fall semester in which he/she applies for promotion, or upon passing of comprehensive examinations leading to the status of all but dissertation (ABD) or upon the completion and successful defense of the dissertation, official confirmation of such achievement

must be submitted by the candidate to the Library Promotion Committee on Promotions no later than February 1, 2008.

3.42 If the requirement specified in 3.51 has not been met, the candidate will submit to the Library Promotion Committee by February 1, 2008 official confirmation by his/her advisor that such completion is expected by September 1 of the year in which the promotion would be effective.

3.43 Candidates recommended for promotion effective September 1, 2008 by the Library Promotion Committee based on completion of academic requirements may not retain the ranking assigned to them unless they submit proof of completion of the requirement to the Dean of the Library by August 29, 2008.

3.44 In the event a candidate is recommended for promotion effective September 1, 2008 by the Library Promotion Committee, recommended by the President, approved by the Board of Trustees, but has not submitted official proof of completion of the academic requirement by August 29, 2008, the candidate will not be promoted.

3.5 It is suggested that other documentation which the candidate considers relevant to the promotion process (e.g., letters, testimonials, catalogs, etc.) be presented as an annotated list under the appropriate categories in the application form and copies supplied to the Library Promotion Committee. Verification of these data will be made by the Library Promotion Committee in its report to the Dean of the Library.

#### 4. Reporting to the Dean of the Library

4.1 The recommendations of the Library Promotion Committee reflecting the composite decision on each candidate for promotion shall be submitted to the Dean of the Library. Each individual member of the Library Committee **may** submit a written statement of his/her position to the Dean. The materials submitted by the Library Committee must include a statement which explains the particular recommendation of the committee and how the candidate has or has not met the criteria for promotion.

4.2 At least two working days before the Dean of the Library receives these evaluations and recommendations:

4.21 The Library Committee shall have a conference with each candidate. At this conference, the Library Committee shall confirm with the candidate the currency and accuracy of the data in the candidate's application for promotion.

- 4.22 The candidate shall have an opportunity to examine the committee's evaluation and recommendation in its entirety and shall indicate by signature that he/she has read the entire contents of the promotional folder and has been afforded an opportunity for comment and response.

If the Library Promotion Committee is not recommending a candidate for promotion, the candidate may withdraw from further consideration by advancing the application to the Dean of the Library.

- 4.23 Claims of violation of procedure must be reported to the President of the University by the individual grievant within fourteen (14) days from the date on which such claimed violation took place or fourteen (14) days from the date on which the individual grievant should have reasonably known of its occurrence. In the event of failure to report the occurrence within such fourteen (14) day period, the matter may not be raised in any later grievance contesting the validity of the committee's recommendation or any action based thereon. (Article VII, G.5. State/Union Agreement).

## 5. Role of the Dean of the Library

- 5.1 The Dean of the Library will review the report of the Library Promotion Committee and the candidate's promotion portfolio and conduct a substantive review of the candidate's application for promotion.
- 5.2 The Dean will meet with the applicant for promotion at which time they will discuss the applicant's portfolio.
- 5.3 The Dean may consult with the Associate Dean of the Library and/or other supervisory personnel and/or the Library Promotion Committee regarding the applicant's candidacy for promotion.
- 5.4 The Dean will forward his/her recommendation, with an accompanying justification to the applicant.

If the Dean is not recommending the candidate for promotion, the candidate may withdraw from further consideration or appeal by advancing the application to the Provost.

## 6.0 Role of the Provost and President

- 6.1 The role of the Provost and President is largely procedural; however, both remain empowered to conduct substantive reviews of the qualifications of the applicants should either decide to do so.
- 6.2 The President will make the final determination regarding candidates who will be recommended to the Board of Trustees for promotion and will communicate this recommendation to the candidate prior to the meeting of the Board.