Sojourner Truth Library
State University of New York at New Paltz

STRUCTURE AND PROCEDURES OF THE LIBRARY DEPARTMENTAL PERSONNEL
COMMITTEE
[last revised 10/4/2021]

Contents

INTRODUCTION

This Committee and program of appointment, reappointment, promotion and tenure have been established following procedures outlined by Board of Trustee's policy, Faculty bylaws, and the faculty governance document entitled "Structures & Procedures for Reappointment, Promotion, Tenure and Salary Increase."

Definitions

1. Library Faculty - staff members with academic ranks, excluding the Dean. Candidates - applicants for appointment, reappointment, promotion, tenure, and salary increase.
2. Departmental Personnel Committee (DPC) – Library Committee on Appointment, Reappointment, Promotion, Tenure and Salary Increase.
3. Dean - Dean of the Library.
4. Part Time - less than half time.

I. Library Departmental Personnel Committee (DPC)

A. Composition

1. The Committee shall be formed according to the campus guidelines for forming an Alternative Committee, as a committee of the whole. This format will be voted on annually, in the early summer, and could be changed by vote at any time.

2. All tenure line Library Faculty who have worked in the Library for twelve months or more serve on the DPC. If a non-tenure line librarian should be hired into a tenure line, their service as a non-tenure line librarian at STL will count toward the twelve months of service needed to serve on the DPC. NOTE: while not eligible to vote, Library Faculty who have worked in the library less than twelve months will have access to dossiers (shared with author permission) through a local folder.

3. The current Central Committee representative does not serve on the DPC.

B. Term of Office

1. Members shall serve every year they are eligible. Terms begin August first of each year, or in the case of new faculty, when they have worked in the Library for twelve months.

C. Duties of the Committee:

1. When evaluating a Committee member, the Committee meets without that member.

2. The Committee may invite the Dean to participate during its deliberative stage. Votes on reappointment, tenure, and promotion are carried out by the Departmental Personnel Committee minus the candidate, and the member of the Central Committee.

3. The Committee makes recommendations to the Dean and the appropriate central committee.

D. Committee Chairs / Co-Chairs

1. This committee may be led by Co-Chairs or a single Chair.

2. Election: Shall be elected by the Departmental Personnel Committee members by secret ballot. If at least one person is willing to be on the ballot, inclusion on the ballot will be entirely voluntary. If no one is willing to be on the ballot, all eligible faculty will be listed.

3. Term of Office: One Year.

4. Duties:

   a. To call meetings.
   b. To maintain complete committee files and return unforwarded materials to candidates.
   c. To supervise the writing of recommendations and summaries for the approval of Committee members.
   d. To submit approved recommendations and summaries to the Dean.
   e. To bring, as an agenda item, a formal vote to maintain the alternative committee structure to the last Library Council meeting of the academic year (May or June)
   f. To call the first meeting of the new Committee the following fall.
   g. To present a written report to the faculty at the fall Library Faculty meeting.

E. Duties of the Dean.

1. To make new positions and vacancies known to the Library Faculty as soon as they occur and encourage the staff to apply for them.

2. To work with candidates on external evaluation. (See Appendix A.)

3. To provide a copy of the external evaluation to the Committee.

4. To review Committee evaluations and make his/her own separate written recommendation.

5. To forward Committee recommendations together with his/her own to the Provost with copies to the Central Committees, the individual, and the Committee for inclusion in the individual's file.

II.   Appointment

The Dean shall consult the Library Faculty in the recruitment and selection of prospective appointees to the academic staff but he/she shall determine the persons to be appointed or recommended for appointment.

A.   Procedures: See Article VIII of Sojourner Truth Library Council Bylaws. (Appendix B.)

III.   Promotion and Tenure

This section applies to administrative promotions and merit increases as well as to promotion in rank. The Library Faculty as a whole is included.

A.   Procedure and records

1.   Each librarian will complete an annual faculty report in January.

2.   The Committee will prepare reports as necessary and send one copy to the Dean and a second copy to the candidate. A third copy will be kept in the Committee's files.

4.   Files

a.   Files are maintained by the Committee.

b.   Files will be available to the Dean and any candidate upon request to the Committee chairperson.

c.   Items must be removed from the file by the Committee if the author and individual concerned agree.

d.   Candidate files will be kept for the previous three years.

B.   Evaluation

Those criteria which are applicable to the responsibilities of the individual under consideration are to be used in evaluation. For interpretation of the criteria, see attached guidelines. (Appendix C.)

1.   Mastery of subject matter - as demonstrated by such things as additional degree or formal study, experience, mastery of languages.

2.   Effectiveness in librarianship - as demonstrated by such things as proficiency within the specialization of one's job, administrative ability, contributions to the effective operation of one's department, inter-

departmental cooperation, contribution to the overall goals of the Library, judgment of colleagues.

3. Scholarly ability - as demonstrated by such things as publications, and success in developing and carrying out research significant for librarianship.

4. Effectiveness of University service - as demonstrated by such things as successful committee work, participation in local and University governance, and work with students or community in addition to formal job duties.

5. Continuing growth - as demonstrated by such things as reading, participation in professional associations, keeping abreast of current developments in his/her field and being able to handle successfully increased responsibility.

C. No minimum length of service in any academic rank shall be required for eligibility for promotion.

D. No candidate's intent to apply for promotion should be discussed outside of the Library prior to the dossier's submission. Discussion of dossiers outside of the formal review process is prohibited as a violation of the candidate's confidentiality.

IV. Reappointment

A. Procedure

Reappointment is determined by the same procedures as outlined in III. A above.

B. Evaluation

Evaluation is based primarily on job performance as outlined in III.B.2 above.

V. Amendments

Amendments may be proposed by the Committee (a majority of Committee concurring) or by petition of 2/3 of the faculty. Proposed amendments must be circulated at least two days prior to faculty meeting. A majority vote of the faculty is necessary for approval.

3/19/90 wp; rev 8/21/01; rev, 4.16.13; rev. 1/18/17; rev. 2/15/21; rev. 6/9/21; rev 8/24/21; rev 10/4/21

Structures and Procedures of the Library Departmental Personnel Committee

APPENDIX A

STATE UNIVERSITY OF NEW YORK AT NEW PALTZ
Library Faculty

EXTERNAL EVALUATION FOR PROMOTION AND CONTINUING APPOINTMENT
GUIDELINES
[last revised 8/31/2020]

I. PERSONNEL ACTIONS FOR WHICH EXTERNAL EVALUATIONS ARE REQUIRED:
Decisions on continuing appointment, on promotion to Full Librarian and on promotion to Associate librarian.

II. IDENTIFICATION OF EXTERNAL EVALUATORS:
External evaluators must be established librarian scholars or practitioners in the field or fields of the faculty candidate's specialization. Ordinarily, external evaluators should be senior tenured librarians at recognized universities and colleges or senior staff at research institutes. It may be more appropriate to seek out similarly qualified professional persons or practitioners connected with other types of institutions and with different, but substantial qualifications in their fields. However, at least one reviewer must be connected with an institution of higher education and be familiar with commonly accepted standards for tenure and promotion. External reviewers must not be former teachers, colleagues, research associates or personal friends, nor should they be people who have evaluated the candidate in the past, either at New Paltz or at another institution. Acceptable external evaluators may have a previous professional acquaintance with the faculty candidate's work.

III. SELECTION OF EXTERNAL EVALUATORS:
The most common manner of selecting external evaluators is for the library faculty candidate and Library Dean to work closely together on the matter. The candidate should suggest the names of potential evaluators who meet the criteria stated in II above; five potential evaluators is a useful number to start with. The Dean may add to the names received from the candidate and then select the two names that the Dean and candidate believe will best serve the purpose of evaluating the candidate's work. The Dean should contact prospective evaluators as soon as possible to ascertain their willingness to serve in this capacity.

Should the candidate choose not to participate in the process of selecting external evaluators, it shall be the responsibility of the Library Dean to do so. The Dean may

consult with the candidate and/or the department chair concerning the selection of external evaluators.   It is the responsibility of the candidate to inform the Dean in a timely manner that he/she wished the Dean to perform this function.

The Administration may on its own initiative seek supplementary external evaluation if it is deemed that a particular personnel decision requires such action.

IV.   MATERIALS FOR REVIEW BY EXTERNAL EVALUATORS:
External evaluators are most helpful in assessing the work of a faculty candidate when the evaluator's attention is directed toward materials that can be evaluated by someone who will be unfamiliar with the State University of New York at New Paltz. It may be important for evaluators to assess the candidate's service to the discipline and/or to well-defined constituencies external to the State University of New York at New Paltz, if such service can be sufficiently documented.

The candidate's resume should always be included.   It might be useful for the candidate to write a brief narrative describing his/her achievements in the several categories considered in evaluating faculty for major personnel actions. Such narratives assist evaluators in understanding the College and the constraints under which the candidate may have to function. The narratives further aid external evaluators in comparing the college to others with which the evaluator may be familiar.

V.   FORMAL REQUEST TO EXTERNAL EVALUATOR:
When materials for evaluation such as those described in IV above have been gathered, they should be sent to the external evaluators under cover of a letter that requests the evaluator to address specific questions concerning the material. A pertinent question could be:

> Does the candidate's work show development beyond that
> normally expected or required in the rank presently occupied?

A sample cover letter is attached.

VI.   CONFIDENTIALITY:
External evaluators must be given the opportunity to submit their evaluations in complete confidence. The cover letter to an external evaluator must contain the following:

> In your response, will you please address the issue of the confidentiality
> of your evaluation in the following manner:
>
> 1)   May the candidate read this recommendation?   yes/no

If the respondent does not reply to the above question, or if the respondent's reply is negative, the statement of the external reviewer shall not be made available to the candidate.

All external evaluations are to be considered by Library sub-committees and the Library Dean in the process of making recommendations for major personnel actions. Care must be taken during such review to preserve the confidentiality of those external evaluators who may have requested it.

External evaluations are to be included in all copies of the candidate's file to be considered in the personnel action. If an evaluator has requested strict confidentiality, the evaluation should be placed in an envelope marked "confidential" and added to the file.

On the matter of such confidential communications, see the UUP Agreement, Article 31.2 (b).

VII. TIME-TABLE FOR SOLICITING EXTERNAL EVALUATIONS:
Be aware that soliciting external evaluations takes time: time to contact potential evaluators, time to gather and send materials, time to receive a response. The process should be started as early as possible. External evaluators should be informed of the time-frame for a response. An evaluator should be given a specific deadline for response in the cover letter. The files of candidates being considered for personnel actions in the spring (when most cases requiring external evaluations are reviewed) are due to the Central Committee early in March.   Therefore, external reviewers should be identified and in possession of materials to review before the end of the Fall term.

Should you have any questions about the process of soliciting external evaluators, please confer with the Provost/Vice President for Academic Affairs.

VIII. TEMPLATE LETTER TO EXTERNAL EVALUATORS

[rev. 8/2020, wmc]

Dear [*evaluator name*]

Thank you for agreeing to evaluate the professional performance of [*candidate name*] who is being considered for [*promotion from Senior Assistant Librarian to Associate Librarian and/or continuing appointment (tenure)*]. It is the practice of SUNY New Paltz to obtain external evaluations for librarians seeking the rank of Associate Librarian or above.

Enclosed [or under separate cover] please find the candidate's *curriculum vitae* and supporting materials Also enclosed is the personal narrative, which describes the

candidate's achievements in the several categories we consider in evaluating faculty. We find these narratives assist evaluators greatly in understanding our institution and the constraints under which our faculty carry out their professional responsibilities. Please give this narrative your careful attention.

I ask that you comment on the candidate's proficiency as a librarian and their scholarly ability. The following excerpts from our *Interpretation for the Library Faculty of the CRITERIA OF THE BOARD OF TRUSTEES regarding promotion and evaluation* may aid you in conducting your evaluation. "Effectiveness in Librarianship" includes:

- Development and completion of objectives related to particular assignments and projects. Included as evidence are the following: a.) in-house reports, technical manuals, web pages, operational or procedural guides and exhibits; b.) Analyses of significant local collections (their content and use), resources in specific fields of study, and/or examinations of the characteristics of resources new to the collection; c.) managerial reports that identify problems, recommend avenues of correction and discuss the probable ramifications of any solution taken.
- Development and effective management of particular library systems, electronic resources or library databases, procedures and organizations: e.g. acquisitions, archives, special collections, cataloging, circulation/reserve, and online catalog modules, specialized computer applications, interlibrary loan, reference, serials.

Scholarly Ability includes:

- Continues and expands contributions to library and profession through special projects, presentations, grant awards or publications at the regional or state level, including development of electronic access tools. Examples include: professional publications based upon significant scholarly research; other publications; papers presented at professional conferences; completed work disseminated to professional audiences but not published; software resulting from or resulting in significant research

In your evaluation please do not to make a recommendation on the personnel action itself, since this would require a comprehensive assessment of the candidate's job performance and local service, which cannot appropriately be undertaken by an external evaluator.

Please do address the questions below.

1. What has been your professional and/or personal relationship with the candidate under review?

2. Does the body of the candidate's work reflect appropriate development and reflect best practices in academic librarianship?

3. Does the candidate's work show promise in fulfilling the long- term expectations of academic librarianship?

4. Are there other aspects of the candidate's work that you wish to comment on?

Please indicate your wishes regarding the confidentiality of your evaluation by answering the following question and returning a copy of this letter to me with your evaluation.

l. May the candidate read your
recommendation? YES   NO

Please send your completed review to my attention no later than [*date*]. If you like, you may email your evaluation and a copy of this letter to me at colvsonm@newpaltz.edu. In either case, please return all supporting material to me labeled "CONFIDENTIAL."

Thank you for taking on this evaluation in addition to your already busy schedule. Your objectivity helps us to enrich and guarantee the quality of our library faculty. We greatly appreciate your contribution.

Sincerely,

Dean of the
Library

3/31/89; revised 4/17/13; revised 2/21/17; revised 8/31/20

Structure and Procedures of the Library Departmental Personnel Committee

Appendix B

ARTICLE VIII OF
SOJOURNER TRUTH LIBRARY COUNCIL BYLAWS
[as revised 8/24/21]

VIII. Search Procedures for New Appointments

All searches are conducted by the Search Committee.

A.   Composition

1.   The DPC Chairs or DPC-selected representatives from the Library Faculty serve on the Search Committee.

2.   If a faculty opening is divided between two organizational units, faculty members from both units will serve on the Search Committee.

3.   For appointment to the position of Library Dean, see the *Faculty Bylaws*, Article III.

B.   Responsibilities

1.   External search

(a)   Clear search procedures with Affirmative Action Officer.

(b)   Advertise.

(c)   Communicate with applicants and maintain files of all applicants' data.

(d)   Establish timetable.

(e)   Recommend no fewer than three and no more than five applicants to the Dean to be invited for interviews.

(f)   Interview the candidates.

(g)   Select two or three candidates in priority order to recommend to the Dean.

(h)   Send a letter of recommendation to the Dean for the selected candidates, with a copy to the Affirmative Action Officer as required.

2.   Internal search

(a)   Clear search procedures with Affirmative Action Officer.

(b)   Make and receive nominations.

(c)   Interview candidates.

(d)   Vote by secret ballot. DPC Committee members are responsible for voting procedures.

(e)   Submit voting results to the Dean.

Structures and Procedures of the Library Departmental Personnel Committee

APPENDIX C

Interpretation for the Library Faculty of the
CRITERIA OF THE BOARD OF TRUSTEES regarding promotion and
evaluation. (SUNY Policies of the Board of Trustees, Article XII, Titles A & B.)
[last revised 1-18-2017]
[last re-ratified 10-09-2018]

(a)   MASTERY OF SUBJECT MATTER: The MLS or MSIS or equivalent degree is required. Other examples of mastery of subject matter include:

1. Degrees:
   e.g. Master's degrees   - institution - year - subject field
        Doctorate   - institution – year – subject field
        Diploma   - institution – year – subject field
        License   - institution – year – subject field
        Degree in progress: Matriculated at (name of institution) and has completed (number) credit hours toward (kind of degree) since last evaluation (date).

2. Courses:
   e.g. German course - institution - date
        Computer course - institution - date
        History course   - institution - date

3. Honors, Awards, and Grants:
   e.g. Phi Beta Kappa (year)
        Beta Phi Mu (year)
        Chancellor's Award for Excellence in Librarianship (year)
        Grants from private foundations (year)
        Grants from federal, state and local agencies (year)

4. Reputation in library and information field:
   e.g. Elected or named to committees of national, regional, or state professional organizations.
        Consultant to (name) research organization (year)
        Citation by others in the discipline.

(b)   EFFECTIVENESS IN LIBRARIANSHIP: As demonstrated by such things as proficiency within the specialization of one's job, administrative ability, contributions to the effective operation of one's department, interdepartmental cooperation, contribution to the overall goals of the Library, judgment of colleagues. These include:

1. Development and completion of objectives related to particular assignments and projects. Included as evidence are the following:
   In-house reports, technical manuals, web pages, operational or procedural guides (for staff and/or users) and exhibits.
   Analyses of significant local collections (their content and use), resources in specific fields of study, and/or examinations of the characteristics of resources new to the collection.
   Managerial reports that identify problems, recommend avenues of correction and discuss the probable ramifications of any solution taken.

2. Development and effective management of particular library systems, electronic resources or library databases, procedures and organizations:
   e.g. Acquisitions
   Archives, Special collections
   Cataloging, circulation/reserve, and online catalog
   modules In-house microcomputer applications
   Interlibrary loan
   Reference
   Serials and documents

3. Judgment of colleagues:
   e.g. Colleague questionnaire
   Support letters based on direct observation of job performance.

(c)   SCHOLARLY ABILITY: Librarians participate in a wide variety of practice-based scholarship. Examples of these scholarships include but are not limited to:

   Professional publications based upon significant scholarly research (e.g. books or journal articles).
   Other publications (specify nature of publication) Papers presented at professional conferences.
   Completed work disseminated to professional audiences but not published. Software, services and/or programs resulting from significant research.

   Note: Work in progress should be reported under Section (e) CONTINUING GROWTH.

(d)   EFFECTIVENESS OF UNIVERSITY SERVICE: As demonstrated by the following:

1. Successful committee work:
   a.   Departmental committees:

e.g.   Agenda Committee – member – year, etc.
Departmental Personnel Committee (previously Subcommittee on Appointment, Reappointment, Promotion and Tenure) – member – year, etc.

b. College-wide committees:

e.g. Organization Committee – member – year, etc.
Faculty Concerns Committee – member – year, etc.

c. State-wide, regional and national committees:
e. g.   SUNY Librarians Association
New York Library Association
Association of College and Research Libraries, Eastern
Chapter American Library Association

2. Participation in local and university governance:
e.g. Academic Senate – member – year, etc.
Task Force – member – year, etc.

3. Work with students and community:
a.   Work with students:
e.g.   Undergraduate
advising Availability to
students

b. Work with community:
e.g.   Voluntary participation in community development programs,
contribution to one's professional capacity.
Service on boards of not-for-profit agencies, such as American Red
Cross, United Way, etc.

(e).   CONTINUING GROWTH: As demonstrated by the following:

1.   Reading, research or other activities to keep abreast of current developments in
the library and information field:
e.g. Current reading
Research – new projects undertaken but still in their incipient stages as well
as work in progress.
Active participation (chairperson of seminar, discussion leader, etc) in national,
regional, or state-wide professional conferences, or attendance at such
conferences, or enrollment in graduate or post-graduate seminars, etc.
Development of grant or other proposals.

2. Being able to handle increased responsibility successfully:
e.g. Assumption of new and/or additional responsibility in the Library.
Effective contributions to committees that require demanding work since

the candidate's initial appointment at this college (in the case of tenure application), or since his/her last evaluation (in the case of promotion application).

Effective contributions to the development of new programs/projects since the candidate's initial appointment at this college (in the case of tenure application), or since his/her last evaluation (in the case of promotion application).

APPENDIX D

Application Procedures for Salary Increase

The Library Faculty follows the campus guidelines, as issued from the Office of the Provost/Vice President for Academic Affairs, in initiating and evaluating personnel action requests. In addition to the requirements detailed for salary increase applications, the Library Departmental Personnel Committee requires a brief cover statement (1-2 pages) summarizing the applicant's reasons for requesting a salary increase.

[9-30-003]

Revised May 2021