

Motion title: Periodic review of librarians

Submitted by: Committee on Rank and Tenure, Mary Abkemeier, Chair, on April 17, 2012

**Motion:**

It is moved that the following section be added to Volume IV following section 4.6.3.3.1. (Note, this will become section 4.6.3.3.2).

**4.6.3.3.2: Relevant Documents for Librarians**

For librarians the relevant documents for periodic review include:

1. All University Librarian end-of-year evaluations for the three years preceding the review. (If the candidate is the University Librarian, then evaluations from the Vice President for Academic Affairs.)
2. All year-end self-evaluations for the three years preceding the review.
3. Evidence of leadership in developing innovative improvements in library services since the previous periodic review or promotion.
4. Participation in or service to professional organizations, including memberships, offices held, or service on committees.
5. Evidence of professional presentations, panel participation, publications, or successful grant applications.
6. Evidence of service on university committees and task forces or contributions to community and campus activities.
7. A letter of evaluation from the following:
  - a. The University Librarian. (If the candidate is the University Librarian, then from the Vice President for Academic Affairs or another person appointed by the Committee on Rank and Tenure.)
  - b. All full-time librarians.
8. The committee may request further data as needed for its deliberation.

For librarians with teaching required by contract, the following material must also be included:

1. All student course evaluations under such a contract since the previous periodic review or promotion, preceded by a concise written reflection that summarizes the student evaluations and specifically comments on teaching strengths, trends, teaching pedagogy and areas for improvement.
2. All Interdisciplinary Studies department chairperson classroom observations for the three years preceding the review.
3. One classroom observation from each full-time librarian during the three years preceding the review.

**Rationale:** Volume IV lists the items required for the periodic review dossier for full-time faculty members but did not list items to be submitted by the librarians. The Non-Tenure Review committee has a difficult time evaluating a dossier for which there are no stated criteria. Date of implementation: Immediately upon passing of the motion.