Library Faculty Guidelines
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CHAPTER 1: GENERAL POLICIES

Faculty Handbook (hereafter, FH) 3.9 | Faculty Status of Librarians

Librarians who meet the criteria for classification as professional librarians are entitled to faculty status with appropriate rank designation. A professional librarian has at least a master’s degree in library science or related fields and is filling a position in which specialized training and experience are required. Librarians have faculty status, hold appropriate rank, may attain tenure, and are employed and evaluated according to the appropriate criteria and procedures followed in the appointment and evaluation of other faculty members.

See FH 3.5 | Professional Ethics for Faculty Members

Throughout the Faculty Handbook, when "departmental chair" is used, the Dean of Libraries will serve in that role.

The Faculty Handbook (http://facultyhandbook.appstate.edu) is the basis for policies and procedures outlined in the Library Faculty Guidelines.

These Guidelines are designed to meet the requirements of the Faculty Senate Resolution from March 17, 2003 which states, "All departments are to have written policies and procedures. These are to include: department's criteria for promotion and tenure, the structure of the DPC, the departmental committees' structure and bylaws and other information the department might see fit to include. These policies and procedures are to be posted on the department's homepage."

See FH 3 Faculty Rights and Responsibilities

See Attachment 16 Retention Guidelines
CHAPTER 2: DESCRIPTION OF RANKS

Tenure Eligible Ranks

See FH 3.8.1

Instructor

See FH 3.8.4

Minimal criteria for consideration of appointment to the rank of Instructor are:

a) An American Library Association accredited master’s degree or an appropriate advanced degree for archival science or special competencies in lieu of the master’s degree, and

b) Evidence of potential in library, information, or archival science and;

c) Evidence of potential in at least one of the following:

a. Research or other germane creative activity, or professional service to the University and/or to the public.

Appointment/Notification Schedule

See FH 3.8.4.4

See FH 3.13, Special Faculty Appointments with more information about lecturer and other non-tenure eligible ranks.

Promotion to Assistant Professor

See FH 3.8.5
Assistant Professor

See FH 3.8.5

Minimal criteria for consideration of appointment/promotion to the rank of Assistant Professor are:

a) An American Library Association accredited master’s degree or an appropriate advanced degree for archival science, unless there are exceptional circumstances;

b) Demonstrated ability in library, information, or archival science;

c) Evidence of ability for research or other germane creative activity;

c) Willingness to participate in institutional affairs and professional service to the University and/or to the public.

Appointment/Notification Schedule

See FH 3.8.5.3 and 3.8.5.4

Credit toward Tenure and Promotion for Service Elsewhere

See FH 3.8.5.4.1.

Temporary Suspension of Probationary Period with Respect to Permanent Tenure

See FH 3.8.5.4.2

Promotion to Associate Professor

See FH 3.8.6.
**Associate Professor**

See FH 3.8.6

Minimal criteria for consideration of appointment/promotion to the rank of Associate Professor are:

a) An American Library Association accredited master’s degree or an appropriate advanced degree for archival science, unless there are exceptional circumstances;

b) At least five years of appropriate experience;

c) Recognized skill in library, information, or archival science;

d) Recognized accomplishment in research or other germane creative activity;

e) Recognized accomplishment in professional service to the University and/or to the public; and

f) Demonstrated willingness to participate in institutional affairs

**Appointment/Notification Schedule**

See FH 3.8.6.3- 3.8.6.7

**Temporary Suspension of Probationary Period with Respect to Permanent Tenure**

See FH 3.8.6.4.1

**Promotion to Professor**

See FH 3.8.6.6 - 3.8.6.7.
Professor

See FH 3.8.7

Minimal criteria for consideration of appointment/promotion to the rank of Professor are:

a) An American Library Association accredited master’s degree or an appropriate advanced degree for archival science, unless there are exceptional circumstances;

b) At least ten years of appropriate experience;

c) Recognized skill in library, information, or archival science;

d) Evidence of at least one of the following:

i) Outstanding accomplishment in research or other germane creative activity and ongoing, recognized accomplishment in professional service to the University and/or public; or

ii) Outstanding accomplishment in professional service to the University and/or to the public and ongoing, recognized accomplishment in research or other germane creative activity; and

e) Demonstrated contribution to and participation in institutional affairs.

See also FH 3.8.7.3.
Other Faculty Ranks

Emeritus Status

See FH 3.12

Special Faculty Appointments
Includes non-tenure track positions such as Lecturer, Senior Lecturer, etc.

See FH 3.13
CHAPTER 3: REAPPOINTMENT, PROMOTION, AND TENURE

Academic Tenure

See FH 3.7
See FH 3.8 see relevant sections
See FH 3.9

Criteria for Tenure

Minimal criteria for tenure in the University Library are:

a) An American Library Association accredited master’s degree or an appropriate advanced degree for archival science, unless there are exceptional circumstances;

b) Recognized skill in library, information or archival science;

c) Recognized accomplishment and active involvement in research or other germane creative activity; and

d) Recognized accomplishment in professional service to the Library, to the University, and/or to the public.

Exposition of Criteria for Tenure

Professional Responsibilities

Candidates for tenure must provide evidence of recognized skill in their professional responsibilities. Such evidence must include but is not limited to the following:

a) Demonstrated effectiveness in performance of job responsibilities.

b) Evidence of leadership within the Library.

Positive annual evaluations.

c) Demonstrated ability to set and accomplish appropriate goals.

d) Demonstrated ability to work cooperatively and collaboratively to further the mission and goals of the Library and the University.

e) Evidence of innovation and creativity.

f) Evidence of professional development.
Research

See Attachment 8

Candidates for tenure must present a record of recognized accomplishment in research or other germane scholarly or creative activity. Typically, candidates should present at least three scholarly products from the past six years. However, candidates may make the case in their promotion and tenure documentation that their accomplishments in scholarship represent a similar level of achievement to this standard, even if they include different types of scholarly products or a different number of total products. The Promotion and Tenure Committee will make a determination based on the scholarly accomplishments of the candidate and whether those accomplishments represent a record of recognized accomplishment similar to the standards described in these guidelines.

A candidate’s scholarly products can be in any medium and should include at least one product from Category A below.

Category A

a. Edited or authored monograph or textbook
b. Edited collection of essays
c. Edited journal special issue
d. Edited journal or magazine
e. Authored or co-authored, refereed, scholarly article
f. Authored or co-authored book chapter
g. Authored or co-authored paper published in national or international refereed conference proceedings
h. Administered externally funded grant
i. Created professionally recognized electronic product
j. Other substantial scholarly product

Category B

a. Presentation at a national or international conference
b. External unfunded grant proposals
c. University funded proposal
d. Membership on the editorial board of a publisher, journal, or magazine
e. Reader/reviewer for a publisher, journal, or magazine
f. Non-refereed article for a magazine or journal with a national audience
g. Two or more articles published in non-refereed sources
h. Two or more presentations at state or regional conferences
i. One sizeable or two or more shorter articles for an encyclopedia
j. Two or more book or product reviews

Scholarly products completed prior to the current six years may be submitted as additional evidence.

Long-term and ongoing projects with appropriate evidence may be used to document commitment to future research. The narrative which accompanies tenure materials can provide evidence of a research agenda as well as potential for future research.
Service

Professional service is highly valued by library faculty. Contributions to the profession may be made in librarianship, information studies, archival science, higher education or other areas of academic interest. Candidates are expected to demonstrate a consistent record of professional service beyond their assigned library responsibilities, with contributions to the University, and/or public. Candidates must also provide evidence of substantial contributions in at least one of these levels.

Examples of service include but are not limited to:

- Participation in Library or WNCLN committees
- Participation in University committees or task forces, or in faculty governance
- Participation in professional groups and associations at the local, state, regional, or national level
- Participation in University student organizations and activities
- Outreach events that promote professional goals while benefiting the local, state, or national community
- Planning/organizing University-sponsored events
- Consulting or participating in activities related to one’s professional expertise
- Teaching or facilitating workshops for librarians, educators, or students outside one’s library responsibilities
- Mentoring/collaborating with colleagues to develop professional skills

Examples of evidence supporting substantial contributions include but are not limited to:

- Letters of commendation
- Awards
- Increasing levels of responsibility within the service sector of an organization
- Description and/or examples of contributions in the portfolio
Documentation for a Promotion and/or Tenure Portfolio

See FH 4.4.4 | Compilation of materials for reappointment of tenure-track faculty prior to tenure consideration

FH 4.4.5 | Compilation of materials for tenure and/or promotion

FH 4.4.5.1 | The Promotion and Tenure Dossier

FH 4.4.5.2 | The Collection of Artifacts/Documentation

FH 4.4.6 | Submission of the Portfolio for Tenure and/or Promotion
Reappointment, Promotion, or Tenure of Faculty

Faculty scheduled for reappointment or mandatory tenure considerations are automatically reviewed as specified in FH 4.4. Faculty members who choose to be candidates for promotion or early tenure must notify the Dean of Libraries by the appropriate deadline. The PTC will determine the schedule and the Dean will notify the faculty. Prior to the meetings, PTC members review the candidates' documentation.

Reasons for Decisions

See FH 4.4.2

Appointment/notification of faculty member

See FH 4.4.3 and FH 4.1.8.11

Reappointment

See FH 4.5.2

Documentation for Reappointment:

Candidates must include the following:

- Letter which addresses the criteria listed in FH 3.8 and departmental guidelines for the rank of reappointment

- Curriculum vitae which includes:
  a) Education;
  b) Descriptive outline of career, with earlier achievements presented in general and recent activities given in more detail; and
  c) List of faculty activities in the areas of library responsibilities, research, and service.
CHAPTER 4: PROMOTION AND TENURE COMMITTEE (PTC) GUIDELINES

Regulations of Promotion and Tenure Committee

See FH 4.1.5

Composition of Promotion and Tenure Committee

See FH 4.1.6

Promotion and Tenure Committee Chair Election:

See FH 4.1.6.3

In the first Fall semester meeting, the PTC selects the PTC chair by asking for nominations from the floor as per Roberts Rules of Order. It is advisable to speak with anyone you wish to nominate prior to the meeting, and individuals nominated may decline the nomination. An election is held by secret ballot of nominated individuals and counted by two committee members not on the ballot. The faculty member receiving the highest number of votes is elected. In the case of a tie, a run-off election is held.

The office of PTC chair-elect is for a one-year term.

PTC vice-chair / chair-elect:

The PTC vice-chair / chair-elect serves in the absence or recusal of the PTC chair.

The vice-chair / chair-elect is selected after the election of the PTC chair and should be from a different team than the PTC chair. The election process follows the procedures for the election of the PTC chair as outlined in the section above.

The office of PTC vice-chair / chair-elect is for a one-year term and becomes chair the next year.

Promotion and Tenure Committee recorder:

The PTC recorder is selected after the election of the PTC chair-elect. The election process follows the procedures for the election of the Promotion and Tenure Committee chair-elect as outlined in the section above.

The office of PTC recorder is for a one-year term.

Functions of Promotion and Tenure Committee

See FH 4.1.7
Procedures of the Promotion and Tenure Committee

See FH 4.1.8

Definition of Quorum

The quorum for official meetings of the PTC shall be a majority of the membership for that year, counting both those present and those having provided an absentee ballot on the question at hand.

Meetings

In conducting the meeting, the PTC chair shall remain neutral in the deliberation of all personnel questions. Should the PTC chair wish to join in deliberations on a candidate, she or he will ask the PTC vice-chair to conduct the meeting for that action.

All motions must be phrased in the affirmative.

All votes on personnel actions are by secret ballot and counted by at least two committee members.

PTC may request information from any appropriate source relevant to personnel actions being considered.

It is unethical for any PTC member to discuss or make implications outside the PTC meetings about information relative to any PTC deliberations. It is also unethical for any Library faculty member who presents views before the committee to discuss or make implications outside the meetings about information the faculty member shared or questions the PTC members asked.

Minutes

The PTC recorder is responsible for taking minutes of all meetings according to FH sections 4.1.8.5-4.1.8.7. PTC minutes should be sent to the Dean. [Include statement on where recorder sends minutes…ie., to the Dean]
CHAPTER 5: DEPARTMENTAL PERSONNEL COMMITTEE (DPC) GUIDELINES

Regulations of Departmental Personnel Committees

See FH 4.1.1

Composition of DPCs

See FH 4.1.2

Voting members are elected for a two-year term, and alternates for a one-year term.

DPC elections are held at the opening meeting of the fall semester. DPC member terms begin immediately and extend until the next vote at the end of the member’s one- or two-year term.

Any persons other than the dean who hold academic rank (including lecturer, senior lecturer, instructor, assistant professor, associate professor, full professor) are eligible for the committee.

Individuals may remove their names from the ballot.

All persons who hold academic rank may vote in the DPC election.

Votes are counted by at least two voting members of the DPC who are not being considered for reelection. In the case of a tie, a run-off election is held.

If a vacancy or change of tenure status occurs in a voting member’s position, the alternate fills the voting position for the rest of the alternate's term, and a new alternate is elected. If a vacancy occurs in an alternate's position, an election is held to replace the alternate.

Functions of the DPC

See FH 4.1.3.1

In the Library, search committees will be established by the DPC to assist the DPC in performance of the functions of reviewing the credentials of all applicants for new or vacant positions, interviewing candidates, and making a recommendation to the dean of qualified person/s.

The DPC will meet with candidates who visit campus for an interview, in order to review conditions of employment, opportunities for professional development, and responsibilities and privileges of faculty status.

The DPC will make recommendations to the dean regarding special faculty (including lecturers and visiting faculty). See Faculty Handbook 3.13 and 3.14 for information regarding special faculty.

The DPC will also have the responsibilities of administering the Colleagues Program or other mentoring programs and organizing workshops for Library Faculty on preparing for promotion/tenure actions.
**Special Faculty Appointments and DPC**

Coordinators will submit requests for appointment or reappointment of adjunct faculty in the appropriate form to the dean in early April May for the upcoming academic year.

The DPC will meet to review adjunct faculty requests and the budget for the upcoming fiscal year.

The DPC will make recommendations to the dean for adjunct contracts by the end of May, so that contracts can be developed and completed for adjuncts in June.

**Procedures of Departmental Personnel Committees**

See FH 4.1.4
CHAPTER 6: SEARCH COMMITTEES

See FH 4.1.9

Composition of Committee

The Departmental Personnel Committee (DPC) will appoint a search committee to review candidates for vacant positions. The Committee shall be constituted as follows:

The membership of the Committee shall consist of a minimum of five (5) voting members.

The Chair of the search committee shall be elected from the voting Library faculty members of the Committee and shall serve as a voting member of the Committee.

The dean will serve as ex officio on all committees.

All faculty and staff members of the Committee must hold permanent, full-time positions.

Where the position to be filled is on a team that includes other faculty positions, at least one committee seat should be filled if possible by a faculty member from that team.

When appropriate, as determined by the DPC, one committee seat may be filled by a staff member.

When appropriate, as determined by the DPC, one committee seat may be filled by a non-library faculty member. Such might be the case in a search for a music librarian or a search for a bibliographer with a specific subject specialty. This faculty member would serve as a voting member of the Committee.

When appropriate, as determined by the DPC, one committee seat may be filled by a student. The student will serve as a non-voting member of the committee.

The search committee shall elect a faculty member of the committee to serve as the recorder for the duration of the search. The minutes of the committee shall follow the guidelines in FH 4.1.9.3.

Each member of the search committee shall be subject to the same confidentiality obligations that apply to PTC or DPC members.

Advertising

The search committee reviews job descriptions for new or replacement positions.

The search committee writes the advertisement in accordance with University policy and EEO regulations. It will contain the deadline for receiving applications and supportive materials.

The position is advertised on the Appalachian HRS, ACRL News Online, and North Carolina Employment Security Commission websites and in The Chronicle of Higher Education, and can be placed in other journals such as C&RL News and in sources attracting a diverse pool of librarians. Listservs and specialized journals are also used, as appropriate.
Selection of Interviewees

The search committee prepares a set of questions to ask all interviewees. Additional questions are added as needed during the interview.

The search committee devises a presentation topic on which all interviewees will speak.

The search committee reviews all complete applications.

The search committee selects the candidates whose applications it wishes to pursue, either through majority vote or through preferential ranking.

The search committee then gathers and reviews references and selects the candidates to be interviewed.

If two or more qualified applicants are available, at least two should be considered and interviewed. The Equal Opportunity Office advises that the search be reopened if the top-ranked applicants are not acceptable.

The search committee consults the Dean on an interview schedule and helps coordinate interviews.

Making the Offer

The Library PTC will meet to review and make a recommendation on rank for all candidates who have on-campus interviews.

The Dean will provide the candidates' cover letters and curriculum vitae to assist the PTC in making recommendations of rank.

After the interviews, the search committee recommends one or more candidates to the dean, or recommends that the search be reopened. The committee may submit nominations in rank order of preference at their discretion.
CHAPTER 7: POST-TENURE REVIEW (PTR) GUIDELINES

Overview of PTR and Committee Election

See FH 4.7.1 and 4.7.2 and 4.7.3

Post Tenure Review Documentation

The required materials should cover the preceding five years and include the following documents:

- A brief letter of application
- A Curriculum Vitae that highlights the last five years
- A narrative statement of no more than five pages, covering the following:
  - Your role and responsibilities in the library.
  - Reflective self-analysis along with evidence of accomplishment. Discuss your efforts to learn, improve, and grow.
  - Your research and professional activity.
  - Your university and community service.

The committee may request additional information from the candidate if needed.

Timeline

First faculty meeting of fall semester
All tenured faculty members elect Post-Tenure Review Committee.

By September 15
The Dean of Libraries will notify the Post-Tenure Review Committee of the names of those faculty members who are to be reviewed in the coming year.

The Dean will formally notify the faculty members who are to be reviewed in the coming year.

By October 15
The Post-Tenure Review Committee will contact those faculties undergoing post-tenure review to set a date for the discussion meeting for the spring semester.

By February 1
Faculty members who are to be reviewed will submit their documentation to Administrative Services.

By April 1
The Post-Tenure Review Committee’s written reports will be completed. The Committee is responsible for delivering the completed report to the faculty member undergoing post-tenure review, and a copy to the Dean. The Dean is responsible for forwarding the Committee’s completed report to the Provost.
Written Reports

See FH 4.7.4

Primary responsibilities in FH 4.7.4 include library responsibilities, research/creative activities, and professional, university, and community service.

A library faculty member may choose to submit a written response to the report as described in FH 4.7.4: The written response will be submitted to the committee within seven days (barring extenuating circumstances) after receipt of the review committee’s written feedback and will not be shared with the review committee.

[See Post-Tenure Review (PTR) Guidelines for Procedures]

Unsatisfactory Rating

See FH 4.7.5
Attachment 1:

Checklist of Tenure & Promotion Procedures for Candidate
✓ Dossier prepared (See section FH 4.4.5)
✓ Candidate has a right to speak to the PTC.

Checklist of Tenure & Promotion Procedures for Promotion and Tenure Committee (PTC) (some shared responsibility with Library Administration):
✓ PTC properly constituted according to Faculty Handbook requirements and department practices
✓ Proper conduct of PTC meeting
  o Held on campus
  o Recusals (See FH 4.1.4.1.1 through 4.1.4.1.5 and section 4.4.1.9)
  o Review (See FH 4.4.2 to refresh on basis of criteria)
  o Department and Faculty member notified in writing seven working days in advance of PTC meeting at which case is considered. Note that e-mail notification to the whole department is sufficient. (Responsibility: Administration)
  o All faculty members and, if the candidate if they so desire, are given opportunity to speak (See FH 4.1.8.2)
  o Quorum present for meeting
  o Motion phrased affirmatively (See FH 4.1.8.7)
  o All of the faculty member’s materials were considered by PTC
  o If other materials were submitted, they were they properly handled (See FH 4.12.2)
✓ PTC minutes elements
  o Record attendance
  o Record of personnel actions considered
  o Statement of what was considered, including appropriate criteria
  o Vote shown
  o Minutes approved
  o Minutes on file (administration)
  o Ballots on file (administration)

Checklist of Tenure & Promotion Procedures for Administration
✓ Department has tenure & promotion guidelines posted online
✓ Candidate has been mentored regarding tenure and promotion requirements and process (shared responsibility with PTC)
✓ Tenure track faculty members notified of PTC meeting and agenda prior to meeting and informed that tenure track faculty not recused may speak with the PTC. Notifying the candidate of the rights to speak is not required, but it is best practice, and this reminder can be done at the time that the written notification of the meeting is made.
✓ Annual reviews conducted (See FH 4.3.2.1, 4.3.2.2, 4.3.2.3)
✓ Reappointment conducted
✓ Dean considers PTC vote on reappointment and writes recommendation on reappointment
✓ The confidentiality of the candidate’s dossier and other personnel file materials is maintained. The dossier is considered to be part of the personnel file. Unless the candidate waives rights of confidentiality or some special circumstances exist, only the candidate, PTC members, chair, dean, other senior administrators, provost, and chancellor are permitted to view dossiers. (See FH 4.12)
✓ Dean notifies faculty member of PTC recommendation within three working days (FH 4.4.7)
After Tenure & Promotion Recommendation Leaves the Library:

- Section 4.4.8: “The dean of the college/school shall forward his or her recommendation (with reasons for that recommendation) with the dossier to the provost and executive vice chancellor. The faculty member shall get a copy of this letter at the time the dossier is forwarded to the provost and executive vice chancellor.”
- Proper materials are forwarded to the Provost as provided in section FH 4.4.6 and 4.4.8
- Provost forwards recommendation to Chancellor
- Chancellor notifies faculty member of decision
- Promotion and tenure decisions approved by NC General Assembly Board of Trustees
Attachment 2:

Promotion and Tenure Committee Rank Meeting Outline

Sample motion text:

I move that, if offered a position, the rank of _______ be recommended to Academic Affairs for _ (candidate name) ___. Minimal criteria for consideration of appointment to the rank of Instructor are:

a) An American Library Association accredited master’s degree or an appropriate advanced degree for archival science or special competencies in lieu of the master’s degree, and

b) Evidence of potential in library, information, or archival science and;

c) Evidence of potential in at least one of the following:

a. Research or other germane creative activity, or Professional service to the University and/or to the public.

PTC chairman reads criteria for consideration of appointment/promotion to the rank of Assistant Professor.

PTC chairman reads criteria for consideration of appointment/promotion to the rank of Associate Professor.
Attachment 3:

Post Tenure Review (PTR) Committee Tips

- The committee should consult the PTR Guidelines and Procedures for important dates to construct a timeline for the review process.

- The committee should focus on analysis the documentation.

- The notification letter will be sent to the faculty member. The completed report will be delivered to the faculty member and a copy to the Dean of Libraries. These documents must be in paper format.

- The committee may want to designate one member to handle routine scheduling/procedural inquiries from the faculty undergoing PTR. [Example: a faculty candidate might need to reschedule the interview with the PTR committee or want to know where to send additional items for the portfolio].

- The committee may want to meet before the faculty member’s portfolio discussion meeting to go over procedural issues.

- It is recommended that the PTR committee use the report template. To ensure consistency, a final check of all the reports should be done before they are delivered to the candidates. All reports should be delivered at the same time.

- At the conclusion of the post-tenure review process the committee should follow the University's Retention Schedule for records regarding personnel management.
Attachment 4:

Post-Tenure Review - Committee Templates

Letter to Candidate Confirming Meeting Date with Committee

TO: XXXXXXX XXXXXXXX

FROM: 20XX/20XX Post Tenure Review Committee

DATE: xx/xx/xxxx

Thank you for agreeing to meet with the Post Tenure Review Committee on ___date____ at ___time____. We will meet in Room ____. This time will be used as a portfolio discussion with the Post Tenure Review Committee members.

Note that your portfolio is due [date]. Please submit the portfolio to [Sherrye Perry] in Administrative Services by this date. Details about the components of the portfolio can be found in the Library Faculty Guidelines, Chapter 7.

Please contact us if you have any concerns or questions.

Sincerely,

XXXXX, Professor
XXX, Professor
XXX, Professor

cc: Dean of Libraries

Cover Letter to Candidate Accompanying PTR Report

TO: XXXXXXXXXXXXXXXXXXX

FROM: Post-Tenure Review Committee

[XXXXXXXXX, XXXXXXXX, XXXXXXXX] insert names of Committee Members

DATE: XXXXX XX, XXXX

You will find your Post-Tenure Review Report enclosed. A copy has also been delivered to the Dean today, as per Library Post-Tenure Review Guidelines.

Thank you for preparing and sharing your documentation and for meeting with us.
Cover Letter to Dean of Libraries Accompanying PTR Report

TO: Dean of Libraries

FROM: Post-Tenure Review Committee
[XXXXXXXXX, XXXXXXXXXX, XXXXXXXX] insert names of Committee Members

DATE: XXXX XX, XXXX

Please find Post-Tenure Review Committee Reports included for XXXXXXXX, XXXXXXXXXX, and XXXXXXXXX. A report has been delivered to each of them as well. Please forward the completed report(s) to the Provost.

Thank you.
Attachment 5

PTR Report Format

Template for Post Tenure Review Reports

Post Tenure Review Committee Report – Candidate Name

The Post Tenure Committee reviewed XX’s portfolio and met with XX on [day, month, date, year] to discuss his/her performance in the following areas: primary responsibilities, research/creative activities, and service.

1. Primary Responsibilities

   Committee Evaluative Comments

   Performance: __________

2. Research/Creative Activities

   Committee Evaluative Comments

   Performance: __________

3. Service

   Professional-

   University-

   Library-

   Committee Evaluative Comments

   Performance: __________

Summary

Based on the interview and the portfolio, the Committee evaluates XX’s performance as [insert title] as __________, his/her research/creative activities as __________, and his/her professional, university, and community service as __________.

The Post Tenure Review Committee gives XX an overall ranking of _______.
Process for Annual Faculty Evaluation

See FH 4.3

As part of the annual evaluation of faculty, library faculty members complete a faculty activities report in Digital Measures, a self-evaluation, and goals in the fall semester. These reports are submitted to the Library Administration.

Faculty Activities Report [Digital Measures]

- The University uses Digital Measures, an online system to capture a faculty member’s annual accomplishments in the areas of teaching/library responsibilities, research/creative activities, and professional, university, and community service. Digital Measures can be accessed at: https://www.digitalmeasures.com/login/appstate/faculty/. The login/password is your university ID and password.

In fall semester a library faculty member should bring his/her Digital Measures report up to date:

- Update your personal information: education, professional memberships, honors & awards, etc.
- Add new activities, workshops, contracts/grants, publications & presentations, service and instruction.
- Under “Non-Credit Instruction Taught,” add up all your information literacy of classes, tours, consultations, and RAPs. Choose the right drop-down selection and under “Explanation of ‘Other’” list the number of classes:

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Explanation of &quot;Other&quot;</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Literacy Class</td>
<td>4 classes</td>
<td>January 1-December 31</td>
<td></td>
</tr>
<tr>
<td>Information Literacy RAP</td>
<td>8 RAPs</td>
<td>January 1-December 31</td>
<td></td>
</tr>
<tr>
<td>Information Literacy Consultation</td>
<td>3 consultations</td>
<td>January 1-December 31</td>
<td></td>
</tr>
<tr>
<td>Library Tour</td>
<td>2 tours</td>
<td>January 1-December 31</td>
<td></td>
</tr>
</tbody>
</table>

[Note: Report dates may change]

Self-Evaluation

The self-evaluation is designed to be a personal assessment of accomplishments over the previous year. It is organized around the primary responsibilities of instruction/library responsibilities, research/creative activities, and service. In addition, a faculty member should report progress toward promotion and/or tenure (if applicable) or progress toward post-tenure review and goals for the next year.
See: Frequently Asked Questions on the Development and Implementation of Appalachian’s New Pilot Faculty Annual Evaluation Form
http://academicaffairs.appstate.edu/faq/faculty-annual-reviews

Goals

Align personal goals with the team and Library goals and Library Strategic Plan.

Peer Review
[Note: Under review 2014]
The Library Administration makes available faculty activities reports and self-evaluations for all library faculty during a brief period. The peer review process allows colleagues to provide timely feedback in the form of both positive and constructive comments. It also allows tenure track faculty members to receive suggestions to help them successfully navigate the tenure process. The comments are compiled by Coordinators and Library Administration and edited or contextualized as necessary.

Taken together, the faculty activities report, self-evaluation, peer comments provide the Dean of Libraries with the necessary information to complete the annual evaluation of facult
## Attachment 7:

### Exposition of Criteria for Faculty Evaluation

#### Library Responsibilities

<table>
<thead>
<tr>
<th>Activities such as</th>
<th>Sample Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and planning</td>
<td>Communication abilities</td>
</tr>
<tr>
<td>Bibliographic control</td>
<td>Complexity</td>
</tr>
<tr>
<td>Organization of information</td>
<td>Continuing professional education</td>
</tr>
<tr>
<td>Development of information resources and systems</td>
<td>Creativity</td>
</tr>
<tr>
<td>Instructional or faculty development activities</td>
<td>Demonstrated ability to set and accomplish goals</td>
</tr>
<tr>
<td>Reference and outreach services</td>
<td>Demonstrated ability to work cooperatively and collaboratively</td>
</tr>
<tr>
<td>Teaching</td>
<td>Innovation</td>
</tr>
<tr>
<td>Assessment</td>
<td>Leadership</td>
</tr>
<tr>
<td>Activities such as</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Sample Evaluation Criteria</td>
<td>Quality</td>
</tr>
<tr>
<td>Sample Evaluation Criteria</td>
<td>Quantity</td>
</tr>
</tbody>
</table>

#### Research / Creative Activity

**Category A**

<table>
<thead>
<tr>
<th>Activities such as</th>
<th>Sample Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Edited or authored monograph or textbook</td>
<td>Complexity</td>
</tr>
<tr>
<td>b. Edited collection of essays</td>
<td>Quality</td>
</tr>
<tr>
<td>c. Edited journal special issue</td>
<td>Quantity</td>
</tr>
<tr>
<td>d. Edited journal or magazine</td>
<td>Relevance to academic libraries</td>
</tr>
<tr>
<td>e. Authored or co-authored, refereed, scholarly article</td>
<td>Relevance to the scholarly community</td>
</tr>
<tr>
<td>f. Authored or co-authored book chapter</td>
<td>Significance of contribution</td>
</tr>
<tr>
<td>g. Authored or co-authored paper published in</td>
<td></td>
</tr>
<tr>
<td>h. Administered externally funded grant</td>
<td></td>
</tr>
<tr>
<td>i. Created professionally recognized electronic product</td>
<td></td>
</tr>
<tr>
<td>j. Other substantial scholarly product</td>
<td></td>
</tr>
</tbody>
</table>

**Category B**

<table>
<thead>
<tr>
<th>Activities such as</th>
<th>Sample Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Presentation at a national or international conference</td>
<td>Complexity of work</td>
</tr>
<tr>
<td>b. External unfunded grant proposals</td>
<td>Quality</td>
</tr>
<tr>
<td>c. University funded proposal</td>
<td>Quantity</td>
</tr>
<tr>
<td>d. Membership on the editorial board of a publisher, journal, or magazine</td>
<td>Relevance to academic libraries</td>
</tr>
<tr>
<td>e. Reader/reviewer for a publisher, journal, or magazine</td>
<td>Relevance to the scholarly community</td>
</tr>
<tr>
<td>f. Non-refereed article for a magazine or journal</td>
<td>Significance of contribution</td>
</tr>
</tbody>
</table>
with a national audience

g. Two or more articles published in non-refereed sources

h. Two or more presentations at state or regional conferences

i. One sizeable or two or more shorter articles for an encyclopedia

j. Two or more book or product reviews

### Professional, University, and Community Service

<table>
<thead>
<tr>
<th>Activities such as</th>
<th>Sample Evaluation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities related to International Studies or Programs</td>
<td>Active participation</td>
</tr>
<tr>
<td>Consulting or participating in activities related to one’s professional expertise.</td>
<td>Demand on time</td>
</tr>
<tr>
<td>Mentoring/collaborating with colleagues to develop professional skills.</td>
<td>Impact</td>
</tr>
<tr>
<td>Outreach events that promote professional goals while benefiting the local, state, or national community.</td>
<td>Leadership</td>
</tr>
<tr>
<td>Participation in Library or WNCLN committees</td>
<td>Quality</td>
</tr>
<tr>
<td>Participation in professional groups and associations at the local, state, regional, or national level.</td>
<td>Quantity</td>
</tr>
<tr>
<td>Participation in University committees or task forces, or in faculty governance.</td>
<td>Significance</td>
</tr>
<tr>
<td>Participation in University student organizations and activities.</td>
<td></td>
</tr>
<tr>
<td>Planning/organizing University – sponsored events.</td>
<td></td>
</tr>
<tr>
<td>Teaching or facilitating workshops for librarians, educators, or students outside one’s library responsibilities.</td>
<td></td>
</tr>
</tbody>
</table>
Attachment 8

University Format for Annual Evaluation of Faculty

Faculty Annual Performance Evaluation 20xx
(Provisions and content outlined in section 4.3.2 of the Faculty Handbook)

Faculty Annual Performance Evaluation

See FH 4.3.2

Faculty Name ______________________
Current Rank ______________________
Department ______________________
Academic Year ______________________

Since some departments may not have used a rating system, it seems worthwhile to offer this explanation:
the normal rating is “meets expectations.” This rating describes a faculty member who performs a
dimension of his or her job with skill, producing the results expected of a highly educated professional.
The rating of “meets expectations” also describes a faculty member whose performance on a dimension is
essentially comparable to the performance of a broad range of faculty members within the unit. “Exceeds
expectations” should be reserved for faculty who had truly outstanding contributions in the evaluation
year.

Consideration of Accomplishments During the Past Year (Please Review in Particular Handbook
Section 4.3.1 Provided Above)

I. Instruction

A. Self-Evaluation

B. Dean’s ‘s Assessment

C. Reviewer Comments

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Fails to Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Research and Creative Activities

A. Self-Evaluation

B. [Dean's Assessment

C. Reviewer Comments

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Fails to Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
</table>
III. Service

A. Self-Evaluation

B. [Dean's] Assessment
C. Reviewer Comments

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Fails to Meet Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. Progress Toward Promotion and/or Tenure

A. Self-Evaluation

B. [Dean's] Assessment
C. Reviewer Comments

V. Goal-Setting for the Next Academic Year

A. Faculty Member’s Goals

B. [Dean] Chair Comments

Optional Comments: The faculty member may attach an additional page of comments in response to the assessment of the [dean] department chair.

Faculty Member: I have reviewed this document and discussed the contents with the [dean] department chairperson. My signature means that I have been advised of my performance evaluation and does not necessarily imply that I agree with the evaluation. Failure to return a signed copy of this form to the [dean] department chair within 30 days of its receipt constitutes agreement with the content herein.

Faculty Member’s Signature: ___________________________ Date: ________

Chairperson’s Signature: ___________________________ Date: ________

Dean’s Signature: ___________________________ Date: ________
Attachment 9:

Guidelines for Peer Review of Library Instruction

See FH 4.3.1

Purpose

The peer review process is a way to help librarians improve teaching.

Schedule

Tenured faculty: One session evaluated every three academic years.

Non-tenured or adjunct faculty: One session evaluated each academic year.

Process

Librarian selects two colleagues to act as peer reviewers. At least one reviewer must be a library faculty member; the second reviewer may be a library faculty member or a faculty member from another department, including the faculty instructor for the class being reviewed. The librarian will receive a written report at the end of the peer review process.

Confidentiality

Teaching Comments and Peer Reviewers Confidential Comments for the librarian are confidential and not made available to the Dean or the PTC unless the library faculty member under review wishes to submit them. The Peer Review of Library Instruction Worksheet will be included in documentation for personnel actions but not in the annual self-evaluation.

Characteristics of Useful Feedback

Useful feedback is:

- Shared as soon as possible after the class
- Descriptive rather than judgmental
- Specific rather than general
- Focuses on “what” or “how” (observed behavior) not “why” (why involves inference and motives that can bring resentment rather than learning
- Focused on behavior rather than the person
- Focused on behavior that the teacher can do something about
- An opportunity to learn

“Characteristics of Useful Feedback”, Center for Teaching and Learning, The University of Minnesota, Web. 6 May 2014.
Checklist of Procedures for Peer Review of Library Instruction

Librarian

Before the class:
- Schedule the class session with two reviewers
- Provide copies of the Peer Review of Library Instruction Worksheet to reviewers
- Provide information about the class (i.e. goals, areas to be emphasize, objectives, outcomes, and/or new techniques to be used)

During the class:
- Mention to faculty member and students that a peer review is being conducted
- Teach the class
- Peer reviewers observe the session

After the class:
- Complete the Librarian’s Comments form and share it with the peer reviewers
- Meet with peer reviewers to discuss the peer review report

Reviewer

Before the class:
- Review all information from the librarian
- Discuss with librarian class goals, objectives, materials, instructional approach

During the class:
- Attend the entire class
- Use the Peer Review of Library Instruction Worksheet to describe and assess the class

After the class:
- Peer reviewers prepare a short written report based on librarian’s comments, review of materials, and observation of class
- Peer reviewers meet with librarian to discuss the report
- Deliver completed form to administrative office
- Confidentiality Statement
  - The Peer Review of Library Instruction Worksheet will be included in documentation for personnel action but not in the annual self-evaluation.
Form: Peer Review of Library Instruction Worksheet

Librarian: ______________________________________________________

Peer Reviewers: __________________________________________________

Course Number/Title: ________________________________________________

Date of Session: _____________________________________________________

Rate the librarian on the following scale: 5= Excellent; 4=Good, 3=Adequate, 2=Fair, 1=Needs improvement

<table>
<thead>
<tr>
<th>Organization:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goals &amp; objectives for class are well developed</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Class was well organized</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Material &amp; content appropriate for the class level</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Instructional method appropriate for students &amp; subject of the class</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Goals and objectives of the class were accomplished</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explained goals &amp; objectives for the class</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Presentation was clear and well-focused</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Questions were answered clearly</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Librarian attempted to engage the class</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Provided good explanations and appropriate examples</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Signed: ____________________________________________________________________

Confidentiality Statement

The Peer Review of Library Instruction Worksheet will be included in documentation for personnel action but not in the annual self-evaluation.
Form: Librarian’s Comments

How did you feel about the class?

What went well?

What did not go well? Why not?

What would you change?

Additional Comments

Confidentiality Statement
Librarian’s Comments are confidential and not made available to the Dean or the PTC unless the library faculty member under review wishes to submit them.
Form: Peer Reviewer’s Confidential Comments for Librarian

Strengths of the class.

Suggestions for improvement.

Additional comments.

Confidentiality Statement
Peer Reviewer’s Confidential Comments for the librarian are confidential and not made available to the Dean or the PTC unless the library faculty member under review wishes to submit them.
Attachment 10

University Library Guidelines on Faculty Salary Increases

Background

Salary increases are recommended by the Library Administration to Academic Affairs based on the directions received from Academic Affairs. The University receives a salary memorandum from General Administration each year. This document codifies the basic principles used by the Library Cabinet in determining salary increases for Library faculty.

Merit recommendations are based on assessment of effectiveness as a library faculty member as delineated in the performance evaluation which, in turn, is based on the factors described in the Library Faculty Guidelines Attachment entitled "Exposition of Criteria for Faculty Evaluation." The guidelines are not intended to cover every possible combination of performance effectiveness.

Categories of Increases

1. Across the Board (or Cost of Living): When and as mandated by Academic Affairs.

2. Salary Inequities: When funds are allocated to address salary inequities, Library Cabinet reviews faculty salaries to determine if there are inequities arising from reasons other than promotion, receipt of doctoral degrees, marketability, or merit which need to be corrected.

3. Promotions & Achievements: The amount of increase for the receipt of an accredited doctoral degree is set by the Library and subject to available funding; the other increases are set by Academic Affairs.

   - Associate Professor  $3,000
   - Professor          $4,000
   - Receipt of a doctoral degree $1,500
   - Attainment of tenure   n/a

4. Merit Increases: When merit funds are available, Library Cabinet recommends increases based on the library faculty member's levels of effectiveness as evidenced by their performance evaluations. The following ratings will be used in determining merit eligibility:

   Fails to Meet Expectations | Meets Expectation | Exceeds Expectations

   Meets Expectations   Satisfactory performance of library responsibilities   Not eligible

   Exceeds Expectations Exemplary performance of library responsibilities AND Eligible
                          Exemplary in research/professional activity OR
                          Exemplary service to the university/community.
Attachment 11

Criteria for Funding Travel

Requesting Funding
All full-time faculty members are eligible to apply. Requests for funding that will be completed any time during the fiscal year may be submitted for consideration by the third week of the semester. Funding requests that fall outside of regular review dates may be considered at the discretion of the Associate Dean. The Library will try to provide financial assistance for at least one professional trip per faculty member per year when fiscal resources allow. The Associate Dean will meet with the Travel Committee at least once a semester to review all travel requests and make travel award decisions based on the guidelines listed below. Library Administration has final approval on all travel funding.

Procedure for Requesting Travel Funding
1. Submit your travel request(s) to the Associate Dean by the fall or spring deadline (use a separate form for each request). Make sure to base the amount requested on the per-diem allowed rates available on the Office of the Controller’s website (http://controller.appstate.edu/travel-subsistence-rates); funding for travel will be based on these allowable rates. The Associate Dean, in consultation with the Travel Committee, will make travel award decisions.
2. Once you have been notified that travel funding has been approved, you must submit a completed University Request for Travel and Travel Authorization form. This form must be submitted at least 14 days prior to travel.

Guidelines for Travel Funding Allocation Decisions
These are only suggested guidelines. Each case is judged based on the degree of benefit to the Library and how central the travel is to the individual’s job responsibilities and career development.
1. Highest priority will be given to requests for:
   a. Travel that the Dean or Associate Dean considers necessary to conduct the business of the library (directed travel)
   b. Presenter (includes papers, panelists, poster sessions, etc.)
   c. Committee chair or co-chair
   d. Committee member
   e. Professional development specific to individual’s core library responsibilities
   f. If the faculty member has not traveled recently
2. Untenured, tenure-track faculty will be given preference.
3. Funding requests from tenure track and tenured faculty members will receive greater priority than those from non-tenure track faculty.
4. Funding for any individual trip may be provided at full, partial, or nominal financial support.
The Role of Research in the Professional Life of Library Faculty

See FH 6.1.3- 6.1.3.2

The University Library expects active engagement in research.

The Library facilitates research in a number of ways, including, but not limited to:

1. Making available alternative scheduling.
   a. Compensatory time for time worked in the Library during academic breaks or within other alternative schedules may be used for research purposes provided scheduling can be arranged satisfactorily.
   b. It may also be possible for a library faculty member to be relieved of certain duties temporarily in order to work on research. Such an arrangement is at the discretion of the team.

2. Granting reassigned time.
   a. Short term - Up to two weeks released time may be arranged between the faculty member and her/his team
   b. Long term - Assignment for research periods over two weeks will be made by the Dean of Libraries taking into consideration the team's recommendation.

3. Providing support and encouragement for earning advanced degrees.

4. Assigning off-campus scholarly assignments. See FH 6.2.2

5. Supporting research interest groups for the discussion of research issues and individuals' research projects.
Attachment 13

Contract Length for Library Faculty (See FH 4.2.3)

Purpose
The purpose of this document is to provide a systematic procedure to maintain a consistent level of library services while offering library faculty the option of requesting either 9-month or 12-month contracts.

1. Contract length for library faculty is generally for 12 months but can be for 9 months. This is to be determined by the Library Dean based on the needs of the library. Faculty members may request a 9-month contract on a limited or continuing basis. Nine-month contracts are for the academic year. The criteria for promotion and tenure will apply to faculty under both 9-month and 12-month contracts.

Application Review Process

1. Faculty members submit requests in writing to change contract length by October 1st to the appropriate team coordinators and the Library Administration. Faculty members requesting change in the length of their contract must clearly explain how this will impact their job responsibilities and teams.

2. The Library Administration informs the library faculty of any pending requests.

3. The appropriate teams review the requests.
The team coordinator submits the recommendation of the team to the Library Administration by January 30th.

4. The Library Dean notifies the faculty member of the status of their request.

5. The Library Dean informs the library faculty as a whole of the final decision(s).
Appalachian State University
Open-Access Policy for Library Faculty

Whereas the Library Faculty at Appalachian State University recognize the vital importance of open-access publishing and archiving for the enrichment and expansion of scholarly communication, we adopt the following policy in order to make our research and scholarly works freely available to the widest possible audience. We, the Library Faculty at Appalachian State University, make the following resolutions:

- We encourage library faculty to publish in scholarly outlets that are open access or allow open access archiving.
- Before we sign a publisher’s copyright agreement, we will verify our right to archive the work in the University’s open access repository or other appropriate open access archive, or attempt to retain that right by adding an author addendum.
- We will submit our scholarship to the University’s open access repository as soon as possible after acceptance for publication.
- We will promote open access to all faculty on campus and encourage them to archive their scholarly works in the University’s open access repository.
- We grant to Appalachian State University Libraries a non-exclusive, perpetual license to archive our submitted works in the University’s open access repository.
- We grant to the Appalachian State University Libraries the right to migrate one or more copies of our submissions to another medium or format for security and preservation purposes.
- Although library faculty are encouraged to archive all of their scholarly works in the University’s open access repository, this policy will apply only to scholarship created after approval of the policy by a vote of the library faculty.
- Librarians may submit their work to a publication that does not follow open access principles and will not allow self-archiving if, in their judgment, it is clearly the best option at the time.

For examples of open access policies and mandates approved at other libraries and universities, see ROARMAP

If you have questions about this policy, please contact Paul Orkiszewski, Scholarly Communications Librarian, 828-262-6588.
Attachment 15

Relevant Faculty Handbook Policies

FH 6.1 Faculty Workload

6.1.2.1 Departmental Guidelines for Differential Workloads

[The Library may want to address this in a new policy when there is clear direction from the University.]

Librarians workloads vary depending upon their particular positions but they are expected to balance their workload in order fulfill required expectations of primary duties, scholarship and service.

[Taskforce recommends this be completed by special taskforce]

FH 6.2 Paid Leaves of Absence and other Adjustments of Employment Obligations

6.2.1 Paid Leaves of Absence for Medical or Family Reasons

6.2.2.1 Off-Campus Scholarly Assignment (OCSA)
Retention Guidelines from the Appalachian State Disposition and Retention Guidelines derived from the Records of the University of North Carolina State

1.1. Performance Evaluation Management

**Description:** Records documenting employees’ goals and primary tasks. Items include but are not limited to work plans, development plans, performance evaluations, correspondence, and related documentation.

**Disposition Instructions:**  
**Original:** Destroy in office after 5 years.  
**Reference:** Destroy in office when superseded or obsolete.

1.1. Reappointment, Promotion, and Tenure Records

**Description:** Records documenting the reappointment, promotion, and tenure processes of the University and within its units. Items include but are not limited to recommendations, reports, articles, curricula vitae, resumes, lists of publications, evaluations, summaries of research activities, correspondence, minutes, vote justification forms, ballots, and related documentation.

**Confidentiality:** Comply with applicable provisions of G.S. (General Statute) 126-22, G.S. 126-23, and G.S. 126-24 regarding confidentiality of personnel records.

**Disposition Instructions:**  
**Original:**  
1. Transfer records concerning award of reappointment, promotion, or tenure to the individual’s Personnel File (Active)-EPA when granted.  
2. Retain minutes in departmental office permanently.  
3. Destroy in office remaining records after 2 years, if no litigation, claim, audits, or other official action involving records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.  
**Reference:** Destroy in office when reappointment, promotion, or tenure decision is made.

1.1. Search Committee Records

**Description:** Records documenting the activities of search committees and groups charged with recruiting as well as search and selection process for positions. Items include but are not limited to applications, resumes and curricula vitae, committee member lists, meeting and interview notes, audio or video recordings of interviews or presentations, search related forms and reports, correspondence, and related documentation.

**Confidentiality:** Comply with applicable provisions of G.S. 126-22, G.S. 126-23, and G.S. 126-24 regarding confidentiality of personnel records.

**Office of Record:** Chair of the search committee, Office of Human Resources (for SPA)

**Disposition Instructions:**  
1. Transfer application materials of successful candidates to the personnel file immediately after official offer of employment is accepted.  
2. For EPA faculty and administrative positions, transfer remaining materials from all committee members relating to the search and application materials of unsuccessful candidates to the University Records Center upon completion of the search process. The Records Center will retain the files for 3 additional years and then destroy after total of 3 years of retention.  
3. For SPA positions, upon completion of the search transfer search related documentation and applications of unsuccessful candidates to the Office of Human Resources where the records will be retained for 3 years and then destroyed.
Attachment 17

Library White Papers, Internal Documents, and Policies

- Administrative Documents
  http://www.library.appstate.edu/about/planning/admin/publications
    - Annual Reports
    - Library Brochures: General | Faculty/Instruction | Students/Services
    - Strategic Plan 2008-2013
    - *The Commons*
    - Dedication Book from 2005 with history of the libraries
    - Bridge Strategic Plan
    - SWOT Analysis
      http://atrium.library.appstate.edu/bridge/node/18107

- Statistics dashboard
  http://www.library.appstate.edu/about/planning

- Policies
  - General
    http://www.library.appstate.edu/about/policy
  - Circulation
    http://www.library.appstate.edu/about/policy/circulation

- Instruction
  - Library Instruction Plan
  - Info Lit Outcomes Assessment Plan

- Library Research Agenda
  http://atrium.library.appstate.edu/faculty/node/18043

Search Committee Tool Kit (Check lists, Templates for schedule, letters, etc.)
Attachment 18

Standards for Libraries, Librarians, and Archivists

**ACRL Guidelines and Standards** ([http://www.ala.org/acrl/standards](http://www.ala.org/acrl/standards))

- Standards for Libraries in Higher Education (2011)  
  [http://www.ala.org/acrl/standards/standardslibraries](http://www.ala.org/acrl/standards/standardslibraries)

  [http://www.ala.org/acrl/standards/diversity](http://www.ala.org/acrl/standards/diversity)

- Joint Statement on Faculty Status of College and University Librarians (2012)  
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- Information Literacy Competency Standards for Higher Education (2000)  
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- Guidelines for Instruction Programs in Academic Libraries (2011)  
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- Guidelines for University Library Services to Undergraduate Students (2005)  
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- Standards for Distance Learning Library Services (2008)  
  [http://www.ala.org/acrl/standards/guidelinesdistancelearning](http://www.ala.org/acrl/standards/guidelinesdistancelearning)

**ALA Standards and Guidelines** ([http://www.ala.org/tools/guidelines/standardsguidelines](http://www.ala.org/tools/guidelines/standardsguidelines))

- Code of Ethics of the American Library Association  
  [http://www.ifmanual.org/codeethics](http://www.ifmanual.org/codeethics)

- Library Bill of Rights  
  [http://www.ifmanual.org/part2](http://www.ifmanual.org/part2)
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