

November 1994

Miami University Libraries
PERSONNEL POLICY AND PROCEDURE
for Professional Staff

Preface

The Libraries' contribution to the University mission requires a highly trained and motivated staff of qualified and productive librarians who participate fully in university governance and academic affairs. The Libraries seek to attract and retain qualified librarians, direct their efforts toward attaining the organization's goals, and enable them to receive due reward and respect within the University. In order to accomplish these goals the library faculty has adopted the following personnel policy, based on merit, that includes a systematic evaluation process through which librarians who meet the criteria for continuing contract and promotion can expect to receive appropriate financial remuneration and to participate fully in University affairs.

The criteria of this policy define expectations for librarians' primary professional performance as well as for professional service and scholarly accomplishments beyond primary responsibilities. These criteria reflect professional standards, acknowledge the conditions of employment for librarians at Miami University, and define librarians' role in the academic mission of the University. The policy recognizes that each librarian has unique abilities, activities, and responsibilities.

The Policy was drafted by the Library Personnel Committee and approved by vote of the library faculty. The Committee and the Library Administration are jointly responsible for interpreting its specifications and for conducting regular reviews of it. Revisions to the document shall be approved by the library faculty. Mechanics of procedures described here shall be carried out through the Office of the Dean and University Librarian.

I. Transitional Policy

These changes in continuing contract and promotion for librarians will take effect for newly hired librarians for the next academic year following approval.

Presently employed librarians will be phased in over a period of time in accordance with a schedule to be worked out between the Dean and University Librarian and the Provost.

Presently employed librarians will have the choice of being governed by the newly stated policies or the policies existing when they first began full-time Miami employment. All such librarians will be required to declare in writing, within 1 year of the approval of the new policy, under which set of policies they wish to be considered.

Librarians choosing to participate in the new personnel policy and who have not previously received continuing contract may count the years they have already worked at Miami toward eligibility for continuing contract and promotion, or they may start counting years of eligibility from the date the new policy takes effect. Librarians who have already earned continuing contract shall retain it, and they may apply for promotion if they have served the requisite number of years for the next rank. Librarians who have the rank of Instructor and more than two years of professional employment will automatically be given the rank of Assistant Professor.

II. Conditions of Employment at Miami University

- A. The terminal degree for professional librarians, and a requirement for all professional positions, is a master's degree from an ALA accredited program.
- B. Although schedules and duties are flexible and tailored to the individual where possible, all librarians must recognize certain collegial and professional obligations entailed in being members of a complex organization such as a library.
- C. Librarians and library administrators recognize the strong tradition of collegial, participatory professionalism that exists in governance and decision making in the Libraries and University.
- D. The University Libraries are a division under the Vice President and Provost for Academic Affairs.
- E. All librarians who have or who are eligible for continuing contract are voting members of the Faculty Assembly and are eligible for election to the University Senate and membership on Senate committees.

III. Continuing Contract

Continuing contract protects the academic freedom necessary for the performance of librarians' primary professional duties as well as for service and scholarship activities. These duties and activities are described in position descriptions and in section V below.

Individuals become eligible for continuing contract in their sixth year at Miami (with exceptions for previous service and for leaves as described in the Miami University Policy and Information Manual). They must apply for continuing contract according to the process of evaluation and review described below in sections V and VI. They may apply only once, and if they fail to achieve continuing contract their appointment is terminated at the end of the following contract year.

IV. Definition of Ranks

Librarians have faculty ranks that parallel the ranks defined in the Miami University Policy and Information Manual, section 3.12. Typically, newly hired librarians in their first year of professional employment start as Instructors and may be advanced to Assistant Professors after their second year of service. Exceptions for newly hired librarians may be made at the discretion of the Dean and University Librarian on the basis of significant experience, specialized training, or other relevant qualifications. Starting ranks for newly hired but experienced librarians, Department Heads, and Assistant University Librarians are negotiable.

- A. Instructor
 - 1. ALA accredited degree.
 - 2. Potential for excellence in librarianship.
- B. Assistant Professor
 - 1. ALA accredited degree.
 - 2. Evident ability in primary professional responsibilities.
 - 3. Evidence of service to library, profession, or university.
 - 4. Potential for scholarly activities.
 - 5. Two years service at the Instructor rank or equivalent experience and qualifications.

6. Promotion from Instructor is contingent upon a high level of performance, sustained throughout the review period. Some contributions outside the primary responsibilities of the position are expected, particularly in the latter part of the review period. The opportunities and skills for professional service and scholarly activities differ widely among librarians at the Instructor level, and achievement in service and scholarship are not required for promotion although they will enhance an application for promotion.

C. Associate Professor

1. ALA accredited degree.
2. Demonstrated excellence in primary professional responsibilities of librarianship or administration.
3. Significant service to library, profession, or university.
4. Scholarly contributions.
5. Four years service at the Assistant Professor rank or equivalent experience and qualifications.
6. Promotion from Assistant Professor is contingent upon a high level of performance, sustained throughout the review period. Contributions outside the primary responsibilities of the position should be evident throughout most of the review period. The candidate should be strong in either service or scholarship, and should be competent in the other area. It is expected that the individual will have contributed in some way to the profession beyond the university library system.

D. Professor

1. ALA accredited degree.
2. Continuing excellence in the primary professional responsibilities of librarianship or administration.
3. Continuing significant service to library, profession, or university.
4. Significant scholarly contribution.
5. Six years service at the Associate Professor rank or equivalent experience and qualifications.
6. Promotion from Associate Professor is contingent upon a high level of performance, sustained throughout the review period. Contributions outside the primary responsibilities of the position should be evident throughout the review period. For promotion to highest rank, the individual is expected to have demonstrated excellence in either service or scholarship and continuing competence in the other area. Evaluation of performance in these categories will consider how consistent, recent, and substantial the accomplishments or services have been.

V. Criteria for Evaluation

The areas for evaluation of candidates for continuing contract and promotion are, in order of importance, (1) performance of their primary professional responsibilities, (2) professional service to the library, university, and profession, and (3) scholarship, teaching, and professional study. Individuals applying for continuing contract shall be evaluated primarily on the quality of performance of their primary responsibilities, but as they seek to advance in rank, their professional service and scholarship assume greater importance. The weighting of the various criteria will take into consideration each individual's responsibilities, and evaluations will emphasize quality above quantity in performance. The following guidelines may be used to describe, evaluate, and document professional performance in each of these areas.

A. Primary Professional Responsibilities

Each librarian's position has a range of duties and activities specified in the position description; librarians shall be evaluated primarily on their performance of these duties and activities.

1. Evaluation of Performance

In addition to the elements in the position description, evaluation should include attention to the following criteria:

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| a. Command of subject | f. Professional skills |
| b. Quality of service | g. Consistency of performance |
| c. Soundness of judgment | h. Thoroughness & productivity |
| d. Leadership | i. Independence |
| e. Originality | j. Flexibility |

2. Additional Professional Responsibilities

- a. Effective oral and written communication with library users, colleagues, and other university personnel.
- b. Initiating, planning, organizing, and carrying out projects related to professional responsibilities.
- c. Setting objectives that are consistent with the overall goals of the library.
- d. Making effective decisions.
- e. Effective management, supervisory, and organizational skills.
- f. Understanding of the academic and research needs and processes of the primary users of a university library.

3. Professional Development

Librarians should continue to develop their professional knowledge and skills, through such means as the following:

- a. Attendance at workshops, seminars, or conferences.
- b. Course work or other continuing education for which continuing education or regular academic credits are given.

4. Collegiality

Collegiality is the ability to work effectively with one's colleagues, the library's users, and those people, such as vendors, with whom the library operates, and it includes the qualities listed in the Miami University Policy and Information Manual, section 3.425,D. Collegiality is a criterion for continuing contract but is not considered in evaluations for promotion. Evidence of collegiality includes the judgment of peers, department heads or Assistant University Librarians, and library users.

B. Service to the Library, University, and Professional Organizations

Service is contributions to the professional and governance activities of the library, Miami University, and professional associations and organizations, including library networks and consortia. Service to the community may also be recognized but is less important. Review of contributions should consider the nature and importance of the organization, the level of service in the organization, and the substance of the contribution.

1. Library

- a. Membership on standing committees, ad hoc committees, and study teams, task forces, and other groups.
- b. The library's liaison with networks and consortia.
- c. Specific projects undertaken, such as by Dean's assignment, grant opportunities, or individual initiative.

2. University

- a. Appointive membership on standing committees and boards, ad hoc committees, and study groups.
- b. Elective membership on University Senate or Senate committees.
- c. Student-related support activities, such as sponsorship or advising of an organization.

3. Professional Organizations and Associations

Professional associations include library related, such as ALA and Special Library Association, and subject related, such as the Modern Language Association or American Historical Association.

- a. Membership in such associations.
- b. Active participation in association governance and activities.

C. Scholarship

Scholarship, which includes teaching and professional study, develops professional knowledge and understanding, keeps professional work in tune with the university's evolving programs, and allows librarians to share with other Miami faculty in one of the essential activities of a university. It can take any of several forms, such as (but not limited to) the examples given here.

1. Scholarship

- a. Publication of articles in journals and reference books, chapters in books, monographs.
- b. Papers read at conferences.
- c. Internal reports and documents.
- d. Ongoing research projects.
- e. Creative work, including literary, musical, or pictorial compositions, theatrical and performance activities, and writing computer programs.

2. Professional Writing and Presentations

- a. Book reviews.
- b. Editorial services for professional publications.
- c. Talks, presentations, participation in conference or workshop panels, demonstrations at professional meetings, workshops, or conferences.
- d. Consulting.
- e. Grant proposals.
- f. Prepared talks to community groups.

3. Teaching

- a. Regular courses taught by librarians at Miami or elsewhere.
- b. Responsibility for units within courses taught by others.
- c. Guest lectures.
- d. Introduction of new library services.

4. Professional Study

- a. Course work toward an advanced degree or certificate.
- b. A program of courses and other educational activities through which the librarian develops a new area of expertise.

VI. Procedures for Evaluations and for Application for Continuing Contract and Promotion

A. Annual Evaluations and Goal Setting

1. All librarians are evaluated annually. The library personnel evaluation form will be used as part of the evaluation of librarians who have not received continuing contract. Evaluation of these individuals is designed in part to assist them in their progress toward continuing contract.
2. For librarians who have received continuing contract, annual evaluations will take the form of a goal setting session in which both the librarian and the Department Head or Assistant University Librarian assess progress toward meeting the goals of the previous year and set goals for the librarian for the coming year.

B. Application for Continuing Contract

1. Librarians become eligible and must apply for continuing contract in their sixth year of service. They may apply only once, and if they fail to achieve continuing contract their appointment is terminated at the end of the following contract year. Librarians may count up to two years of previous professional work in other institutions and may extend the time period, consistent with policies and procedures defined in the Miami University Policy and Information Manual, section 3.424.
2. Criteria for continuing contract are outlined in section V, above.
3. Librarians apply for continuing contract through their department head and Assistant University Librarian to the Library Personnel Committee. The committee considers the application and its supporting materials and approves or denies the application. This decision is then sent to the Dean and University Librarian, including all supporting materials and the evaluations by the department head and/or Assistant University Librarian. If the application is approved by the Dean, it then goes to the Provost and, ultimately, the Board of Trustees.

C. Application for Promotion

1. Librarians may apply for promotion after having served the requisite time in rank defined in section IV.
2. Promotion to Assistant Professor will be conferred when a librarian receives continuing contract, if that rank has not been previously achieved.
3. Librarians apply for promotion above the rank of Assistant Professor through their department head and Assistant University Librarian to the Library Personnel Committee. The committee considers the application and its supporting materials and approves or denies the application. This decision is then sent to the Dean and University Librarian, including all supporting materials and the evaluations by the department head and/or Assistant University Librarian. If the application is approved by the Dean, it then goes to the University Promotion and Tenure Committee, the Provost, and ultimately, the Board of Trustees.
4. Criteria used in evaluation and descriptions of the various ranks are provided above in sections IV and V.

D. Dossiers

Each librarian is responsible for compiling a dossier of materials that support applications for continuing contract and promotion. The dossier should contain the librarian's position description, evaluations by the librarian's department head or Assistant University Librarian, and documentation for performance of primary responsibilities, service, and scholarship such as the following:

1. Annual reports, statements of goals, and description of activities.
2. Evaluations by staff the librarian supervises.
3. Evidence of instructional activities, such as handouts, pathfinders, audiovisuals, evaluations of these activities.
4. Printed descriptions of courses, workshops, and conferences; grade transcripts and CE credits.
5. Copies of publications, presentations, reports, audiovisuals, computer programs, and other scholarly or creative productions; syllabi of courses taught; working papers for research in progress; book reviews and course evaluations.
6. Letters from colleagues, editors, committee chairs, and others with whom the librarian has worked.

VII. Appeal Procedures

Librarians who wish to voice a grievance about promotion or continuing contract decisions should do so through their Department Heads, the Assistant University Librarian, the Library Personnel Committee, the Provost, and finally to the Faculty Rights and Responsibilities Committee, progressing as far as necessary until the grievance is resolved.

VIII. Evaluation of Department Heads, Assistant University Librarians, and the Dean and University Librarian

A. Department Heads

1. Department Heads are evaluated annually by the Assistant University Librarian to whom they report. These evaluations, formative in nature, are conducted by the Assistant University Librarians in order to assist the Department Heads in identifying areas of strength and weakness and enable them to improve their performance and managerial skills.
2. Every third year they are evaluated by the librarians who report to them. Unsigned comments from classified staff members who report to the Department Head may also be sent to the Assistant University Librarian at the time of the evaluation. The Head may, at the time of the evaluation, also request evaluations, comments, and supporting materials from faculty, students, and peers.

B. Assistant University Librarians

1. Assistant University Librarians are evaluated annually by the Dean and University Librarian. These evaluations, formative in nature, are conducted by the Dean and University Librarian in order to assist the Assistant University Librarians in identifying areas of strength and weakness and enable them to improve their performance and managerial skills.
2. Every third year they are also evaluated by Department Heads reporting to them and by librarians in their division. Unsigned comments from classified staff members who work in the division managed by the Assistant University Librarian may be sent to the Dean and University Librarian at the time of the evaluation. The Assistant University Librarian may also request evaluations, comments, and supporting materials from faculty, students, and peers.

C. Dean and University Librarian

The Dean and University Librarian is evaluated in accordance with Miami University policy for evaluating administrators.

IX. Position Descriptions

The evaluations described above will be done with reference to the position descriptions for the individual librarians.

A. Current Staff

Each librarian's current position description will form the basis for annual evaluations and decisions about continuing contract and promotion. Librarians are responsible, with the Department Head and/or Assistant University Librarian, for seeing that current responsibilities are reflected in their position descriptions.

B. Archive File

All position descriptions for librarians formerly employed or for positions formerly occupied will be kept in an archive file.

X. Regional Campus Librarians

Regional campus librarians have no organizational relationship to the Oxford campus libraries. Head Librarians report to the Executive Director of the regional campus. The relationship between the regional libraries and Oxford is one of consultation and cooperation.

Regional campus librarians are eligible for continuing contract and promotion in accordance with the guidelines in this document and with regional campus procedures.

