

Miami University Libraries
GOVERNANCE STATEMENT
REVISED DRAFT March 1, 2000

This governance document contains policies and procedures by which the University Libraries operate. The document was written to be consistent with the *Miami University Policy and Information Manual*. The University Libraries are a division under the Provost and Executive Vice President for Academic Affairs. The University Libraries exist to support the teaching, research, and service functions of Miami University by acquiring, organizing, preserving and interpreting electronic and information resources.

At its February 1969 meeting, the Board of Trustees of Miami University granted academic rank and full membership to the University Senate to all librarians. 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.

I. CONDITIONS OF EMPLOYMENT

- A. The terminal degree for professional librarians is a master's degree from an ALA accredited program. It is a requirement for all professional positions.
- 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 the University.

II. GOVERNANCE STRUCTURE

A. University Library Committee

The University Library Committee is a committee of the University Senate and acts as an advisory body to the Dean & University Librarian. Its members are appointed by the Senate and it is composed of faculty representing the academic divisions and students. The Dean & University Librarian is an ex-officio member. The committee meets periodically during the regular academic terms to review library policies. Matters are referred to the Committee by the Provost and through the Senate. The chair makes periodic or annual reports to the University Senate.

B. Library Department Heads

The Library Department Heads is a consultative body to the Dean & University Librarian. It is composed of the dean, assistant/associate dean(s), head librarians of the regional campuses and the department heads. They usually meet twice monthly during the regular semesters. Special meetings are called by the dean. Matters relating to library policies and procedures and new services are discussed.

C. Library Personnel Committee

The Library Personnel Committee is the only committee with a role in library governance. Special ad hoc committees, task forces and functional clusters are appointed by the dean as needed to develop the library's work agenda and plan new services.

1. Membership

- a. Any librarian who has attained continuing contract and the regional campus head librarians are eligible to serve on the committee.

2. Selection

- a. The committee shall be elected by the librarians. All librarians receive ballots listing the eligible persons by department. The dean issues, collects, and tabulates the ballots.

3. Terms of Office

- a. Terms will be for a period of three years.
- b. The committee consists of four members.
- c. In the event of a vacancy, the person receiving the next highest number of votes in the balloting will serve the balance of the vacant term.
- d. There is no limitation on the number of terms which may be served by an individual, with the exception that the member from the regional campus must be alternated each three year term.
- e. The election should be held in May. A term then will run from July through June.

4. Duties

- a. The Committee elects a chair and a secretary annually from the four members. This election should take place prior to June 30 of each year.
- b. The Committee collects and organizes information and letters of recommendation for those librarians eligible for continuing contract. The evaluations are obtained from the personnel files and from any other persons selected by the librarian being evaluated. Evaluations from the assistant/associate dean(s) are submitted to the dean. The committee may submit a ranked or unranked list of candidates to the dean before December 1. The dean sends a recommendation to the Provost. The

dean will notify the candidates, assistant/associate dean(s), and the Committee of the action taken by the Provost, the President, and the Board of Trustees.

- c. The Committee may initiate a study of changes in the Library Personnel Program. Librarians are invited to bring governance or personnel matters to the Committee for discussion, study, and recommendations. The Committee is prepared to hear a grievance should a librarian wish to bring it before the Committee prior to taking it to an external committee.

D. Regional Campus Personnel

Regional campus libraries have a dotted line organizational relationship to the Oxford campus libraries. Head librarians report to the Executive Director of the regional campus and with a dotted line relationship to the Dean & University Librarian. The relationship between the regional libraries and Oxford is one of consultation and cooperation.

The librarians on the regional campuses are represented on the Department Heads and on the Library Personnel Committee. The Dean & University Librarian makes periodic visits to each of the campuses to discuss university library matters with all personnel.

E. Student Participation

Students are represented through their representation on the University Library Committee. Graduate assistants assigned to the library have many opportunities to make recommendations and influence the services and activities of their respective departments. Student assistants also have opportunities to influence their working conditions and make suggestions for alterations in procedures in their departments.

III RANKS

Librarians have faculty ranks that parallel the ranks defined in the *Miami University Policy and Information Manual*, Section 6.3 and 6.4.

- A. Typically, librarians are hired as assistant professors. Newly hired librarians in temporary or part-time positions or hired as Resident Librarians (participants in the one/two year internship program at the Miami University Libraries), are hired as instructors. Starting ranks for newly hired department heads and other administrators are negotiable.
- B. Candidates for a professional position in the libraries are normally obtained by direct contact with accredited library and information science schools, advertisements in

national professional journals and listservs, personal contact at regional and national meetings, and recommendations from current members of the staff, etc. Invitations for campus visits are issued to prospective librarians after consultation with the Dean & University Librarian.

- C. All candidates receive a copy of this document as part of the packet given to candidates.
- D. Written evaluations by the library staff must be part of the interviewing process. These evaluations will be reviewed by the department head, and assistant/associate dean(s) before forwarding the recommendation to the dean. Recommendations for appointment are made by the dean to the Provost for the approval of the President and the Board of Trustees. All matters pertaining to employment are conducted in full accordance with recognized equal opportunity employment practices.
- E. Candidates for the position of Dean & University Librarian are determined by a university-wide search committee that includes faculty, librarians, library staff and students. It is recommended that there be no fewer than two librarians and one member of the library civil service staff on the search committee.

IV. 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, as indicated in their current job description, 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 (see Appendice).

A. Annual Contract Evaluations

1. All librarians with the rank of instructor and assistant professors who have not yet achieved continuing contract are evaluated annually. Periodic conferences are normally held during the first and second year, and are usually held with the librarian's immediate supervisor.
2. Annual evaluations of all librarians with the rank of instructor and assistant professor take place through the end of the fifth year of service. The department head or assistant/associate dean(s) prepares a written report of these evaluations to be signed by all parties. These reports are submitted in a labeled and sealed

envelope to the Library Personnel Committee; these reports will not be examined by the committee, but will be sent to the Dean's Office.

3. An appointment may be terminated at the end of any contract year during the first six years of service.

B. Post Continuing Contract Review

To affirm the value of continued professional growth, goal setting sessions are held following the attainment of continuing contract in December/January. These discussions include the librarian and the immediate supervisor.

Prior to the goal setting discussions, any librarian may be asked by the supervisor for comments and suggestions for improving library services and operations of the department and/or library. Librarians who are familiar with the work of the individual librarian may be asked for their comments and suggestions for the improvement of services which are the responsibility of the librarian being evaluated.

C. Promotion & Continuing Contract Application and Evaluation

1. A librarian with the rank of assistant professor or higher, must apply for continuing contract by the sixth year of qualifying service. The librarian may apply only once, and if they fail to achieve continuing contract their appointment is terminated at the end of the following contract year, as determined in Section 7.4 of the *Miami University Policy & Information Manual*. (See also *Appendice, Section III*).

D. Evaluation of the Library Department Heads

1. Department Heads are evaluated annually by the assistant/associate dean(s) or the dean, to whom they report. These evaluations, formative in nature, are conducted 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/associate dean(s) at the time of the evaluation. The department head may, at the time of the evaluation, also request evaluations, comments, and supporting materials from faculty, students and peers.

E. Evaluation of the Assistant/Associate Dean(s)

1. Library administrators are evaluated annually by the Dean & University Librarian. These evaluations, formative in nature, are conducted in order to assist the assistant/associate dean(s) 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 the department heads reporting to them and by the librarians and classified personnel directly responsible to them. Unsigned comments from classified staff members who work in the division managed by the library administrators may be sent to the Dean & University Librarian at the time of the evaluation. The library administrator may request evaluations from selected faculty, students and peers.

F. Evaluation of the Dean & University Librarian

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

V. OFF CAMPUS AND OUTSIDE TEACHING ASSIGNMENTS

- A. A library administrator may recommend that a librarian teach a course on the Oxford campus or at one of the regional campuses. All such assignments must be approved by the dean.
- B. Compensation for overload assignments may be awarded if duties are performed in addition to the regular work.
- C. Teaching assignments at other institutions are arranged by agreement with the librarian's department head and the dean.

VI. RESEARCH FUNDS

Any librarian may apply for research support from a university or external source. Research proposals shall be reviewed by the department head and the dean before forwarding.

VII. SALARIES

The salaries to be offered to new librarians and the annual salary increases are determined by the Provost on recommendation of the Dean & University Librarian, after consultation with the assistant/associate dean(s).

VIII. GRIEVANCES

Librarians who wish to voice a grievance about promotion or continuing contract decisions should do so through their department heads, assistant/associate dean(s), 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.

Miami University Libraries

APPENDICE TO GOVERNANCE STATEMENT REVISED DRAFT March 1, 2000

Criteria & Procedures for Librarian Promotion & Continuing Contract

I. RANKS & PROMOTION

Librarians have faculty ranks that parallel the ranks defined in the *Miami University Policy and Information Manual*, Section 6.3 and 6.4. Typically, librarians are hired as Assistant Professors. Newly hired librarians in temporary or part-time positions or hired as Resident Librarians (participants in the one-two year internship program at the Miami University Libraries), are hired in Positional Rank as Instructors. Starting ranks for newly hired department heads and other administrators are negotiable.

A. 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

B. 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.

C. 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 the 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.

II. CRITERIA FOR EVALUATION FOR CONTINUING CONTRACT AND PROMOTION.

The areas for evaluation of candidates for continuing contract and promotion are in order of importance: 1) performance of their primary professional responsibilities; 2) profession 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 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:

- a. Command of subject
- b. Quality of service
- c. Soundness of judgment
- d. Leadership
- e. Originality
- f. Professional skills
- g. Consistency of performance
- h. Thoroughness and productivity
- i. Flexibility
- j. Contributions to library's goals and mission

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 the 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 7.4E. Evidence of collegiality includes the judgment of peers, department heads or assistant/associate dean(s), 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 functional clusters, standing committees, ad hoc committees, 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 the association and activities.
- c. Leadership roles in such organizations

C. Scholarship.

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

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 and student 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.

III. 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 the librarian, department head, and/or the assistant/associate dean(s) 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 or may extend the time period, consistent with policies and procedures defined in the *Miami University Policy and Information Manual*, Section 7.4.
2. Criteria for continuing contract are outlined in the section “Criteria for Evaluation for Continuing Contract & Promotion” above.
3. Librarians apply to the Library Personnel Committee. The application for continuing contract must go through their department head and the assistant/associate dean(s). The committee considers the application and its supporting materials and approves or denies the application. This decision is then sent to the Dean & University Librarian, including all supporting materials and the evaluations by the department head and/or the assistant/associate dean(s). 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 I, above.
2. Librarians apply for promotion above the rank of Assistant Professor through their department head, and the assistant/associate dean(s) 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 & University Librarian, including all supporting materials and the evaluations by the department head and/or the assistant/associate dean(s). 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.
3. Criteria used in evaluation and descriptions of the various ranks are provided above in sections I & II of the Appendice.

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 and the assistant/associate dean(s), 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.