

# **UNIVERSITY OF DELAWARE LIBRARY**

## **RANK AND PROMOTION SYSTEM**

University of Delaware Library  
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RANK AND PROMOTION SYSTEM

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## INTRODUCTION

Professional librarians holding continuing appointment within the University of Delaware Libraries hold one of four ranks, assigned to reflect and express the professional status and accomplishments of an individual, rather than the administrative nature or level of the individual's immediate position or responsibilities.

The assignment of rank to the individual rather than to the position affirms the principle that librarianship is a profession within the academic community. This policy is committed to the rewards of professional achievement, recognizing that librarianship is a complex field in which a wide variety of skills and talents are valued and that the quality of the library's contribution to the institutional goals of the University is enhanced by the professional excellence of all individual librarians.

The titles assigned to the four ranks, and the criteria by which accomplishment is to be measured and rewarded within each rank, confirm the unique status of librarianship within the academic professions as distinct, with its own values and concerns and its own appropriate areas of activity. The professional librarian's initial rank upon appointment is determined by the criteria established for each rank and by the individual's status and achievements prior to appointment at the University of Delaware. Promotion within the system is to be awarded by means of the procedures developed within this policy.

The maintenance of standards and the recognition of achievement are the responsibility and privilege of the profession as a whole and are shared by each of its members. To provide the librarians of the University of Delaware the opportunity to discharge this responsibility, peer evaluation is one element of the promotion procedure. Although final authority within the library for appointment and promotion decisions rests with the Director of Libraries, a committee of peers helps to keep the evaluation process consistent, systematic, broad-based, and fair.

The term "peer" refers to all librarians in the professional librarian ranks at the University of Delaware Library except the Director of Libraries. This peer group is eligible for promotion through this rank and promotion system. To ensure that committee members have an adequate professional knowledge, only peers from the top three ranks may serve on the Promotion Committee and the Appeals Committee.

## SECTION I: RANKS

### Assistant Librarian

#### Appointment

For initial appointment to the rank of Assistant Librarian, the candidate must meet the requirements of a professional librarian. These will normally include a master's degree in library science from an accredited library school, references, academic qualifications, and other characteristics which indicate potential for success in librarianship. This rank designates the beginning level of librarianship assigned to individuals who have little or no pertinent professional experience in research or academic librarianship.

#### Reappointment

Reappointment requires excellent job performance, evidence of growth, and demonstrated potential for further achievement.

#### Term of Appointment

Appointment at the level of Assistant Librarian will not be continued beyond three (3) years, and any Assistant Librarian who fails to qualify for promotion to Senior Assistant Librarian after three (3) years will receive a terminal contract for the fourth (4th) year in rank.

Professional librarians holding continuing appointment within the University of Delaware Library at the rank of Assistant Librarian, but whose employment status is less-than-full time, are governed by the criteria and procedures outlined in the **University of Delaware Rank and Promotion System**. Such individuals may request an extension of their allowed service time in rank subject to the provisions outlined in APPENDIX VI.

### Senior Assistant Librarian

#### Appointment

Initial appointment to the rank of Senior Assistant Librarian is based upon a candidate's record of successful performance and demonstrated promise of productive professional activity in the future. Candidates for appointment at the rank of Senior Assistant Librarian normally will have earned a master's degree from an accredited library school and previous professional experience in a research or academic library.

## SECTION I: RANKS (Continued)

### Promotion

For promotion from Assistant Librarian to Senior Assistant Librarian, excellence in job performance is the single most important factor to be considered. The individual must also demonstrate potential for development and achievement in other areas as described here. Assistant Librarians cannot apply for promotion unless they have been in their current rank since July 1 of the previous year.

### Reappointment

Reappointment requires excellence in job performance, evidence of continuing growth in job development, and involvement in professional development activities; research/academic/creative activities; library/university/community service activities.

### Term of Appointment

A Senior Assistant Librarian must be reviewed and promoted by the end of the fifth (5th) year in rank. A senior Assistant Librarian who fails to qualify for promotion by the end of the fifth (5th) year in rank will receive a terminal contract for the sixth (6th) year in rank.

Professional librarians holding continuing appointment within the University of Delaware Library at the rank of Senior Assistant Librarian, but whose employment status is less-than-full time, are governed by the criteria and procedures outlined in the **University of Delaware Library Rank and Promotion System**. Such individuals may request an extension of their allowed service time in rank subject to the provisions outlined in APPENDIX VI.

## Associate Librarian

### Appointment

Initial appointment to the rank of Associate Librarian requires a documented record of excellent performance and evidence of achievement in the areas of professional development activities; research/academic/creative activities; and library/university/community service. Candidates for appointment at the rank of Associate Librarian normally will have earned a master's degree from an accredited library school and appropriate professional experience.

### Promotion

For promotion to the rank of Associate Librarian excellence in job performance remains the most important factor, but the other criteria described here are given increasing weight. Promotion to the rank of Associate Librarian indicates that the individual has mastered the

## **SECTION I: RANKS (Continued)**

skills and techniques of librarianship, has a sustained record of excellence in job performance, and has made meaningful professional and/or scholarly contributions. Senior Assistant Librarians cannot apply for promotion unless they have been in their current rank since July 1 of the previous year.

### Reappointment

Reappointment requires excellence in job performance, and a sustained and consistent pattern of professional development, research/academic/creative activities, and service accomplishments.

### Term of Appointment

The rank of Associate Librarian is the principal professional and career rank.

## Librarian

### Appointment

Initial appointment to the rank of Librarian requires outstanding contributions in previous positions, professional leadership, and/or scholarly achievement. Candidates for appointment at the rank of Librarian normally will have earned a master's degree from an accredited library school. Candidates must also have demonstrated library experience in positions of increasing responsibility or advanced knowledge and skill in their area of expertise. A pattern of significant contributions in the areas of professional activities, academic/creative activities, and library/university/community service is necessary.

### Promotion

Promotion to the rank of Librarian requires a sustained record of excellence in job performance and significant professional, scholarly, and service accomplishments. Promotion to the rank of Librarian acknowledges outstanding performance in positions of increasing responsibility or advanced knowledge and skill in an area of expertise, and sustained career accomplishments. Associate Librarians cannot apply for promotion unless they have been in their current rank since July 1 of the previous year.

### Reappointment

Reappointment is based on the same criteria used for promotion to the rank of Librarian.

## **SECTION I: RANKS (Continued)**

### Term of Appointment

The rank of Librarian is the highest professional and career rank.

### Affiliate Librarian

#### Appointment

Librarians holding temporary non-continuing appointment are appointed at the rank of Affiliate Assistant Librarian, Affiliate Senior Assistant Librarian, Affiliate Associate Librarian, or Affiliate Librarian. For initial appointment to the affiliate ranks, a candidate must meet the requirements appropriate to the position to be filled. These normally include an earned master's degree in library science from an accredited graduate library school, references, and appropriate academic qualifications.

#### Reappointment

Reappointment requires excellence in job performance and will be subject to University of Delaware Policies relating to appointment made for temporary appointment.

#### Term of Appointment

Appointment to the rank of Affiliate Librarian is by one year term appointment, and may be renewable indefinitely. Librarians holding the rank of Affiliate Librarian who successfully apply for regular appointment will be appointed to an appropriate rank as determined by the Director of Libraries based on the Rank and Promotion System.

## **SECTION II: CRITERIA**

Like the titles recommended for the four ranks, the criteria established as the measure of the librarian's contribution to the institution and to the profession are uniquely appropriate to librarianship. The criteria enumerated and discussed below reflect the duties and responsibilities of the professional librarian and attempt to define meaningful areas in which the librarian can and should strive for excellence.

The general criteria for promotion in rank comprise four categories: 1. Quality of performance in the area of the candidate's primary job responsibilities; 2. Professional development activity outside the library; 3. Research, academic achievement, and creative activity; 4. Participation in University affairs and community service. The criteria are not of equal

## **SECTION II: CRITERIA (Continued)**

significance and the degree of importance given to any one of them may vary from one candidate to another.

It is the intent of the system to foster the professional development of the individual through external activities, including participation in professional organizations, research and publication, the pursuit of advanced degrees, and similar activities, but such activities should not be done at the expense of fulfillment of responsibilities to the University of Delaware Library. Although talents, inclinations, and specialties of individuals and demands of positions may vary, excellence in job performance is the single most important criterion which must be met for any promotion.

Advancement in rank is not automatic upon cumulation of years of experience, but is based on appraisal of the performance of each librarian. The following specific criteria describe the fundamental factors considered in making recommendations for promotions in rank. They apply to all levels of rank, although expectations of growth and accomplishment increase at each level.

### Criterion 1: Job Performance

A high quality of performance in the area of the librarian's assigned responsibility is the most important and essential criterion for promotion in rank. Performance is defined as the fulfillment of the responsibilities of the librarian's primary assignment and growth beyond the minimum requirements of that assignment. The ability to carry out competently and independently the full range of library functions pertaining to the librarian's particular assignment must be demonstrated. In addition, certain characteristics are common to the evaluation of the job performance of every librarian at each rank. Factors to be considered here are: consistency of performance, ability to innovate, ability to organize work, response to criticism and suggestions, dependability, accuracy, ability to relate job functions to the more general goals of the library and University, professional commitment, adaptability, effective communication skills, quality of decision making, and leadership.

Documentation of excellence in job performance in a librarian's application for promotion is provided by a mandatory letter of evaluation from the supervisor(s) and from other sources of the individual's choosing. The letter(s) of the supervisor(s), while certainly of major significance, may not be the only element in the determination of the quality of job performance. Additional evidence provided by the candidate can strengthen the individual's case and provide support for statements made in the summary of accomplishments and in the letter(s) of the supervisor(s). A candidate's colleagues can be used as references to provide important assessments of the quality of performance in specific areas of work (e.g. work on the reference desk). Staff reporting to the candidate and/or administrative staff such as Assistant Directors may be able to provide additional information that adds weight and strength to the case for excellence in job performance. Finally, a candidate may consider adding material from annual evaluations, if appropriate, but this is not in any way mandatory.

## **SECTION II: CRITERIA (Continued)**

Evidence of growth beyond the minimum requirements of the primary assignment may be indicated by, but not limited to, the following:

1. A willingness and ability to take on new or more complex responsibilities, e.g., assuming a responsibility at the request of one's supervisor or offering to take on a responsibility which would benefit the department and library.
2. Meaningful participation in departmental or library-wide decision making, e.g., offering constructive suggestions and criticisms in meetings, showing willingness to assist in implementation of decisions, active participation in library committees.
3. Initiating new projects, procedures, or services which contribute to departmental or library goals, e.g., development of a new procedure which facilitates the processing of materials.

### Criterion 2: Professional Development

Excellence in academic librarianship implies the ongoing commitment to professional growth with evidence of a thorough understanding of and commitment to the field of librarianship. Evidence of professional growth can be demonstrated through activities in the professional and scholarly associations. Meaningful professional growth can also come from contributions in appropriate areas of subject, language, or technical specialization. Librarians seeking the ranks of Associate Librarian or Librarian must show evidence of continued intellectual growth and/or evidence of an increasing reputation in the profession. Leadership positions, consulting work, or assignments to special projects or task forces are examples of an increasing reputation.

Librarians at all levels are expected to hold memberships in and attend meetings of professional and scholarly organizations. Librarians seeking promotion are strongly encouraged to become active participants in those organizations through committee work, presentations, and service to the organizations; librarians seeking the ranks of Associate Librarian and Librarian must demonstrate a sustained record of meaningful professional activities and contributions.

Examples of appropriate activities include but are not limited to:

1. Membership and participation in professional library organizations and learned societies on local, state, regional, national, and international levels, e.g.:
  - a. Committee assignments;
  - b. Offices held in such organizations;
  - c. Presentation of papers;
2. Organization of, or participation in professional meetings, seminars, institutes, conference programs, workshops, courses;
3. Substantive consulting services provided to other libraries or academic institutions and organizations;
4. Brief written contributions to the profession, e.g., participation in listserv discussions, brief book reviews;

## **SECTION II: CRITERIA (Continued)**

5. Awards, grants, fellowships, honors.

### Criterion 3: Research/Academic Achievement/Creative Activity

Excellence in academic librarianship implies the ongoing commitment to academic, intellectual, and creative activity.

Examples of such activities include but are not limited to:

1. Publication of books, articles, research papers, exhibit catalogs, scholarly book reviews, bibliographies, chapters contributed to published books, articles contributed to compilations, handbooks in an area of subject/language specialization or which relate to professional matters;
2. Editorship or acknowledged contributing editorial services for professional or other scholarly journals, series, or compilations;
3. Creation, development, and implementation of courses in librarianship or in one's field of subject/language specialization;
4. Artistic and creative activities and works;
5. Advanced studies such as:
  - a. Continuing education activities; e.g., participation in a non-degree program through formal courses;
  - b. Completion of advanced degrees in an academic discipline;
  - c. Completion of an advanced certificate or Ph.D. in librarianship or information science;
  - d. Acquisition of additional foreign language skills;
  - e. Acquisition of other skills, e.g., statistical analysis, computer programming;
6. Self education toward a specific goal;
7. Awards, grants, fellowships, honors;
8. Professional lectures or presentations to the University or to learned societies.

### Criterion 4: Library/University/Community Service

Service in these areas is manifested by the quality and extent of contributions made through service on committees, task forces, civic organizations, even though such service may be unrelated to the individual's primary area of responsibility. Among the factors to be considered are: fulfillment of basic obligations of attendance and participation, working relations with other members, chairing of subcommittees, timely completion and quality of committee assignments.

Examples of appropriate activities include but are not limited to:

1. Participation in internal library committees, task forces, search committees;

## **SECTION II: CRITERIA (Continued)**

2. Service on University committees and task forces, service in Faculty Senate and Professional Advisory Council, and other professional committees and working groups;
3. Service in community agencies and civic organizations;
4. Professional service on boards or committees of local, state, regional or national agencies;
5. Professional lectures or presentations to library, university, community or civic organizations;
6. Development of major new programs within the University Library or the University as a whole which contribute to departmental, Library or University goals.

## **SECTION III: COMMITTEE STRUCTURE**

The Promotion Committee and the Appeals Committee are participants in the objective and thorough evaluation of candidates for promotion and are responsible for considering and reporting on the accomplishments of each candidate within the criteria defined in this policy. Members of the Promotion Committee and the Appeals Committee must regard their work to be of the utmost confidentiality. Any discussion of matters that come before the Committees to anyone not on the Committees or discussions of these matters in public areas or in unofficial meetings is inappropriate. All such behavior must be regarded as serious breaches of confidentiality.

### Promotion Committee

1. The Promotion Committee is a standing committee which consists of five librarians above the rank of Assistant Librarian. The Director of Libraries is ineligible for service on the Promotion Committee. Also ineligible are current ongoing members of the Appeals Committee.
2. Three members and one alternate are to be elected by the eligible voting members of the professional staff of the University of Delaware Library (see APPENDIX I: ELECTIONS); two members are to be appointed by the Director of Libraries, in consultation with the Steering Committee of the University of Delaware Library Assembly of Professional Staff (UDLAPS), subsequent to that election.
3. The term of service for committee members is two years. Members serve staggered terms to preserve continuity from one year to the next. The alternate serves a one year term. Following the completion of a full two year term on the Promotion Committee, an individual is ineligible for election or appointment to the Promotion Committee or to the Appeals Committee for a period of two years.
4. The Committee shall elect its Chair at its first meeting and shall announce the results of that election in writing to the Librarians' Forum. The term of the Chair is a single year, not to be

### **SECTION III: COMMITTEE STRUCTURE (Continued)**

succeeded. The Chair performs administrative duties for the Committee. All Committee members participate equally in deliberations and voting.

5. Since the alternate Committee member may be required to take the place of an indisposed or ineligible member at any time, the alternate will participate in all Committee meetings.
6. No Committee member may be present at or participate in discussion or vote on the application of a candidate under his/her direct supervision, nor may any member be present at or participate in discussion or vote on his/her own application for promotion, nor may any member be present at or participate in discussion or vote on the application of his/her present direct supervisor. Nor may any member be present at or participate in discussion or vote on the application of his/her spouse or for any other individual with whom there may be a clearly defined conflict of interest. In regard to any candidate, if there is a conflict of interest on the part of the Chair, the Promotion Committee should select an alternate Chair who will follow procedures to complete the promotion cycle for that candidate. The Assistant Director for Library Administrative Services will be responsible for identifying such situations and informing the Promotion Committee of them in writing. Should the Promotion Committee have questions concerning other potential conflicts of interest the Assistant Director for Library Administrative Services will be responsible for deciding whether a member of the Committee should be excluded from participating in discussion or voting on a candidate's application for promotion.
7. A quorum shall consist of the full eligible voting membership of the Committee.

#### Appeals Committee

1. The Appeals Committee is a standing committee which consists of three librarians above the rank of Assistant Librarian. The Director of Libraries is ineligible for service on the Appeals Committee. Also ineligible are current ongoing members of the Promotion Committee.
2. Two members and an alternate are to be elected by eligible voting members of the professional staff of the University of Delaware Library (see APPENDIX I: ELECTIONS); one member is to be appointed by the Director of Libraries, in consultation with the Steering Committee of the University of Delaware Library Assembly of Professional Staff (UDLAPS), subsequent to that election.
3. The term of service for committee members is two years. Members serve staggered terms to preserve continuity from one year to the next. The alternate serves a one-year term. Following the completion of a full two-year term on the Appeals Committee an individual is ineligible for election or appointment to the Appeals Committee for a period of two years. Individuals are eligible to serve on the Promotion Committee immediately following service on the Appeals Committee.

### **SECTION III: COMMITTEE STRUCTURE (Continued)**

4. The Committee shall elect its Chair at its first meeting and shall announce the results of that election in writing to the Librarians' Forum. The term of the Chair is a single year, not to be succeeded. The Chair performs administrative duties for the Committee. All Committee members participate equally in deliberations and voting.
5. Since the alternate Committee member may be required to take the place of an indisposed or ineligible member at any time, the alternate will participate in all Committee meetings.
6. No Committee member may be present at or participate in discussion or vote on the appeal of a candidate under his/her direct supervision, nor may any member be present at or participate in discussion or vote on his/her own appeal, nor may any member be present at or participate in discussion or vote on the appeal of his/her direct supervisor. Nor may any member be present at or participate in discussion or vote on the appeal of his/her spouse or for any other individual with whom there may be a clearly defined conflict of interest. In regard to any candidate, if there is a conflict of interest on the part of the Chair, the Appeals Committee should select an alternate Chair who will follow procedures to complete the promotion cycle for that candidate. The Assistant Director for Library Administrative Services will be responsible for identifying such situations and informing the Appeals Committee of them in writing following the announcement of an appeal. Should the Appeals Committee have questions concerning other potential conflicts of interest the Assistant Director for Administrative Services will be responsible for deciding whether a member of the Committee should be excluded from participating in discussion or voting relating to a candidate's appeal.
7. A quorum shall consist of the full eligible voting membership of the Committee.

### **SECTION IV: PROCEDURES**

The meaning and significance of this policy to the librarians of the University of Delaware Library is determined by the interpretation and application of its provisions and criteria by the committees elected from the eligible voting members of the professional staff of the University of Delaware Library. To aid these committees and the candidates in their efforts, the following procedures are set forth to establish the sequence of operations to be followed by all candidates and by all committees. The procedures have been established to promote consistency of application from one year to the next and to guarantee a full and fair hearing for all candidates.

NOTE: It is understood that dates specified in this section of the document indicate the closest working date.

#### Promotion Review Sequence

#### **SECTION IV: PROCEDURES (Continued)**

1. The Assistant Director for Library Administrative Services notifies all eligible librarians by July 1 that they may apply for promotion.
2. Librarians in the required review year are notified that they must apply for promotion.
3. The review and promotion procedure coincides with the University of Delaware fiscal calendar rather than with the anniversary of the candidate's appointment.
4. If a candidate's initial appointment date falls between July 2 and June 30, this period shall not be counted toward years in rank. In effect, years in rank are counted beginning with the first July 1 an individual is employed at the University of Delaware Library.
5. Candidates for promotion indicate their intention by letter to the Assistant Director for Library Administrative Services by August 15. Names of potential candidates are to be kept confidential, but the number is reported to the Director of Libraries and to the Promotion Committee.
6. The candidate for promotion must submit a dossier to the Assistant Director for Library Administrative Services by September 7 (see APPENDIX V: DOSSIER CONTENTS). If the candidate does not wish to pursue promotion after submitting a letter of intention, he/she must notify the Assistant Director for Library Administrative Services by letter and formally withdraw his/her name from consideration.
7. The Chair of the Promotion Committee forwards a copy of the updated curriculum vitae from the dossier to the candidate's current supervisor and requests a full evaluation of the candidate's job performance as defined within the promotion policy document, and an evaluation of other areas that the current supervisor may be able to evaluate. In those cases in which the candidate has had more than one supervisor since July 1 of the previous year, all those supervisors will be contacted.
8. In order to provide the Promotion Committee with broad-based documentation of achievements, candidates should supply the Committee with sufficient references to document their entire range of achievements, for both job performance and professional development. Candidates seeking promotion from the rank of Assistant Librarian to Senior Assistant Librarian should provide at least three references but no more than five references; candidates seeking promotion from the rank of Senior Assistant Librarian to Associate Librarian should provide the names of at least five references but no more than nine references; candidates seeking promotion from Associate Librarian to Librarian should provide the names of at least seven references, but have no limitation on the maximum number of references they may supply.

#### **SECTION IV: PROCEDURES (Continued)**

9. The supervisor's evaluation and all letters of reference shall be submitted to the Chair of the Promotion Committee by November 1. This material becomes a part of the supporting documentation as described below (Section IV: Procedures. Promotion Review Sequence, item 17). It is considered confidential material for the use of the Promotion Committee. When the candidate requests that the dossier and its supporting documentation be forwarded to the Director of Libraries or the University Provost or designee thereof, or if the candidate files an appeal, then this supporting documentation shall be made available to those individuals. In the event letters of reference or the supervisor's evaluation are not received by the date specified by the Committee, the Assistant Director for Library Administrative Services will be advised of the situation. The Assistant Director for Library Administrative Services will take appropriate measures to secure those references. If the references have not been received by December 1, the Promotion Committee may proceed with its deliberations.
  
10. Following its initial review and discussion of a dossier, should it be the consensus of the Promotion Committee that the dossier lacks key evidence which the Committee believes the candidate may be able to supply, the Promotion Committee may submit a written request to the candidate to which the candidate is expected to reply within 5 working days. This action on the part of the Promotion Committee should not be regarded as part of its routine operations and should only be taken in unusual circumstances in which it is the consensus of the Committee that key evidence is lacking and that the candidate can be of assistance. The candidate is under no obligation to answer the Committee's questions and need only respond in writing to the Promotion Committee's request indicating that he/she chooses not to respond. In such cases, the Promotion Committee should proceed with its deliberations without prejudice toward the candidate. The Promotion Committee's request and the candidate's response will be added to the dossier at this point.
  
11. During the discussion of a dossier, should it be the consensus of the Promotion Committee that the supervisor's letter lacks important information which the Committee believes the supervisor may be able to supply, the Promotion Committee may submit a written request to the supervisor to which the supervisor is expected to reply within 5 working days. This action on the part of the Promotion Committee should not be regarded as part of its routine operations and should only be taken in unusual circumstances in which it is the consensus of the Committee that important evidence is lacking and that the supervisor may be able to provide further information or clarification. The supervisor is under no obligation to answer the Committee's questions and need only respond in writing to the Promotion Committee's request indicating that he/she chooses not to respond. In such cases, the Promotion Committee should proceed with its deliberations without prejudice toward the candidate. The Promotion Committee's request and the supervisor's response will be added to the dossier at this point.

#### **SECTION IV: PROCEDURES (Continued)**

12. The Committee shall complete its consideration and reach a decision by secret ballot and shall send written notification of its vote results and recommendation to the candidate by January 15. This letter to the candidate from the Promotion Committee becomes a part of the supporting documentation. The candidate either may request that the dossier and its supporting documentation be forwarded to the Director of Libraries or may withdraw from further consideration. The candidate must notify the Assistant Director for Library Administrative Services in writing of his/her intention to forward or withdraw his or her application for promotion by January 17.
13. In the event that the candidate withdraws from further consideration at this point, the dossier and its supporting documentation shall be treated as described below (Section IV: Procedures. Promotion Review Sequence, item 18). Should the candidate apply for promotion at another time, there shall be no discussion of or reference to any previous application by any individual involved in the promotion process. Each application for promotion is to be considered solely on its own merits at the time it is submitted.
14. The Director of Libraries receives the dossiers and evaluates each on its merits. The Director of Libraries may then contact the Promotion Committee for clarification, if deemed necessary. The Director of Libraries shall record the reasons for each recommendation in writing.
15. The candidate and the Promotion Committee will receive written notification of the recommendation of the Director of Libraries by February 20. The candidate either may request that the dossier and its supporting documentation be forwarded to the University Provost or designee thereof or may withdraw from further consideration. The candidate must notify the Assistant Director for Library Administrative Services in writing of his/her intention to forward or withdraw his/her application for promotion by February 22. If both the Director of Libraries and the Committee enter a negative recommendation, the promotion procedure shall be terminated, subject to the review of the Appeals Committee if the candidate shall choose to file an appeal (see Section IV: Procedures. Appeals Sequence, below).
16. In the event that the candidate withdraws from further consideration at this point, the dossier and its supporting documentation shall be treated as described below (Section IV: Procedures. Promotion Review Sequence, item 18). Should the candidate apply for promotion at another time, there shall be no discussion of or reference to any previous application by any individual involved in the promotion process. Each application for promotion is to be considered solely on its own merits at the time it is submitted.
17. Dossiers are to be submitted to the University Provost or designee thereof by February 22.
18. At whatever point the promotion process is terminated, the dossier, as submitted by the candidate, shall be returned to the candidate by the Assistant Director for Library

## **SECTION IV: PROCEDURES (Continued)**

Administrative Services. Supporting documentation, consisting of confidential evaluations and references, signed statements by Promotion Committee members; and copies of the letter(s) to the candidate from the Promotion Committee, the Director of Libraries, the Appeals Committee, and the University Provost or designee thereof; shall be retained by the Assistant Director for Library Administrative Services. This supporting documentation shall be sealed and kept in a separate secure promotion file apart from the candidate's personnel file. Appropriate University of Delaware retention procedures will be followed.

19. The Chair of the Promotion Committee shall compile a list of comments and suggestions concerning the promotion process for the use of future committees and for consideration when the Rank and Promotion Document is revised. The list shall be submitted to the Assistant Director for Library Administrative Services and to the Chair of UDLAPS for filing with the archives of UDLAPS.

### Appeals Sequence

1. A candidate denied promotion within the University Library by negative recommendation of either the Promotion Committee or the Director of Libraries has the right to request reconsideration.
2. Grounds for an appeal include but are not limited to discrimination against the candidate; improper application of the criteria for promotion; improper procedures by the Promotion Committee, Assistant Director for Library Administrative Services, or the Director of Libraries; or breaches of confidentiality.
3. By March 1, the candidate may submit a written request for reconsideration to the Assistant Director for Library Administrative Services, stating the grounds for reconsideration. This request will be added to the candidate's dossier at this point.
4. The Assistant Director for Library Administrative Services immediately notifies the Chair of the Appeals Committee that an appeal has been filed.
5. To evaluate the merits of the appeal, the Appeals Committee shall have access to the candidate's dossier and the supporting documentation which consists of confidential evaluations and references; signed statements by Promotion Committee members; and copies of the letter(s) to the candidate from the Promotion Committee and the Director of Libraries.
6. Following its initial meeting and review of the dossier in question, should the Appeals Committee believe the dossier does not contain adequate documentation for it to make a thorough review of the candidacy, and thus determine the basis of the Promotion Committee's

#### **SECTION IV: PROCEDURES (Continued)**

recommendation, the Appeals Committee will have the option to submit a request to the Chair of the Promotion Committee for additional information. This request will take the form of a list of specific questions to which the Promotion Committee must respond within five working days. In addition, in cases where the grounds for an appeal are based upon improper procedures by either the Assistant Director for Library Administrative Services or the Director of Libraries, the Appeals Committee may submit a similar list of questions to either of those individuals if it believes the dossier does not contain adequate documentation to determine whether or not improper procedures have been followed. Each of these individuals must respond within five working days. The list(s) of questions and the response(s) will be added to the dossier at this point and be considered additional evidence. Following its evaluation of the dossier and the appeal, the Appeals Committee will decide by secret ballot on the merit of the appeal. The Committee may either recommend that the application be reconsidered, or it may dismiss the appeal; its decision will be made in writing to the candidate, to the Promotion Committee, and to the Director of Libraries by March 22.

7. The Appeals Committee may not overrule or change recommendations made by other bodies; it may only call for reconsideration, and its decision in this regard is binding.
8. The Promotion Committee must act on the decision of the Appeals Committee and reach a reconsidered decision by April 4.
9. The reconsidered opinion of the Promotion Committee and the full dossier will be resubmitted by the Assistant Director for Administrative Services to the Director of Libraries, who will reach and announce a reconsidered decision in writing to the candidate and the Promotion Committee by April 15.
10. At whatever point the promotion process is terminated, the dossier and the supporting documentation shall be treated as described above (Section IV: Procedures. Promotion Review Sequence, item 17).
11. The Chair of the Appeals Committee shall compile a list of comments and suggestions concerning the appeals process for the use of future committees and for consideration when the Rank and Promotion document is revised. The list shall be submitted to the Assistant Director for Library Administrative Services and to the Chair of UDLAPS for filing with the archives of UDLAPS.

## **SECTION V: REVISION OF PROMOTION POLICY**

An evaluation of the rank and promotion process shall be undertaken every three years by an ad hoc committee consisting of four professional librarians and the Assistant Director for Library Administrative Services as Ex Officio. The members of the revision committee shall be selected by the Director of Libraries from a list of proposed candidates provided by the elected Steering Committee of the University of Delaware Library Assembly of Professional Staff (UDLAPS). To ensure that committee members possess adequate professional knowledge, only persons who are in the top three ranks may serve on the Revision Committee. In addition, all members of the Committee should have direct working experience with the Rank and Promotion Document, either by having gone through the promotion process, or by having served on the Promotion Committee.

The Committee shall conduct investigations into the procedures, criteria, and their applications through promotion proceedings. The Committee shall recommend changes as needed to the Director of Libraries and to the University of Delaware Library Assembly of Professional Staff (UDLAPS).

This Committee shall be appointed in January of the review year and shall submit its final recommendations by July 1 of that year. Should this recommendation include revisions to the Rank and Promotion System, these revisions must be approved in a vote by a majority of the librarians in the professional librarian ranks at the University of Delaware Library, given that 51% of these librarians participate in the vote; by the Director of Libraries; and by the University Provost or designee thereof of the University of Delaware prior to implementation. Should changes be approved, implementation will be made on the following May 1 (the first date on the promotion calendar).

## **APPENDIX I: ELECTIONS**

1. Librarians above the rank of Assistant Librarian except the Director of Libraries are eligible for election to the Promotion Committee and to the Appeals Committee. Current ongoing members of the Promotion Committee and of the Appeals Committee are ineligible. Librarians who are aware of extenuating circumstances during the promotion cycle may be excused from service through application to the Assistant Director for Library Administrative Services. Outgoing members of the Promotion Committee who have completed a full two-year term on the Promotion Committee, are ineligible for election or appointment to the Promotion Committee or to the Appeals Committee for a period of two years. Outgoing members of the Appeals Committee who have completed a full two-year term on the Appeals Committee are ineligible for election or appointment to the Appeals Committee for a period of two years; however, they are eligible for election and appointment to the Promotion Committee.

## **APPENDIX I: ELECTIONS (Continued)**

2. All librarians except the Director of Libraries are eligible to vote in elections to these committees.
3. Elections to fill vacant positions on the Promotion Committee shall be held in May; elections to fill vacancies on the Appeals Committee shall be held in May, subsequent to the election to fill vacancies on the Promotion Committee.
4. Each election is to be initiated by the Assistant Director for Library Administrative Services who distributes ballots to the eligible voting membership of the University of Delaware Library professional staff in accordance with the annual calendar (Appendix VIII).
5. Each ballot is to include an alphabetical list of all eligible candidates and instructions concerning the completion of a valid ballot.
6. The number of names to be selected shall be the number of vacancies on the Committee held by elected members.
7. A valid ballot must rank the candidates indicated in order of preference.
8. Ballots are to be marked in secret and placed in a secure box kept in the office of the Assistant Director for Library Administrative Services. Ballots must be cast by 3:00 p.m. on the sixth day following distribution.
9. Ballots are to be counted immediately following the voting deadline by any two of the following: the Assistant Director for Library Administrative Services, the library representative to the Professional Advisory Council, the Chair of the University of Delaware Library Assembly of Professional Staff (UDLAPS), and the faculty senator(s).
10. Ballot counters will tally the points for each candidate, using the rank numbers given the candidates on each ballot. The candidates with the highest point totals will be the new members of the Committee. The candidate with the next highest point total will serve as the alternate. In case of a tie vote, there will be a runoff election, which is the responsibility of the Assistant Director for Library Administrative Services if the runoff election results in a tie vote, committee membership will be determined by lot.
11. Ballots with insufficient names marked and ballots marked without rank numbers are not valid.
12. The Assistant Director for Library Administrative Services will inform those elected and the University of Delaware Library Assembly of Professional Staff (UDLAPS) in writing.

## **APPENDIX I: ELECTIONS (Continued)**

13. Shortly thereafter, the Director of Libraries shall appoint members to the committees in consultation with the Steering Committee of the University of Delaware Library Assembly of Professional Staff (UDLAPS). A balanced membership is desirable; any inequities or imbalances in the committee, either by rank or by department, may be corrected by the Director of Libraries with these appointments.

## **APPENDIX II: PROMOTION COMMITTEE DELIBERATIONS**

Once the Committee is chosen and the candidates have submitted dossiers, the Committee members must deliberate and make decisions on each candidate applying for promotion. It is imperative that each candidate be considered separately, and on individual merit alone. To ensure this, the following guidelines are provided:

1. Candidates will submit dossiers to the Assistant Director for Library Administrative Services, who will arrange for secure custody of the documents. This is to be the only copy of the dossier.
2. Members of the Committee will study the candidate's dossier prior to the first meeting, but will not pursue discussion of the merits of the promotion with other members of the Committee until the Committee as a whole meets. Individual Committee members may take personal notes on salient points.
3. Deliberations by the members individually and as a group should concentrate solely on the candidate in question at the time.
4. Following its initial review and discussion of a dossier, should it be the consensus of the Promotion Committee that the dossier lacks key evidence which the Committee believes the candidate may be able to supply, the Promotion Committee may submit a written request to the candidate to which the candidate is expected to reply within 5 working days. This action on the part of the Promotion Committee should not be regarded as part of its routine operations and should only be taken in unusual circumstances in which it is the consensus of the Committee that key evidence is lacking and that the candidate can be of assistance. The candidate is under no obligation to answer the Committee's questions and need only respond in writing to the Promotion Committee's request indicating that he/she chooses not to respond. In such cases, the Promotion Committee should proceed with its deliberations without prejudice toward the candidate. The Promotion Committee's request and the candidate's response will be added to the dossier at this point.
5. The Chair of the Committee or a designate should take sufficient notes during group deliberation so that reasons for a recommendation can be accurately expressed in writing. The notes of the Committee's deliberations and personal notes taken by individual Committee members will be shredded at whatever point the promotion process is terminated.

## **APPENDIX II: PROMOTION COMMITTEE DELIBERATIONS (Continued)**

6. In addition, a written record shall be maintained of all correspondence, telephone calls, and other activities relevant to the promotion process.
7. Comments and observations during Committee deliberations which are not documented by the existing dossier and letters of reference or which introduce new evidence to the deliberations, shall be documented in writing, signed by the speaker, and included as part of the confidential material to be added to the supporting documentation.
8. Votes shall be marked anonymously on paper ballots in separate elections at the end of deliberations for each candidate. These ballots shall be collected by the Chair and sealed in an envelope, without disclosure of the results, until the completion of the vote for the final candidate.
9. Following completion of all Committee deliberations and voting, the Chair shall unseal all ballot envelopes in the presence of the Committee members and tally the results.
10. Results of the vote count for each candidate will then be written down for release to the candidate. These results shall be a matter of confidence between the Committee and the candidate. The results of the vote shall be communicated to the candidate in writing.
11. Written reasons for the decision must be included with these results. The recommendation of the Committee becomes a part of the supporting documentation.
12. All deliberations of the Committee, notes of these deliberations, and individual notes are to be kept in the strictest confidence.
13. At whatever point the promotion process is terminated, the dossier and the supporting documentation shall be treated as described above (Section IV: Procedures. Promotion Review Sequence, item 17).

## **APPENDIX III: APPEALS COMMITTEE DELIBERATIONS**

A candidate given negative recommendation by either the Promotion Committee or the Director of Libraries has the right to enter an appeal to request reconsideration. Each appeal must be given full, fair consideration by the Appeals Committee. To assist in this, the following guidelines are provided.

1. Upon receipt of the letter from the candidate requesting reconsideration, the Assistant Director for Library Administrative Services will notify the Chair of the Appeals Committee that an appeal has been filed.

### **APPENDIX III: APPEALS COMMITTEE DELIBERATIONS (Continued)**

2. The Chair of the Appeals Committee will notify the members of the Committee that an appeal has been filed and will call for a meeting of the Committee at the earliest convenient time.
3. Members of the Committee will study the candidate's dossier prior to the first meeting, but will not pursue discussion of the merits of the appeal with other members of the Committee until the Committee as a whole meets.
4. Following its initial meeting and review of the dossier in question, in the event that the Appeals Committee believes the dossier does not contain adequate documentation for it to make a thorough review of the candidacy and thus determine the basis of the Promotion Committee's recommendation, the Appeals Committee will have the option to submit a request to the Chair of the Promotion Committee for additional information. This request will take the form of a list of specific questions to which the Promotion Committee must respond within five working days. In addition, in cases where the grounds for an appeal are based upon improper procedures by either the Assistant Director for Library Administrative Services or the Director of Libraries, the Appeals Committee may submit a similar list of questions to either of those individuals if it believes the dossier does not contain adequate documentation to determine whether or not improper procedures have been followed. Each of these individuals must respond within five working days. The list(s) of questions and the response(s) will be added to the dossier at this point and be considered additional evidence.
5. Deliberations by the members individually and as a group should concentrate solely on the appeal in question at the time.
6. The Chair of the Committee or a designate should take sufficient notes during group deliberation so that reasons for a recommendation can be expressed accurately in writing to the candidate. The notes of the Committee's deliberations and personal notes taken by individual Committee members will be shredded following the preparation of the Committee's recommendation(s) to the candidate(s). In addition, a written record shall be maintained of all correspondence, telephone calls, and other activities relevant to the appeals process.
7. Votes shall be marked anonymously on paper ballots in separate elections at the end of deliberations for each appeal. These ballots shall be collected by the Chair and sealed in an envelope, without disclosure of the results, until the completion of the vote for the final appeal.
8. Following completion of all committee deliberations and voting, the Chair shall unseal all ballot envelopes in the presence of the Committee members and tally the results.
9. Results of the vote count for each candidate will then be written down for release to the candidate and the Director of Libraries. These results shall be a matter of confidence among

### **APPENDIX III: APPEALS COMMITTEE DELIBERATIONS (Continued)**

the Committee, the candidate and the Director of Libraries. The results of the vote shall be communicated to the candidate and the Director of Libraries in writing.

10. Written reasons for the decision must be included with these results. The recommendation of the Committee becomes a part of the supporting documentation.
11. All deliberations of the Committee, notes of these deliberations, and individual notes are to be kept in strictest confidence.
12. At whatever point the promotion process is terminated, the dossier and supporting documentation shall be treated as described above (Section IV: Procedures. Promotion Review Sequence, item 17).

### **APPENDIX IV: RESPONSIBILITIES OF THE ASSISTANT DIRECTOR FOR LIBRARY ADMINISTRATIVE SERVICES**

The Assistant Director for Library Administrative Services serves as a resource person for the Promotion Committee and the Appeals Committee. He/she is responsible for coordinating all activities relating to the promotion cycle; for maintaining all files, correspondence, and records relevant to the process; for assisting the Committees in the resolution of problems, issues, and concerns; and for providing secretarial assistance as required. He/she may only attend meetings of the Promotion Committee and the Appeals Committee at the request of respective committee chairpersons.

The Assistant Director for Library Administrative Services also:

1. Maintains the annual schedule of events in the promotion process, ensuring that applications for promotion are submitted and acted upon on a timely basis.

## **APPENDIX IV: RESPONSIBILITIES OF THE ASSISTANT DIRECTOR FOR LIBRARY ADMINISTRATIVE SERVICES (Continued)**

2. Notifies all librarians at the start of the promotion process that they may apply for promotion or must apply for promotion if they are in the required review year.
3. Announces and is responsible for elections to the Promotion Committee and the Appeals Committee, and also makes provision for the ballots, polling places, tabulation of results and announcement of the results.
4. Maintains and inventories a secure file of the sole copies of the dossiers submitted during the period of promotion review, allowing access to that material exclusively to members of the Promotion Committee, and later the Director of Libraries and the Appeals Committee, if applicable.
5. At whatever point the promotion process is terminated, the dossier and the supporting documentation shall be treated as described above (Section IV: Procedures. Promotion Review Sequence, item 17).

## **APPENDIX V: DOSSIER CONTENTS AND RESPONSIBILITIES OF CANDIDATES**

Recommendation for promotion is to be based on thorough and objective evaluation of a candidate's accomplishments within the criteria developed in Section II of the Promotion Policy. It is the candidate's responsibility to include evidence of activity and achievement within the criteria during the evaluation period. The evaluation period is normally defined as the period that the candidate's existing rank is held at the University of Delaware Library. The evaluation period for applications for promotion to all ranks for criterion 1 (Job Performance) and criterion 4 (Library/University/Community Service) is the period that the candidate's existing rank is held at the University of Delaware. For candidates applying for promotion to the career ranks of Associate Librarian and Librarian, the evaluation period for criterion 2 (Professional Development) and criterion 3 (Research/Academic/Creative Activity) may encompass a candidate's entire professional career, so that the overall pattern or evolution of a career may be viewed in its entire context. Evidence of activity and achievement is to be presented in a dossier submitted by the candidate at the time of application for promotion.

### **A. Mandatory.**

All applications for promotion must include the following:

#### General:

1. Cover letter of request for promotion indicating present rank, date of appointment or promotion to rank, and rank to which promotion is requested.

## **APPENDIX V: DOSSIER CONTENTS AND RESPONSIBILITIES OF CANDIDATES**

(Continued)

2. A complete curriculum vitae which should be updated to include all activities and accomplishments since date of appointment or promotion to present rank.
3. Names of persons other than immediate supervisor(s) who will be consulted for references in support of the application for promotion. Area(s) of criteria or achievement(s) to be discussed by each reference should be indicated. In order to provide the Promotion Committee with broad-based documentation of achievements, candidates should supply sufficient references to document their entire range of achievements. Candidates seeking promotion to the rank of Senior Assistant Librarian should provide the names of at least three references but no more than five references; candidates seeking promotion to the rank of Associate Librarian should provide the names of at least five but no more than nine references; and candidates seeking promotion to the rank of Librarian should provide the names of at least seven references, but have no limitation on the maximum number of references they may supply.

### Criterion 1: Job Performance

1. Job and assignment descriptions and significant accomplishments within position since date of appointment or promotion to present rank. Accomplishments may include those which are sustained over the entire period of time in rank and those which represent significant projects, responsibilities, or innovations that occurred during a fixed period within a part of the time in rank. Complete details of duties and accomplishments will assist in the evaluation of the candidate by Promotion Committee members from Library divisions other than that of the candidate.
2. Names of all supervisors at the University of Delaware Library since July 1 of the previous year. These supervisors will be contacted as references to provide documentation of the candidate's entire range of achievements, but particularly in the area of job performance.

### **B. Variable.**

All applications for promotion will include in this section evidence of accomplishment within applicable criteria, including additional support beyond the mandatory documentation for Criterion 1, Job Performance. Criteria 2, 3, and 4 will vary in importance and in balance. The evidence brought within each will differ from candidate to candidate, and the weight assumed by each within the final evaluation will vary. Presentation of evidence of accomplishment within the criteria may include, but is not limited to the following:

### Criterion 1: Job Performance

1. Letters of recommendation from colleagues within the Library.

## **APPENDIX V: DOSSIER CONTENTS AND RESPONSIBILITIES OF CANDIDATES**

(Continued)

2. Letters of recommendation or commendation from chairs or other committee members of job-related Library committees or working groups.
3. Letters of reference from Library employees reporting to the candidate, whether professional staff, salaried staff, or student workers.
4. Use of the appropriate Assistant Director as an additional reference.
5. Commendations or assessments of job performance (e.g. material from annual evaluations, letters of gratitude, correspondence with faculty or other University personnel).
6. Major products or reports of significance to the Library or Division that were produced as a part of the candidate's job responsibility (e.g. written procedures or policies, training documentation, or instructional materials).

Items 1-4 above may be in the form of additional references provided to the Promotion Committee, as detailed in the General section of the Mandatory contents (Part A of this Appendix), or as letters known to the candidate and included as a part of the contents of the dossier itself.

### Criterion 2: Professional Development

1. Membership and participation in professional library organizations and learned societies on local, state, regional, national, and international levels. Within each organization:
  - a. Committee assignment(s), scope of committee(s), date(s) of service, and the name(s) of the chairperson(s) of the committee. The chairperson or other appropriate member of the committee may be included as a reference under Part A. Mandatory section. General, number 3.
  - b. Office(s) held and date(s) of service.
  - c. Presentation of paper(s), lecture(s), etc. and date(s) of presentation(s).
2. Evidence of organization of, contributions to, and/or participation in professional meetings, seminars, institutes, conferences, workshops, courses by sponsoring body, date, and location.
3. Name(s) of institution(s) or organization(s), date(s) of work, and report(s) written, if applicable, for consulting services provided to other libraries or academic institutions and organizations.
4. Representative samples of brief written contributions to the profession, e.g. printouts of significant contributions to listserv discussions, photocopies of brief book reviews.
5. Awards, grants, fellowships, honors.

**APPENDIX V: DOSSIER CONTENTS AND RESPONSIBILITIES OF CANDIDATES**  
(Continued)

6. Evidence of other activities appropriate to this criterion.
7. Representative letters of acknowledgment, commendation or evaluation of activities and participation within this criterion.

Criterion 3: Research/Academic Achievement/Creative Activity

1. Citations of longer publications: books, extensive catalogs or bibliographies. Citations and representative copies of shorter publications; e.g., articles, research papers, scholarly book reviews, chapters contributed to published compilations, handbooks.
2. Evidence of editorial services for professional or other scholarly journals, series, or compilations.
3. Courses developed and offered, including dates.
4. Documentation of artistic or creative activities and works.
5. Transcripts or other evidence of continuing education activities or acquisition of other skills.
6. Awards, grants, fellowships, honors.
7. Evidence of professional lectures or presentations to the University or to learned societies, including dates and locations.
8. Evidence of other activities appropriate to this criterion.
9. Representative letters of acknowledgment, commendation or evaluation of activities within this criterion.

Criterion 4: Library/University/Community Service

1. Committee(s) or task force(s) and dates of service. Within each committee or task force: Committee or task force assignment(s), scope of committee(s) or task force(s), and the name(s) of the chairperson(s) of the committee or task force. The chairperson or other appropriate member of the committee may be included as a reference under Part A. Mandatory section. General, number 3.
2. University of Delaware Faculty Senate or Professional Advisory Council offices held and dates of office.

## **APPENDIX V: DOSSIER CONTENTS AND RESPONSIBILITIES OF CANDIDATES**

(Continued)

3. Evidence of service in community agencies and civic organizations.
4. Representative letters evaluating the professional service on boards or committees of local, state, regional or national agencies.
5. Lectures and presentations, including dates and location.
6. Evidence to show the development of major programs with the University Library or the University as a whole.
7. Evidence of other activities appropriate to this criterion.
8. Representative letters of acknowledgment, commendation or evaluation of activities and participation within this criterion.

At the time the dossier is submitted to the Assistant Director for Library Administrative Services, an inventory of its contents will be made. The candidate may make additions to the dossier to correct obvious mistakes and provide new supporting evidence which was not available at the time the dossier was first submitted. Additions to the dossier may be submitted to the Assistant Director for Library Administrative Services until November 30. Any additions will be added to the dossier and to the dossier inventory by the Assistant Director for Library Administrative Services. No materials may be removed from the dossier once it has been submitted to the Assistant Director for Library Administrative Services.

It is recommended that the dossier be organized by mandatory and variable criteria, and include a table of contents.

## **APPENDIX VI: EXTENSION OF TIME IN RANK**

1. Extension by Exclusion of Time in Rank.

The period of service allowed for promotion may be extended by the exclusion of time in rank from a specified period by the request of an individual for one of the following reasons:

- 1a. Following the birth or adoption of a child;
- 1b. If an individual must devote substantial time to the care of a seriously ill or injured person;
- 1c. If an individual is temporarily disabled with a serious injury or illness.
- 1d. Other reasons which necessitate an approved leave of extended absence from an individual's normal job responsibilities.

## **APPENDIX VI: EXTENSION OF TIME IN RANK (Continued)**

### **2. Extension of Time for less-than-full time status.**

Professional librarians holding continuing appointment within the University of Delaware, at the ranks of Assistant Librarian and Senior Assistant Librarian, but whose employment status is less-than-full time are governed by the criteria and procedures outlined in the University of Delaware Library Rank and Promotion System. Such individuals may request an extension of their allowed service time in rank.

### **3. Procedures for Extension of time in rank.**

#### **3a. The exclusion or extension of time in rank will be for an integral number of years.**

The extension or exclusion will be one year for promotion from Assistant Librarian to Senior Assistant Librarian, and no more than two years for promotion from Senior Assistant to Associate Librarian.

#### **3b. Requests for the exclusion of service time in rank or extension of service time in rank should be made in writing to the Director of Libraries, who will make a decision regarding such requests within thirty (30) days following receipt of the request.**

## APPENDIX VII: HISTORY

This document was created as follows:

- December 15, 1980 Special Committee on Rank and Promotion appointed by Susan Brynteson, Director of Libraries. Members of the Special Committee were: Susan Davi, Associate Librarian; Frederick Getze, Assistant Librarian; Stuart Glogoff, Associate Librarian; Harold D. Neikirk, Associate Librarian and Chair; Nathaniel Puffer, Librarian; Deborah Rae, Assistant Librarian and Margaret Wang, Librarian.
- September 9, 1981 Recommendations of Special Committee endorsed by Librarians' Forum and approved by Susan Brynteson, Director of Libraries.
- November 1, 1981 Approved and implemented by L. Leon Campbell, Provost.
- July 19, 1983 Ad Hoc Committee to Review the University of Delaware Library Rank and Promotion Document appointed by Susan Brynteson, Director of Libraries. Members were Jack Levine, Associate Librarian; Deborah Raikes-Colbert, Associate Librarian; and Deborah Rae, Associate Librarian and Chair.
- June 8, 1984 Recommendations of Ad Hoc Committee with revisions endorsed by Librarians' Forum and approved by Susan Brynteson, Director of Libraries.
- September 10, 1984 Approved and implemented by L. Leon Campbell, Provost.
- April 20, 1987 Ad Hoc Library Rank and Promotion Revision Committee appointed by Susan Brynteson, Director of Libraries. Members of the Ad Hoc Committee were Susan Davi, Associate Librarian; Maidel Cason, Associate Librarian; and Richard Shaw, Associate Librarian and Chair.
- June 22, 1987 Recommendations of Ad Hoc Committee on Rank and Promotion endorsed by Librarians' Forum and approved by Susan Brynteson, Director of Libraries.
- July 3, 1987 Approved and implemented by L. Leon Campbell, Provost.
- May 26, 1988 Additional recommendations of Ad Hoc Committee on Rank and Promotion endorsed by Librarians' Forum and approved by Susan Brynteson, Director of Libraries.

## **APPENDIX VII: HISTORY (Continued)**

June 8, 1988	Approved for July 1, 1988 implementation by L. Leon Campbell, Provost.
July 1, 1988	Implementation date.
January 31, 1991	Ad Hoc Library Rank and Promotion Revision Committee appointed by Susan Brynteson, Director of Libraries. Members of the Ad Hoc Committee were Maidel Cason, Assistant Director of Libraries for Administrative Services; Timothy Murray, Associate Librarian and Chair and Caroline Tibbetts, Associate Librarian;
June 14, 1991	Recommendations of Ad Hoc Committee on Rank and Promotion endorsed by Librarians' Forum and approved by Susan Brynteson, Director of Libraries.
June 17, 1991	Approved for implementation on July 1, 1991 of all but the revised calendar with revised calendar approved for implementation on May 1, 1992, by Richard Murray, Acting Provost.
February 3, 1994	Ad Hoc Committee for the Review of the Rank and Promotion Process appointed by Susan Brynteson, Director of Libraries. Members of the Ad Hoc Committee were Julie Brewer, Senior Assistant Librarian; Maidel Cason, Assistant Director for Library Administrative Services, ex-officio; Margaret Wang, Librarian and Chair; Josephine Williamson, Associate Librarian and Jian-Zhong Zhou, Senior Assistant Librarian.
June 30, 1994	Recommendations of Ad Hoc Committee for the Review of the Rank and Promotion Process approved by Librarians' Forum by paper ballot, June 30, 1994. Approved by Susan Brynteson, Director of Libraries.
September 9, 1994	Following revisions recommended by Melvyn Schiavelli, University Provost, revised document approved by Susan Brynteson, Director of Libraries, Librarians' Forum and Margaret Andersen, Vice-Provost for Academic Affairs for implementation on May 1, 1995.
December 11, 1996	Ad Hoc Committee for the Review of the Rank and Promotion Process appointed by Susan Brynteson, Director of Libraries. Members of the Ad Hoc Committee were: Paul Anderson, Assistant Director for Library Administrative Services, ex-officio; Kristin Antelman, Associate Librarian; Frederick Getze, Associate Librarian; Deborah Ryszka, Associate Librarian and Chair, and Margaret Wang, Librarian.

**APPENDIX VII: HISTORY** (Continued)

- July 7, 1997                Recommendations of Ad Hoc Committee for the Review of the Rank and Promotion Process approved by Librarians' Forum by paper ballot and forwarded to the Director of Libraries on July 7, 1997.
- July 15, 1997              Approved by Susan Brynteson, Director of Libraries.
- September 23, 1997       Revised document approved by Melvyn Schiavelli, University Provost, for implementation on May 1, 1998.
- February 18, 1998        Index distributed to all members of the Library professional staff.
- May 1, 1998                Implementation of revised document.

## APPENDIX VIII: ANNUAL CALENDAR

NOTE: With the exception of July 1, which marks the beginning of the promotion cycle which is based on the beginning of the University fiscal year, all dates refer to the closest working date. Minor adjustments to the promotion calendar may be necessary due to circumstances outside the promotion process.

At the beginning of each promotion cycle, the Assistant Director for Library Administrative Services will distribute a calendar which will reflect the actual dates the promotion process will follow for that year. This calendar will accompany the notice informing librarians that they may apply for promotion.

MAY 1	Distribution of ballots for vacancies on the Promotion Committee *
MAY 7	Ballots for vacancies on the Promotion Committee counted *
MAY 10	Results of the Promotion Committee election announced
MAY 20	Distribution of ballots for vacancies on the Appeals Committee *
JUNE 2	Ballots for vacancies on the Appeals Committee counted *
JUNE 5	Results of the Appeals Committee election announced
JUNE 30	First meeting of the Promotion Committee; chairperson elected
JULY 1	Beginning of the promotion cycle *
	Notice and calendar sent by the Assistant Director for Library Administrative Services
AUG 15	Letter stating intention to apply for promotion due to the Assistant Director for Library Administrative Services
SEPT 7	Promotion dossiers due to the Assistant Director for Library Administrative Services
NOV 1	All evaluations due to the Promotion Committee
NOV 30	Deadline for candidate(s) to add materials to dossier *
JAN 15	Committee recommendation(s) communicated in writing to candidate(s)

- JAN 17      Committee recommendations and dossiers of candidate(s) who wish to remain under consideration are sent to the Director of Libraries
- Letter of intention to forward or withdraw application due to the Assistant Director for Library Administrative Services
- FEB 20      Recommendations of the Director of Libraries communicated in writing to the candidate(s) and the Promotion Committee
- FEB 22      Recommendations of the Director of Libraries and dossiers of candidate(s) who wish to remain under consideration for promotion are sent to the University Provost or designee thereof
- MAR 1        Letter of Appeal due to the Assistant Director for Library Administrative Services
- MAR 22      Appeals Committee decision communicated in writing to the candidate(s), the Promotion Committee, and the Director of Libraries
- APRIL 4      Decision on reconsideration of the Promotion Committee communicated in writing to the candidate(s) and forwarded to the Director of Libraries
- APRIL 15     Director of Libraries' decision on reconsideration communicated in writing to the candidate(s) and the Promotion Committee
- Dossiers and recommendations forwarded to University Provost or designee thereof

\* Dates with an asterisk indicate that the described action must occur on that date; dates without an asterisk indicate that the described action may take place on or before that date.

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