DREW

UNIVERSITY

LIBRARY

FACULTY

REGULATIONS

LAST REVISED: September 8, 2020

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LIBRARY FACULTY REGULATIONS

I. GENERAL LIBRARY FACULTY POLICIES

I.1 ROLE AND RESPONSIBILITIES OF LIBRARY FACULTY

The Drew University Library Faculty is responsible for the academic program of the University Library. Guided by the University's mission, the program includes resource selection, organization of the collections, archival preservation*,*reference and research assistance, and instruction that fosters information literacy. In all its work, the Library attends to issues of intellectual freedom as embodied in the *Library Bill of Rights* (American Library Association, 1948, 1996). [1]

It is the responsibility of the Library Faculty to monitor and contribute to the fields of librarianship and information technology, to explore new developments in those fields, and to apply them judiciously within the Drew Library. Librarians are members of the community of scholars; their professional activities may include subject specialization in fields other than librarianship.

Acting as a group, in collaboration with the University Librarian and in consultation with other relevant parties, the Library Faculty shall discuss, advise, and/or make policy on issues pertaining to professional librarianship, including but not limited to collection development, information literacy and bibliographic instruction, supporting and contributing to scholarship and scholarly endeavors, and outreach programming.

The Library Faculty operates like other academic units with respect to decisions on appointments, promotions, conditions of service, and related matters of internal governance, as defined in the University's *By-laws* and the *Faculty Personnel Policy*.

Approved: 5/10/2002; 10/10/2003

Amended: 2/13/2009, 12/11/2015

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[1] See http://www.ala.org/work/freedom/lbr.html.

I.2 DREW UNIVERSITY LIBRARY FACULTY

Composition

All library employees who hold a librarian appointment are voting members of the Library Faculty.   This includes continuing full-time librarians, continuing adjunct librarians, temporary full-time librarians, and temporary adjunct librarians. It is expected that all librarians will have the MLS or equivalent degree. In extraordinary circumstances a librarian position may be filled with a candidate lacking an MLS or equivalent.   The candidate's contract shall include the plan for the acquisition of the MLS. In accordance with the University By-laws, only full-time permanent members of the library faculty are voting members of the University Faculty.

Appointment, Reappointment, Termination, Promotion

Initial appointment is made by the University Librarian upon the recommendation of the search committee. The candidate receives a letter outlining salary and conditions of employment. A signed acceptance constitutes the contract.

1.
    1. Reappointment for librarians occurs annually by way of a salary and reappointment letter from the President. In accordance with the *Faculty Personnel Policy* the credentials and accomplishments of each faculty member are to be evaluated by the University Librarian in conjunction with the Committee on Faculty. In the Library this is done formally every four years through the peer review process.
    2. If the University Librarian and the Library Committee on Faculty (LCOF) recommend termination at the conclusion of a peer review, or if a possible reason to consider termination of a librarian arises during the period between peer reviews, termination procedures outlined in the *Faculty Personnel Policy*, Section VI.D.2, will be followed.
    3. Promotion criteria are outlined in the *Faculty Personnel Policy*, Section IV.A.2. All criteria for promotion are minimum qualifications which do not guarantee promotion to another rank. If a librarian wishes to be considered for promotion effective July 1 of any year, the Library Committee on Faculty is notified before the prior November 1 by the librarian, supervisor, or department head. The LCOF, in consultation with the University Librarian, determines eligibility. If the librarian is eligible, the LCOF will conduct a peer review and make a recommendation to the University Librarian.

Creation of Library Faculty Positions

The creation of new Library faculty positions and the redefinition of existing positions as faculty positions requires the approval of the Library faculty (by majority vote) in collaboration with the University Librarian. Such votes will take place at regular Library faculty meetings, unless extraordinary circumstances require the convening of a special meeting for this purpose.

Attainment of the MLS or other advanced degree, while certainly encouraged, does not guarantee, and should not be construed to guarantee, promotion to a faculty position.

Procedures

The Library Faculty meets monthly during the academic year. Additional meetings may be called as necessary during the summer or between regularly scheduled meetings. Librarians are expected to attend meetings.

Library Faculty meetings are chaired by the University Librarian or his/her designee. The University Librarian issues an agenda prior to the meeting after consultation with the Library Committee on Faculty.

Recording duties rotate among faculty members. The record is distributed and the final record is stored in the Library Faculty electronic archive.

The size of the Faculty allows for full discussion. Decisions are usually made by consensus. When necessary, simple parliamentary procedure may be used instead.

Each spring the Library Faculty elects two members to the Library Committee on Faculty (See document II.5).

Library Faculty Manual

The Library Faculty is responsible for creating its own procedures manual in accord with the University By-Laws and Faculty Personnel Policy. Changes to the Library Faculty Manual may be made by majority vote of the Faculty at a meeting after discussion at a prior meeting.

Approved: 10/10/2003

Amended: 2/13/2009

Amended 10/9/2009

I.3 FULL-TIME FACULTY SCHEDULES

A librarian's primary responsibilities are to fulfill the conditions of employment delineated in his/her job description, to ensure that the library services provided to the University are of the highest quality possible, and to participate fully in the work of the Library Faculty (I.1). Since any adequate definition of a librarian's schedule should take into account the whole spectrum of a librarian's professional and institutional services, it is difficult to establish a guideline that applies to all librarians in all circumstances.

Our culture of work comes from our role as Library Faculty. That status confers another dimension of responsibility and professionalism. Inherent in faculty status is individual discretion on how best to fulfill one's duties. Professional discretion and the ethos of the faculty require one to navigate between the extremes of rigidity and unpredictability; legalism and libertarianism; total accessibility to the public and protected time for writing, reading, and planning.

Faculty schedules will vary significantly from position to position. Certain schedules will change with some regularity according to the academic calendar. All schedules should be coordinated with one's supervisor and should make sense to colleagues, other staff, and the public.

Approved: 10/10/2003

Amended: 2/13/2009

I.4 POLICY REGARDING ADJUNCT LIBRARY FACULTY

At times it is appropriate for the Library to employ part-time librarians. This generally benefits both the library and the librarian in the position. All librarians, full or part-time, are expected to participate in the activities that further the mission of the Library and of Drew.

1. A part time professional position is termed "adjunct."

a. There is no distinction made between positions having temporary funding and those having continuing funding.
b. Titles for adjunct librarians follow the regular pattern of descriptive title, followed by rank

(generally instructor librarian), modified by "adjunct."
e.g. Reference Librarian, Adjunct Instructor Librarian

2. Before creating and filling an adjunct position the University Librarian consults with the Librarian's Council or its equivalent, the head of the department, and the Library Committee on Faculty.

3. The librarian is hired by the University Librarian, in consultation with the appropriate department head(s). S/he receives a letter of employment.

4. An adjunct librarian's employment terminates upon the end of funding or upon the decision of the University Librarian in consultation with the appropriate department head(s).

5. An adjunct librarian has voting rights in the Library Faculty.

6. An adjunct librarian who works for longer than one semester will have an annual written performance evaluation and conference with the department head or supervisor.
An adjunct librarian does not receive a peer review.

7. An adjunct librarian is not eligible for sabbaticals or promotion. Normally there will not be travel compensation.

8. Generally an adjunct librarian is not expected to serve on University committees. S/he is not eligible to serve on the Library Committee on Faculty or on library faculty search committees.

9. If an individual in an adjunct position is appointed, after a search, to a full-time position, the Library Committee on Faculty will recommend to the University Librarian what credit should be given for the part-time employment at Drew for review or promotion purposes. Peer reviews may be rescheduled to accommodate the previous part-time employment at Drew.

10. A long term adjunct librarian wishing to serve on a library committee, library search committee or University committee should apply to the Library Committee on Faculty who will make a recommendation to the University Librarian.

Approved: 10/10/2003
Amended: 1/12/2007
Amended: 2/13/2009

I.5 LIBRARY COMMITTEE ON FACULTY

In the Charter and Bylaws and Faculty Personnel Policy of Drew University (p. 22, Faculty Personnel Policy, Section VI, Procedures for Reappointment and Promotion) the purpose of Committees on Faculty is explained as follows:

"To permit the Faculties of the several components of Drew University to participate in the maintenance of professional standards, each component shall have a faculty committee charged to review with the Dean, in consultation with departmental or division chairs, the credentials and accomplishments of each faculty member to be considered for reappointment, promotion, or tenure. ... The members of the University Library professional staff, as members of the University Faculty, are regarded as one of the components of Drew University for these purposes. The Director* of the University Library will function as a dean in these matters and all others having to do with faculty status."

* Note: The University Bylaws have not been amended the change in title of Library Director to University Librarian (2019).

I. RESPONSIBILITIES

The Library Committee on Faculty corresponds to other committees (College Committee on Faculty, Theological School Committee on Faculty, etc.) within the University structure that perform the same functions. The LCOF facilitates the Library Faculty's deliberation on faculty status and concerns, and serves in an advisory capacity to the University Librarian. The LCOF represents the Library Faculty in the Library and in the University.

The Committee fulfills these roles:

- by interpreting those policies which affect the status, responsibilities, and concerns of librarians at Drew as members of the University Faculty
- by performing peer reviews and making recommendations for promotion, reappointment or termination to the University Librarian
- by reviewing proposals for sabbaticals and requests for leaves of absence and making recommendations to the University Librarian
- by recommending appointments to committees comprised of Library Faculty (e.g. search committees)
- by clarifying faculty personnel procedures and practices which affect the Library Faculty
- by consulting with the University Librarian to set Library Faculty meeting agendas
- by selecting one of its members to serve on the Library's Human Resources Development Committee, or equivalent, and one of its members to serve on the University Committee on Faculty

II. MEMBERSHIP

The LCOF is comprised of four members elected by the Library Faculty for two-year terms. The University Librarian serves on the committee ex-officio. The University Librarian does not deliberate with the Committee during the peer review process. Terms are staggered. No librarian may serve more than two consecutive terms.

Elections are held in late spring for terms beginning September 1. Any full-time librarian who has had a peer review is eligible to be elected. All members of the Library Faculty are eligible to vote.

Members on part-time sabbatical or leave have the option to serve on the LCOF or not. If replacement of a member is necessary, the LCOF will call for an election. Members on full-time sabbatical or on leave may be replaced by election.

The Library Committee on Faculty meets regularly during the academic year to conduct its business.

Approved: 10/10/2003
Amended: 2/13/2009

Amended 10/9/2009

I.6 EMERITUS EMERITA STATUS

The status of "emeritus/emerita faculty" is an honor that is recommended by the Library Faculty upon the retirement of a colleague. When a library faculty member announces his or her retirement, the Library Faculty may recommend to the University Librarian that emeritus/emerita status be conferred. The University Librarian will forward the recommendation to the Board of Trustees for action.

I.7 ACADEMIC INVOLVEMENTS OUTSIDE THE DREW UNIVERSITY LIBRARY

Teaching Courses

With increasing regularity library faculty are being asked to teach courses in the College, Theological School, and Graduate School. This development pays tribute to the academic credentials of the library faculty and offers opportunities for librarians to expand their contributions to the university. However, such engagements are not without their liabilities and must be treated as additions to a librarian's job responsibilities.

When considering a teaching opportunity, the following guidelines should be observed:

A teaching commitment outside the library must:

1. Be kept separate from the librarian's job responsibilities
2. Not compromise the librarian's job responsibilities
3. Have the written permission of the University Librarian

Library faculty are also asked to serve on doctoral dissertation committees. The concerns expressed above obtain here as well. Before accepting an invitation to be part of a dissertation committee, the opportunity should be discussed with the University Librarian. Chairing a dissertation committee would not be appropriate, given the extensive time commitment that such requires.

Employment Outside Drew University

The policy governing employment outside Drew University may be found in the Faculty Personnel Policy (Section IX, p. 39). It includes the statement: "Before accepting such an assignment, a faculty member should obtain the written consent of the Dean or Deans and the President."

Initially adopted by Library Faculty 4/7/2006
Voted for inclusions in Faculty Regulations 11.21.2008
Amended: 2/13/2009

I.8.UPDATING AND ARCHIVING LIBRARY FACULTY REGULATIONS

Based on the recommendations of the Library Records Task Force report of April 3, 2018, which was approved on September 14, 2018 by Library Faculty, the following policies apply to Library Faculty regulations documentation:

1. Access to Library Faculty regulations on UKnow will be restricted to those with a Drew login
2. Current versions of the regulations on UKnow will be saved as a single MS word document on the library G Drive and maintained by the University Archivist. It will become the master copy of the library regulations.
3. Any updates to the regulations approved at a faculty meeting will be made to the official document on the G drive only by the Head of LCOF or the University Librarian, by the following month's faculty meeting.
4. The regulations page posted on UKnow will be linked to a PDF that resides on the Library G drive.
5. The University Archivist will operate as records manager by making sure the accessible master copy of the library faculty regulations is current, and by properly disposing of older drafts on the G drive.
6. The following regulations documents, which may change more frequently, will be moved to the Appendices section of UKnow, and will be part of the master document on the G Drive:
    1. Committee membership, current academic year (by faculty)
    2. Committee membership, current academic year (by committee)

3. Search Committee membership history
4. Peer evaluation schedule
   (Documents moved to Appendices Section 2018-10-01)

Initially adopted by Library Faculty 9/14/2018
Voted for inclusions in Faculty Regulations 9/14/2018

II. COMMITTEES

II.1 COMMITTEES ON WHICH LIBRARIANS SERVE

Librarians are encouraged and expected to serve on Library and University committees as a means of problem-solving, educating, crossing departmental lines to facilitate fruitful interaction, and providing personal and professional growth. There are no requirements or limitations for service on any committee except the Library Committee on Faculty, library faculty policies governing adjuncts, or limitations set by university committees

At the April meeting LCOF will present the committee vacancies for the following academic year. In May LCOF will set dates for the close of nominations and the close of voting, to occur before May 31. Nominations will be accepted electronically or on paper. Three days prior to the close of nominations the preliminary slate of nominees will be distributed electronically. At the close of nominations voting will be done electronically or by paper ballot.

The chair of the Library Committee on Faculty sends the resulting list of representatives to the appropriate bodies.

The current standing Library committees on which librarians serve are:

- Library Committee on Faculty. Ex-officio: University Librarian. Four elected members. Two members are elected each year to a two-year term. Nominees must have completed a peer review.
- Human Resources Development Committee. Representative from the LCOF. Two-year term.

Additional Library committees for which a faculty member may volunteer for a one-year term, renewable for a second year are:

- Building Committee
- Collection Development Committee
- Human Resources Committee
- Special Collections & Archives Committee
- Technology Committee

Librarians have designated representation on the following University committees:

- University Budget Committee. Two year term. Appointed by the University Librarian. (Notify office of VP for Finance)
- University Senate. Two-year term; nominee is elected by Library Faculty. (Notify President's office)
- University Faculty Committee on Faculty. Two-year term; chosen from the LCOF membership and recommended to the University Faculty Agenda Committee. (Notify Provost's office)
- University Faculty Agenda Committee. Two-year term; elected by Library Faculty. (Notify Provost's office)
- University Faculty Grievance Committee. Two-year term; one representative and one alternate elected by Library Faculty. (Notify Provost's office and CLA dean's office)
- University Faculty Professional Conduct Committee. Two-year term; one representative and one alternate elected by Library Faculty. (Notify Provost's and CLA dean's offices)
- Joint Affirmative Action Committee. Two-year term; elected by Library Faculty. (Notify Affirmative Action Officer)
- Sexual Harassment Panel. Two representatives for two-year staggered terms; elected by Library Faculty. (Notify Wendy Kolmar or Ginny Samuel)
- Diversity Committee. Two-year term; elected by Library Faculty (Notify Assistant for Diversity)
- Student Life Advisory Board. Two-year term; elected by Library Faculty. (Notify Dean of Students)
- Bookstore Advisory Committee. Two-year term; elected by Library Faculty. (Notify Director of Purchasing)
- Compensation Monitoring Committee. Two-year term; elected by Library Faculty. (Notify Director of Human Resources)
- Academic Computing Advisory Committee. Two-year term; appointed by University Librarian. (Notify Ass't V.P., University Technology)
- University Library Committee. Library Dean is ex-officio. Two-year term; elected by Library Faculty.

In addition, librarians are eligible to serve on other University committees which do not have representation designated for librarians.

Relationships to other faculties:

According to the Drew University By-Laws, "the Director [now University Librarian] shall be a member of the University Faculty, and a member ex officio without vote of the Faculty of each school, except that, when giving instruction in a school or when desired by the Faculty of a school, the Director [now University Librarian] may be given the vote."

The Library Director [now University Librarian] serves ex-officio on the College Honors Committee.

Designated librarians may attend meetings of the schools, without vote.

Designated librarians may be ex-officio members of another faculty, if invited.

Members of the Library Faculty who are members of another faculty may serve on committees of that faculty.

II.2 LIBRARY FACULTY SEARCH COMMITTEE MEMBERSHIP GUIDELINES

The Library Committee on Faculty recommends to the University Librarian the membership of the search committee for any library faculty position. The University Librarian appoints each search committee.

When a vacancy occurs, the LCOF notifies the Library Faculty that a search committee will be formed and requests the faculty to submit their nominations for membership on the committee to the LCOF.

Recognizing that the optimal size for a search committee is four, the LCOF attempts to limit the size of the committee. However, the size of the committee may be increased when the search is for a position that has working relationships with various departments.

Membership usually includes the supervisor(s) of the position. The composition of the committee should be as broadly based as possible, with other departments/divisions being represented. Members of the faculty who show an interest in serving on a particular search committee are given consideration for membership.

The Library Faculty member who is resigning from a position is ineligible for membership on the committee searching for a replacement.

The LCOF may recommend that a search committee include members from outside the Library when positions include significant relationships outside the Library.

A University Search Committee for a University Librarian is not covered by these guidelines. When such a vacancy is to be filled, the LCOF will draw up guidelines to seek appropriate library representation on the committee.

III. EVALUATION

III.1 HISTORY OF THE PROCESS OF EVALUATION OF LIBRARIANS AT DREW

1977/1978	Academic Library Development Program self-study included recommendations to establish an evaluation process.
1978/1979	Library Committee on Faculty was created, charged in part with devising a mechanism for evaluation of librarians.
5/1979	Library Faculty approved the concept of peer evaluation and the evaluation form. It was expected that a peer evaluation would occur every three years or prior.
10/1979	LCOF recommended another form, revised by Policy and Planning, and approved by Library Faculty, to be used for an annual evaluation between librarian and supervisor. Annual review first took place that year, using the new "long form."
12/1981	LCOF recommended, and Library Faculty approved, the following revised evaluation program and schedule. Approval of the "short form" evaluation form occurred in Jan. 1982. 1. Full evaluations, using the "long form" should be done for each librarian according to the following schedule: * at the end of 1st full year of employment in Drew Library * thereafter at end of every 3rd year * at any other time during one's tenure when one is eligible for promotion, as part of the promotion evaluation process Assuming a person is promoted at some point, s/he will be fully evaluated every 3rd year after the promotion. 2. In the same year that a full evaluation is done between the librarian and the supervisor, the librarian will be evaluated by the Committee on Faculty in a peer review process. 3. During the full evaluation process, a librarian will submit an updated resume. 4. A short evaluation, or update form, will be completed by each librarian each year that a long form is not required.
05/1982	LCOF recommended and faculty approved that a peer evaluation would not be done for first-year people. It also decided that a sabbatical or other long-term leave occurring in the review year would interrupt the three-year review cycle, postponing such a review by one year.

12/1985	LCOF recommended and faculty approved that peer reviews for reappointment would be conducted three years after the initial appointment and every six years thereafter. A long form would be done the third year following a peer review and short forms would be used for the other annual reviews.
2/1997	Library Faculty voted to utilize one form for all evaluation procedures and approved the new Librarian's Annual Report and Self-Evaluation Form
1998-2000	Various procedures were made to accommodate the team structure and evaluation performance under that structure
2/2001	Library Faculty voted to readopt the evaluation procedure and form approved in February 1997.
6/2003	Library Faculty voted to change the peer review to every four years, with new librarians having a review after the first two years. The peer review emphasized goal setting as well as reviews of the prior four-year period.
7/2003	Library Faculty voted to modify the Annual Report and Self-Evaluation Form to put Scholarship after Job Responsibilities, Service, and Professional Growth.
5/2019	Library Faculty voted to modify the Annual Report and Self-Evaluation Form to more closely align with the form used by Arts and Sciences Faculty

amended 5/10/2019

III.2 PROCESS AND CRITERIA FOR EVALUATION OF LIBRARY FACULTY

I. LIBRARY FACULTY RANKS

The term "adjunct" is used for a librarian whose appointment is normally part-time and of specific duration. The term "visiting" is normally used for a librarian who has academic rank at another institution and is here temporarily. There may be other positions established to serve a special academic function.

The faculty ranks and titles of librarians shall be Instructor Librarian, Assistant Librarian, Associate Librarian, and Senior Librarian. These are regarded for purposes of definition and comparison, as equivalent to the professorial ranks Instructor, Assistant Professor, Associate Professor, and Professor.

Instructor Librarians are full time personnel hired on condition of obtaining the M.L.S., which is the terminal professional degree or a higher professional library degree, within a contracted period. Full time librarians with the terminal professional library degree are hired at the rank of Assistant Librarian or higher, depending on experience and other earned degrees.

Librarians may be elected to one of the school faculties, and may thereby be granted professorial titles in the ordinary nomenclature of the Faculty. Nevertheless, their rank and title on the Library Faculty would be determinative, and they may not hold a higher position on the school Faculty which elects them.

II. LIBRARY FACULTY EVALUATION

Details of the review process, including time table, are determined by the Committee on Faculty of the school conducting the review. It should be noted that the library faculty is exceptional in the particular use of the rank of Instructor and lack of eligibility for tenure; the review process for library faculty should be adapted accordingly, as articulated in the Library Faculty Regulations.

Library Faculty evaluation has two parts. The first is the annual review for reappointment, which is between the librarian and supervisor. This process reviews the librarian's progress toward earlier goals, sets goals for the coming year, and identifies changes in the librarian's job. The annual review ensures that the librarian's performance and job description are consonant with the library's mission and goals. The second is a peer review generally every four years between the librarian and the Library Committee on Faculty (see Section IV for exceptions). The role of LCOF in peer reviews is to provide an additional and library-wide perspective on the librarian's performance and goals. This process reviews the librarian's performance over the last four years and affirms that performance and/or provides suggestions for change.   Newly hired librarians have a peer review after two years.

III. LIBRARY FACULTY ANNUAL REVIEW/REAPPOINTMENT

The librarian completes the *Librarian's Annual Report, Peer Review, and Self-Evaluation* (currently located at G:\Library Faculty\Library Faculty Regulations) and gives it, together with the current job description and current vita, to the supervisor. After reading the *Report and Self-Evaluation*, the supervisor completes the *Supervisor's Comments* and returns the documents to the librarian. The librarian and supervisor meet to discuss the *Report and Self-Evaluation*, giving job responsibilities the highest priority. The discussion covers progress towards the past year's goals and proposed goals for the coming year. Discussion of the proposed goals may result in a revised job description.

After reviewing the *Report and Self-Evaluation* with the supervisor, the librarian may write a response to the *Supervisor's Comments*. The signing of the *Report and Self-Evaluation* by the librarian and supervisor may indicate there is not total agreement with all comments, with any disagreement noted as part of the *Report and Self-Evaluation*. The *Report and Self-Evaluation*, job description and vita are then given to the University Librarian.

The Annual Review covers the previous academic year and should be submitted to the supervisor as soon as possible after June 30 but no later than July 31st. The supervisor should return their response to the faculty member no later than September 1st. Forms and an updated copy of the faculty member's CV are due in the University Librarian's office in electronic form no later than September 15th.

The dossier file for a faculty member under review should include the following items:

- A current *curriculum vitae* (submitted by the faculty member)
- A reflective self-evaluation indicating evidence of professional development and service, respectively. A reflective self-evaluation should:
    - Enable colleagues and administrators who represent various disciplinary backgrounds to understand the nature of one's professional development and service;

    - Identify the distinctiveness of one's workload profile during the period of the review--- i.e., describe the specific work one has performed and the relations among the different aspects of one's work load, as this has emerged both by personal decision and by the demands of context;

    - Highlight one's accomplishments in each of the criteria categories;

    - Report on improvement activities one has undertaken during the time covered by the review, particularly if the activities address issues raised in a previous review.

    - Identify challenges in one's performance, place those challenges in the larger context of overall accomplishments, and show that one has made responsible plans to overcome them;

    - Indicate the professional goals identified for the time until the next scheduled review and show how they are to be accomplished.
- Other letters or documents, where appropriate.

IV. PEER REVIEWS

The performance of each full time librarian is generally reviewed every four years by the Library Committee on Faculty, with the following exceptions: performance of a newly-hired librarian is reviewed after two years, and every four years thereafter; promotion requests require a peer review, which resets the four-year cycle.

In a peer review year, the librarian uses the *Librarian's Annual Report, Peer Review, and Self-Evaluation* (currently located at G:\Library Faculty\Library Faculty Regulations). In the self-evaluation, the librarian includes the past year's performance but also considers overall performance since initial appointment or the most recent peer review. In a peer review year, the evaluation by the librarian's supervisor includes the librarian's past year's performance and overall performance since initial appointment or the most recent peer review. The emphasis for both the librarian and the supervisor is a reflection on the past and a discussion of longer-term goals.

The librarian submits to LCOF (1) the completed *Librarian's Report and Self-Evaluation for Peer Review* form with supervisor's comments, (2) current job description, (3) current vita, and (4) any other appropriate supporting information such as publications, other recommendations,

teaching evaluations, etc. If additional information is either sought by the LCOF or offered by other supervisors or colleagues, the librarian is consulted.

The LCOF uses the submitted material to evaluate and review the librarian's goals and performance in terms of his/her job responsibilities, professional development and service. At the completion of the peer review, the LCOF produces a written report which supports its recommendation regarding reappointment or promotion.   The recommendation and report are sent to the University Librarian and to the librarian.   After the University Librarian and librarian receive the LCOF report, the librarian may request a meeting with the LCOF if he/she has any concerns or comments.

A. REGULARLY SCHEDULED PEER REVIEWS

Librarians scheduled for peer review submit documents to the Library Committee on Faculty by July 1. The LCOF should complete the review and communicate the results to the librarian by August 1.

B. PEER REVIEWS OUT OF SEQUENCE

A peer review out of sequence begins a new four year cycle.

1. REQUEST FOR PROMOTION

2. SPECIAL REQUEST

Reviews out of the cycle can be requested by a librarian, department head, or the University Librarian.

3. LEAVE OF ABSENCE OR SABBATICAL

Leaves of absence or sabbatical leaves in the year during which a peer review is due may postpone the year of review for one year.

V. PROMOTION

A request to be considered for promotion is given to the Library Committee on Faculty by November 1 of the year prior to the July in which the promotion could occur. If the librarian is eligible, documentation is due to the LCOF by December 1 so that the process can be completed before the February Board of Trustees meeting.

A. Librarians may request a promotion anytime during the peer-review schedule according to the following requirements:

- Instructor Librarians may request promotion to Assistant Librarian when they have obtained the M.L.S., which is the terminal degree for their profession.

- Appointment or promotion to the rank of Associate Librarian requires the M.L.S., an additional graduate degree or equivalent in professional development, and seven (7) years of experience at lower ranks or the equivalent.
- Appointment or promotion to the rank of Senior Librarian requires the M.L.S., an additional graduate degree or equivalent in professional development, and fourteen (14) years professional experience at lower ranks or the equivalent.

B. An applicant for promotion must additionally be recommended for promotion by LCOF. Recommendation for promotion to the rank of Associate or Senior Librarian must be based on evidence documenting that the faculty member being reviewed has fulfilled the requirements specified in section V.A., achieved excellence in job performance, professional development and service and has exhibited conduct in accordance with professional standards.

Approved by Library Faculty 12/2010

III.4 EVALUATION OF LIBRARY DEAN

Approved: 10/10/2003

Amended: 2/13/2009

Removed: 12/2016

IV. SABBATICALS

IV.1 PROCEDURES AND POLICIES FOR SABBATICALS FOR LIBRARIANS

The University Faculty Personnel Policy (FPP) of 2002 contains the basic policy regarding sabbaticals. Specific applications for librarians follow.

The Faculty Personnel Policy specifies: "Sabbatical leave shall be for one year at half salary or for one semester at full salary (VIII, A, 2)." For Library Faculty the equivalent periods are 5 ½ months at full salary or 11 months at half salary. Normally sabbatical leaves correspond to the semester schedule. Personal needs, sabbatical objective, and/or library needs may require an alternative model for a given request.

Vacation accrues in its regular manner. Vacation may or may not be part of the sabbatical leave, but the initial request should indicate the preference.

The Library cannot sustain more than two sabbatical leaves in one year or more than 1.5 librarians on leave during any one semester. If more requests come to the Library Committee on Faculty, the committee will follow the guidelines in Review of Sabbatical Requests by the Library Committee on Faculty.

Requests should come to the Library Committee on Faculty by October 1 of the year prior to the year requested. Normally this will be an application in the sixth year of service or the sixth year since the last sabbatical, for a leave in the seventh year.

All librarians interested in applying for a sabbatical should present a brief (two pages) proposal to the LCOF. The proposal should be in two parts. The first part, suitable for passing on to the Board of Trustees with the letter of recommendation, should contain a description of the proposed project, which includes:

- Statement of the project
- Purpose or goals
- Methodology (where, when, what, how, etc.)

- Probable impact on librarian's professional development, benefits to Drew Library or Drew University
- Strategy for evaluation of the project
- Funding possibilities

The purpose of the second part is to inform the LCOF and the University Librarian of the impact the sabbatical will have on the Library. It should include:

- Timing and duration of the requested leave
- Plans for covering major aspects of the job responsibilities indicating that Library personnel who are involved have agreed.

While there is no desire to define what type of "intensive study and research" (UFPP, VIII,A,1) is appropriate for a given sabbatical, all projects and proposals must offer a well-reasoned argument within the range of Library and/or University goals and objectives.

When the LCOF approves the proposal it is sent, together with a letter of recommendation, to the University Librarian. The University Librarian forwards the first part of the proposal, the LCOF letter and his/her own letter of recommendation to the Provost. The Provost makes a recommendation to the Board of Trustees and, after its approval, the faculty member will receive an approval letter.

After returning from sabbatical, the faculty member is expected to make a presentation to the Library Faculty within six months.

Librarians on sabbatical should provide the Library office with their preferred mailing address so that correspondence can be forwarded on a regular basis.

Librarians on sabbatical have the right to participate in Library and University governance but there is no expectation that persons on sabbatical must attend meetings. Librarians on sabbatical will be relieved of committee responsibilities at their request, but will be considered for committee appointments which would begin after their return.

Normally the Library cannot provide funding or support services for travel, research or clerical assistance.

All changes in approved sabbatical scheduling must be reviewed and approved by the LCOF and the University Librarian.

Approved: 10/10/2003
Amended: 2/13/2009

IV.2 REVIEW OF SABBATICAL REQUESTS BY LIBRARY COMMITTEE ON FACULTY

The Library Committee on Faculty reviews and evaluates sabbatical requests using the following procedure:

A. It determines eligibility of applicant based on length of service and timing of previous sabbatical leaves.

B. It ensures that the proposal addresses the requirements specified in the Library Faculty's sabbatical procedures. This includes an adequate description of the project, the timing of the sabbatical, and arrangements during absence.

C. It considers the effect of the applicant's absence in terms of his or her responsibilities.   The chair of the LCOF consults with the applicant's supervisor to verify coverage of the applicant's responsibilities.   The LCOF confirms that individuals who have been identified to assume temporary responsibility have agreed to the duties. It also considers the library-wide impact of current and proposed sabbatical leaves. Should it appear that applicants have overlapping responsibilities, or that the proposed sabbaticals may result in more than 1.5 librarians on leave during any one semester, the LCOF may suggest alternative scheduling arrangements in order to continue essential library functions. The LCOF uses the following criteria in attempting to resolve such conflicts:

- Applicant's postponement from a previous year
- Length of service since previous sabbatical
- Ability of the library to rearrange responsibilities of librarians on sabbatical leave
- Outside deadlines affecting the project

In no case should the topic of the project itself be used as a criterion.

D. It ensures that the proposal is revised by the applicant, if necessary, before it is forwarded to the University Librarian.

E. It forwards the proposal with a covering letter to the University Librarian, who follows the   procedures stipulated in the *Faculty Personnel Policy*.

F. Upon approval of the sabbatical requests by the Board of Trustees, the chair of the LCOF sends a memo to Library employees announcing the forthcoming sabbaticals and their topics.

Approved: 10/10/2003

Amended: 2/13/2009

APPENDECIES

APPENDIX A. [DREW UNIVERISTY CHARTER AND BYLAWS](#)

APPENDIX B. [DREW UNIVERSITY FACULTY PERSONNEL POLICY](#)

APPENDIX C. [DREW UNIVERSITY BENEFITS](#)

APPENDIX D. TIME LINE ON FACULTY STATUS FOR LIBRARIANS

1968-1971

Preliminary work. Memos from Library Director Arthur E. Jones, Jr., as well as the librarians to President Oxnam and the University Senate Personnel Policy Committee. The goal was to achieve recognition by the university faculty and the Board of Trustees of librarians as university faculty, to be covered by the evolving university personnel policy, and to be involved in university governance.

April 1971

"Recommendation to the Drew University Senate from the Faculty Personnel Policy Committee: which recommended a supplement to the Faculty Personnel Policy on librarians. On April 23, 1971, the University Senate approved the recommendation of the Faculty Personnel Policy Committee (action 71-4):

"Recognizing that the professional library staff of the University plays an essential role in the educational function and that the service of the Library is directly an educational service, the Supplement provides:

1. That the professional librarians appointed to the Drew University Library shall be members of the UNIVERSITY FACULTY, and
2. That, as such, they are included in and governed by every provision of the Faculty Personnel Policy and the faculty fringe benefit policy..."

January 1972

Senate minutes from January 11, 1972: "President Oxnam's remarks followed, being very brief and primarily reporting that Senate recommendation 71-4 (23 April 1971) on faculty status for the library professional staff had been discussed by the Board of Trustees Executive Committee and was on the agenda of their nex5t meeting."

Minutes of combined Executive and Finance Committees of the Board of Trustees, January 18 1972: "Committee approved the supplement to the Drew University Faculty Personnel Policy for library personnel..."

March 1972

Minutes of the University Faculty meeting: "Mr. Jones introduced the members of the University Library professional staff who have become members of the University Faculty by virtue of the action of the Board of Trustees in endorsing the recommendation of the University Senate."

Various details worked out related to faculty status of librarians.

1975

Governance: Librarian representation on Senate and UPPC, and late on Committee on Faculty.

1976

Straw vote at the University Faculty meeting favored the elimination of the prohibition against tenure and sabbaticals for librarians.

Senate meeting: Changed a paragraph in Faculty Personnel Policy to read "appointment procedures in the University Library shall parallel other faculty appointment procedures and shall involve equivalent consultation and approval by the President of the University."

1977

Promotion of two librarians, Instructor rank to Librarian, Assistant Professor rank, following guidelines in Faculty Personnel Policy.

1981-1982

Revision of criteria for promotion in rank and titles (e.g. "Assistant Librarian", in place of "Librarian, Assistant Professor.") Approved by the University Senate September 23, 1981 and by the Board of Trustees in the fall of 1981, becoming official in the spring of 1982.

Reaffirmation by Governance Committee of Senate, March 19, 1982, of faculty status for professional librarians as "an appropriate recognition of their vital role in the academic programs of the schools, their advanced training, and the instructional component in their overall services."

1982-1995

Continued successful functioning under existing status and policy.

APPENDIX E. LIBRARY FACULTY STATEMENT ON OPEN ACCESS

As part of the Drew University Faculty and of the larger academic community, the Drew University Library Faculty are committed to the goals of the Open Access Movement. Specifically, these goals include facilitating and increasing access to scholarly publications and data, and expanding authors' control over their own published research.

Enhancing access to information has long been central to the library profession. Consequently, in keeping with this well-established professional practice and in support of the Open Access Movement's goals, the Library Faculty will work to implement these goals by doing the following:

- Learning about Open Access and other new forms of scholarly communication
- Educating the Drew community about Open Access. This will include the creation of a LibGuide devoted to explaining and promoting Open Access
- Fostering and leading campus-wide conversations about Open Access and scholarly communications
- Providing an Institutional Repository for voluntary dissemination and archiving of scholarly and creative work
- Assisting faculty, students and the broader Drew community in learning about their Open Access options. This will include some familiarity with Sherpa/RoMeo
- Supporting those who want to establish Open Access scholarly journals at Drew
- Initiating a conversation with UT about how best to provide concrete technical support for such Open Access projects
- Advocating for the allocation of University funds to support author-funded "green" Open Access publication
- Pursuing Open Access publication for their own scholarly work, to the extent possible

Approved by the Library Faculty, February 10, 2017

APPENDIX F. COMMITTEE MEMBERSHIP BY FACULTY MEMBER NAME

Margery Ashmun	2020-2022	Library Committee on Faculty
Matthew Beland		
Jody Caldwell	2019-2021	Library Committee on Faculty
Guy Dobson	2015-	Academic Computing Advisory Committee
	2019-2021	Compensation Monitoring
Kathy Juliano	2020-2022	Library Committee on Faculty
Jesse Mann		
Irina Radeva	2019-2021	University Faculty Professional Conduct Committee
	2020-2022	University Library Committee
Danielle Reay	2019-2021	University Faculty Grievance Committee
Brian Shetler	2019-2021	Library Committee on Faculty

Revised September 8, 2020 MRB

[Archives of Committee Membership by Faculty Member Name available at G:\Library Faculty\Archival Documents\Committee Assignments\CommitteeMembershipYearByYear

APPENDIX G. COMMITTEE MEMBERSHIP BY COMMITTEE

Library Committee on Faculty	Jody Caldwell	2018-2020
	Margery Ashmun	2020-2022
	Brian Shetler	2019-2021
	Kathy Juliano	2020-2022

UNIVERSITY COMMITTEES:

University Faculty Grievance Committee	Danielle Reay	2019-2021
University Faculty Professional Conduct Committee	Irina Radeva	2019-2021
Compensation Monitoring Committee	Guy Dobson	2019-2021
Academic Computing Advisory Committee	Guy Dobson	2015-
University Library Committee	Irina Radeva	2020-2022

TEMPORARY OR OTHER UNIVERSITY LEVEL ASSIGNMENTS:

Diversity Committee	Kathy Juliano

Revised September 8, 2020 MRB

[Archives of Committee Membership by Committee available at G:\Library Faculty\Archival Documents\Committee Assignments\CommitteeMembershipYearByYear]

APPENDIX H. SEARCH COMMITTEE MEMBERSHIP HISTORY***

ASHMUN	Electronic Resources & Serials Librarian '15, Instructional Designer '18
BELAND	Methodist Associate '17
BONAMICI	Vice President, University Advancement '18, Digital Scholarship Technology Manager '18, Instructional Designer '18
CALDWELL	**Director '94; Director '96; Methodist Librarian '01; *Reference Librarian '02; *Reference/Documents Librarian '04; Theological Librarian '05; Web Manager/Ref Librarian '05; *Reference/Science Librarian '06; Methodist Librarian '06, *Science Librarian '14, *Theological Librarian '14, *Director '14, '15, Head of Interlibrary Loan '15, *Government Docs/Reference Librarian '15 , '18 Head of Special Collections, University Archives & Methodist Librarian '15
DOBSON	Science Librarian '14; *Electronic Resources & Serials Librarian '15, Catalog Associate '16
JULIANO	University Librarian '17, Government Docs/Reference Librarian '18
MANN	*Head of Special Collections, University Archives & Methodist Librarian '15*University Librarian '17, Government Docs/Reference Librarian '18
RADEVA	
REAY	
SHETLER	Methodist Associate '17, Digital Scholarship Technology Manager '18

*Chair
**Committee disbanded after two meetings

***Includes Library faculty and Campus searches

APPENDIX I. PEER EVALUATION SCHEDULE

NAME	Current Rank	STARTING DATE OF EMPLOYMENT	LAST PEER EVALUATION	NEXT PEER EVALUATION	PROMOTION	SABBATICAL
ASHMUN	Assistant Librarian	10-13	Feb-19	Feb-23	N/A	N/A
BELAND	Assistant Librarian	Jul-16	Feb-18	Feb-22	N/A	N/A
CALDWELL	Associate Librarian	Aug-91	Feb-19	Feb-23	2011	1) 9/1/2002-7/31/2003 h/t 2) 1/1/2007-5/15/2007
DOBSON	Assistant Librarian	Feb.-11	Feb-17	Feb-21	N/A	N/A
JULIANO	Assistant Librarian	Apr-15	Feb-17	Feb-21	N/A	N/A
MANN	Assistant Librarian	Aug-14	Feb-18	Feb-22	2018	N/A
RADEVA	Assistant Librarian	Aug-18	May-20	Feb-24	N/A	N/A
REAY	Assistant Librarian	Jan-19	N/A	Feb-21	N/A	N/A
SHETLER	Assistant Librarian	Feb-17	Feb-19	Feb-23	N/A	N/A