CRITERIA AND PROCEDURES FOR APPOINTMENT & PROMOTION

FOR STRAUSS HEALTH SCIENCES LIBRARY FACULTY

Strauss Health Sciences Library (Strauss Library)
University of Colorado
Anschutz Medical Campus

First Accepted by Denison Librarians
July 28, 1992

First Approved by the Office of Academic Affairs
July 29, 1992

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Revised March 29, 2000
And Accepted by Library Faculty and OAA

Revised November 30, 2009
And Accepted by HSL Faculty Senate January 22, 2010

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INTRODUCTION

The University of Colorado Strauss Health Sciences Library (Strauss Library) on the Anschutz Medical Campus plays an integral role in supporting the university's academic, research and service missions – both patient care and community. The library strengthens the university's abilities to create, disseminate and apply knowledge by managing the university's single largest aggregation of biomedical and health information resources. The library provides information management education programs, collections and other resources desired by library users, and assistance in locating and obtaining relevant information. It also creates and maintains local databases that meet special information needs.

The library faculty is charged with the responsibility of facilitating the work of other Anschutz Medical Campus personnel by: assessing information needs; designing services to meet individual and group information needs; teaching information skills; collaborating with a wide range of campus personnel; selecting, acquiring, processing and preserving information resources; exploring the newest information technologies; planning for future delivery of collections and services; and providing leadership in resolving campus information management issues.

The policies and procedures for appointment and promotion of Strauss Library faculty are derived from and in accord with the more general rules included in the University's/Regents' law and policies. In the event of a conflict, Regental laws and actions, Colorado legislative changes, and other policies and procedures of the university shall prevail.

DEFINITIONS

APPOINTMENT:
The act of initiating official paperwork to employ a person as a library faculty member is called an appointment if the individual's previous status was any of the following:

1) not in the employ of the University of Colorado Anschutz Medical Campus, or
2) in the employ of the University of Colorado Anschutz Medical Campus, but not in a faculty position in the Strauss Library, or
3) in the employ of the University of Colorado at one of the other campuses.

REAPPOINTMENT:
The procedure of evaluation for all library faculty culminates in a Faculty Distribution of Effort Agreement (FDEA) packet that is signed by the faculty member, their supervisor and the director. The Annual Performance Rating Form is completed by the faculty member's supervisor and submitted to Human Resources.

PROMOTION:
The normal procedure for advancement from one academic rank to another. When an individual has served the specified time in a particular rank, that individual may ask to be considered for promotion to the next academic rank, without necessarily changing job assignments.

TERMINAL DEGREE:
The American Library Association Master's degree in library or information science or an international equivalent is considered the terminal degree for librarians. Faculty members with credentials in related fields must hold a terminal degree as defined by the common usage of that field and the position held in the Strauss Library.

MERITORIOUS
Meritorious achievements are those that are described as commendable, distinctive, or noteworthy; meritorious achievements are those that may be evidenced with the descriptive rating of 'Exceeding Expectations' in the faculty member's FDEA performance appraisals.

EXCELLENCE IN PERFORMANCE
Excellence in performance has demonstrable benchmarks against the best and concrete evidence of achievements in an area of specialty. Every area has special characteristics that determine the standards by which excellence should be judged. Excellence in performance may be evidenced by achievements that have the descriptive rating of 'Outstanding' in the faculty member's FDEA performance appraisals.

ACADEMIC RANK

There are five levels of academic rank for faculty in the Strauss Library. Rank is based first on consideration of academic credentials as described in the section on criteria for initial appointment, including terminal degree. All positions are non-tenure earning.

INSTRUCTOR, CLINICAL TEACHING TRACK

This rank is generally the initial appointment of a beginning professional librarian or other faculty member without prior experience.

SENIOR INSTRUCTOR, CLINICAL TEACHING TRACK

The faculty member in this rank has demonstrated competence as a professional librarian or in a related field, either at the Anschutz Medical Campus, another health sciences center, or in another library setting.

ASSISTANT PROFESSOR, CLINICAL TEACHING TRACK

Appointment or promotion to this rank requires satisfaction of the criteria outlined in the section on promotion.

ASSOCIATE PROFESSOR, CLINICAL TEACHING TRACK

This rank is appropriate for faculty members who have demonstrated excellence in librarianship, teaching and/or research/publication as described in the section on promotion. This rank is usually awarded only after demonstrated excellence of service at the Assistant Professor level.

PROFESSOR, CLINICAL TEACHING TRACK

Professors have demonstrated outstanding performance over an extended period of time of service at the Strauss Library at the Associate Professor level.

CRITERIA FOR INITIAL APPOINTMENT

The criteria for initial appointment at the academic rank of **Instructor**, Clinical Teaching Track (CTT) are:

1. A terminal degree appropriate to the position within the library.
2. Potential for successful performance as a faculty member as judged from letters of recommendation and personal interviews.
3. Evidence of scholarly competence as judged from college transcripts or other documents showing completion of formal education.
4. Desirable knowledge and skills as judged from personal interviews and recommendations.

Criteria for initial appointment at a higher academic rank:

A. **Senior Instructor**, CTT:
Individuals with prior professional experience may be appointed at this level, with higher recognition and salary. The appropriate terminal degree is required.

B. **Assistant Professor**, CTT:
Individuals at this rank should be well qualified in librarianship or related fields so as to meet the promotion criteria for this level. The appropriate terminal degree is required.

C. **Associate Professor**, CTT:
Associate Professors have the appropriate terminal degree, considerable professional experience, have contributed service to the information professions, and have a record of publication or promising accomplishment in research.

D. **Professor**, CTT:
Professors have the appropriate terminal degree plus outstanding accomplishment in librarianship, teaching or research.

JOINT APPOINTMENTS

Joint appointments, while not common, are a mechanism that can encourage collaboration within the university and facilitate development of multi-disciplinary programs. The Strauss Library Director follows the university's "Guidelines and Checklist for Joint Appointments of Faculty" when making the appointment and developing a Memorandum of Understanding that outlines how items such as salary, annual review, space assignments, and responsibilities will be handled.

CRITERIA FOR PROMOTION

Meritorious achievements are those that are described as commendable, distinctive, or noteworthy; meritorious achievements are those that may be evidenced with the descriptive rating of 'Exceeding Expectations' in the faculty member's FDEA performance appraisals.

Excellence in performance has demonstrable benchmarks against the best and concrete evidence of achievements in an area of specialty. Every area has special characteristics that determine the standards by which excellence should be judged. Excellence in performance may be evidenced by achievements that have the descriptive rating of 'Outstanding' in the faculty member's FDEA performance appraisals.

As part of the general faculty, library faculty members will be evaluated for meritorious achievements and/or excellence in accordance with University-wide criteria in three broad areas:

1. <u>Teaching (Librarianship)</u>:

   Librarianship responsibilities are regarded as primary responsibilities of all library faculty. Performance in this general area carries the greatest weight in promotion decisions.

   Broadly defined, librarianship involves activities related to information access. Specialists with a variety of skills and experience collectively contribute to the goals of the library. These skills, proficiencies and responsibilities in support of the University's mission may include but are not limited to:

   1. dedication to meeting the information needs of and saving the time of library users;
   2. effective use of communication and customer service skills in meeting the information needs of library users;
   3. selection, growth and management of the library's collection;
   4. expertise in the application or design of technologies for information access and delivery;
   5. systematic organization of library materials through the use of metadata;
   6. effective management of library personnel;
   7. effective administration of library budgets and overall financial proficiency;
   8. collaboration with other members of the University community in support of the University's educational, research and institutional goals;
   9. effective and innovative instruction on an individual or group level, including courses or workshops developed, curriculum planning, and academic supervision of students/interns/etc.

   Continual professional growth is an integral part of the practice of librarianship

and may be demonstrated through various activities such as: continuing education or internships; application/adoption of new developments and technologies in the field; attendance and participation in professional meetings at the state, local or national level; and other opportunities for professional development.

2.   Service and Leadership:

   Performance of service may include:
   - service on library or University committees, task forces, special interest groups, or working groups, including any leadership positions (e.g. Chair, Co- Chair, and other leadership roles)
   - active participation in professional associations, such as service on a committee, task force, or working group;
   - service on a planning or organizing committee for a professional meeting;
   - receipt of honors or awards from professional or community groups;
   - advocacy for diversity, equity, and inclusion within the library, the university, the community, and the profession
   - holding a leadership position in a local, state, national or international association;
   - service as an editor;
   - service as a consultant.

3.   Scholarly Activity/Creative Work:

   These activities involve contributions to scholarship and to the profession such as the development of new principles and application of existing ones to theory and practice. Quality of work is more important than quantity. Such work may include:
   - publications, exhibits or presentations;
   - innovation in professional practice;
   - development of databases or information systems;
   - research (sponsored or not) in progress;
   - scholarly expertise in an additional discipline through pursuit of a graduate degree.

   The above general criteria are applied to specific ranks as follows:

A.   Criteria for Promotion from Instructor, CTT to Senior Instructor, CTT:
Achievements included in the promotion packet must have been completed during the time in rank for the promotion seeking. See Criteria 2 for minimum years required at rank. Achievements number 1 and 2 are mandatory. At least three (3) of the remaining five (5) achievements must also be met.

1. Quality performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in *Criteria For Promotion*, under the category "Librarianship") and written recommendations of professional colleagues or library users.

2. A minimum of two (2) years at the rank of Instructor, CTT.

3. Supervisory ability or contributions to human resource management as indicated by valuable innovations in work routines; formulation or reformulation of work processes; the successful hiring, training and supervision of personnel; or improving library-wide staff effectiveness.

4. Evidence of continuing education directly related to primary job responsibilities.

5. Participation in professional organizations at the local, state, regional or national level as indicated by holding an office, serving on committees, teaching workshops, etc.

6. Membership in the Academy of Health Information Professionals at the Member or higher level, or similar certification in a related professional area associated with one's position and responsibilities.

7. Any one other criterion as described in promotion guidelines for Senior Instructor, CTT to Assistant Professor, CTT; Assistant Professor, CTT to Associate Professor, CTT; or Associate Professor, CTT to full Professor, CTT besides the mandatory achievements.

B.   Criteria for Promotion from Senior Instructor, CTT to Assistant Professor, CTT:
Achievements included in the promotion packet must have been completed during the time in rank for the promotion seeking. See Criteria 2 for minimum years required at rank. Achievements number 1 and 2 are mandatory. At least five (5) of the remaining eight (8) achievements must also be met.

1. Quality performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in *Criteria For Promotion*, under the category "Librarianship") and written recommendations of professional colleagues or library users.

2. A minimum of three (3) years at the rank of Senior Instructor, CTT.

3. Superior supervisory ability or contribution to human resource management as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.

4. Evidence of continuing education directly related to primary job responsibilities.

5. Mastery of a complex field of specialization (e.g. concentration and/or expertise in one of the many different and connected parts of librarianship) such as acquisitions, cataloging, data management, information literacy, patron services, reference services, resource management, systems, information retrieval, web content development and management, etc.

    For example, mastery could include (but is not limited to) publishing journal articles, giving presentations, publishing book chapters or best practice guides, or other manners of disseminating knowledge into the field of Librarianship.

6. Significant contributions to professional organizations at the local, state, regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

7. Substantial contribution to the University through service on library committees, campus committees or significant participation in other campus-wide activities.

8. Membership in the Academy of Health Information Professionals at the Senior or Distinguished Member level, or similar certification in a related professional area associated with one's position and responsibilities.

9. Completion of a second graduate degree relevant to library operations.

10. Contributions to the study of librarianship, informatics or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work.

C.   Criteria for Promotion from Assistant, CTT to Associate Professor, CTT:
Achievements included in the promotion packet must have been completed during the time in rank for the promotion seeking. See Criteria 3 for minimum years required at rank. Achievements number 1, 2, and 3 are mandatory. At least four (4) of the remaining seven (7) achievements must also be met.

1. Meritorious performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in *Criteria For Promotion*, under the category "Librarianship") and written recommendations of professional colleagues or library users.

2. Significant contributions to the study of librarianship, informatics or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work.

3. A minimum of three (3) years at the rank of Assistant Professor, CTT.

4. Superior supervisory ability or contribution to human resource management as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.

5. Evidence of continuing education directly related to primary job responsibilities.

6. Mastery of a complex field of specialization (e.g. concentration and/or expertise in one of the many different and connected parts of librarianship) such as acquisitions, cataloging, data management, information literacy, patron services, reference services, resource management, systems, information retrieval, web content development and management, etc.

   For example, mastery could include (but is not limited to) publishing journal articles, giving presentations, publishing book chapters or best practice guides, or other manners of disseminating knowledge into the field of Librarianship.

7. Significant contributions to professional organizations at the state, regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

8. Substantial contribution to the University through service on library committees, campus committees or significant participation in other campus-wide activities.

9. Membership in the Academy of Health Information Professionals at the Senior or Distinguished Member level, or similar certification in a related professional area associated with one's position and responsibilities.

10. Completion of a second graduate degree relevant to library operations.

D.   Criteria for Promotion from Associate Professor, CTT to full Professor, CTT:
Achievements included in the promotion packet must have been completed during the time in rank for the promotion seeking. See Criteria 4 for <u>minimum</u> years required at rank. Achievements number 1, 2, 3, and 4 are mandatory. At least four (4) of the remaining seven (7) achievements must also be met.

1. Excellent performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in *Criteria For Promotion*, under the category "Librarianship") and written recommendations of professional colleagues or library users.

2. Highly significant contributions to the study of librarianship, informatics or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work.

3. Five or more peer-reviewed publications.

4. A minimum of five (5) years at the rank of Associate Professor, CTT.

5. Superior performance in administration of a complex unit within the library or in overall administration as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.

6. National professional recognition or honors such as serving as a visiting professor.

7. Significant contributions to professional organizations at the regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

8. Substantial and recognized contribution to the University of Colorado Anschutz Medical Campus and/or University of Colorado through service on library committees, campus committees or significant participation in other campus/system-wide activities.

9. Membership in the Academy of Health Information Professionals at the Distinguished Member level, or similar certification in a related professional area associated with one's position and responsibilities.

10. Completion of a second graduate degree relevant to library operations.

11. Substantial university level teaching experience (credit-based courses) amounting to thirty (30) or more credit hours taught along with some record of activities such as student advising/mentoring, co-teaching and design of classes and curriculum, serving on student's dissertation committee, record of positive teaching evaluation from students/peers, etc.

POLICIES FOR APPOINTMENT, REAPPOINTMENT, & PROMOTION

Initial appointment:

New faculty members are normally appointed at the Senior Instructor, CTT or Assistant Professor, CTT level, except in cases where new professionals lack post-degree experience. The default working load for faculty appointment is 80% teaching (librarianship), 10% research, and 10% Leadership/Service (80/10/10). Other workloads may be assigned and/or an appointment may be made at a higher academic rank, depending on qualifications and subject to Director/Provost/Chancellor final approval. The Director shall determine the starting salary based on considerations of education, experience, market conditions, and salaries of current Strauss Library faculty members.

Appointments are non-tenure earning and can be made at any time during the year. Library faculty members in the rank of Instructor, CTT and above shall participate in the faculty benefits programs. Per Colorado state law (C.R.S. #24-19-104) and/or campus policy, non-tenure earning faculty are typically employees-at-will. The following paragraph must be included verbatim in letters of offer provided to employees-at-will:

Your employment contract is subject to termination by either party to such contract at any time during its term, and you shall be deemed to be an employee-at-will. No compensation, whether as a buy-out of the remaining term of contract, as liquidated damages, or as any other form of remuneration, shall be owed or may be paid to you upon or after termination of such contract except for compensation that was earned prior to the date of termination. The provisions of this paragraph shall supersede and control any conflicting provisions of any University policy or employee handbook.

The library director holds a faculty appointment in the library, but, in addition, has primary appointment as a professional exempt employee in the Office of the Provost.

Reappointment:

A faculty member's continuing appointment is contingent upon receiving "Meeting Expectations" or higher performance ratings as determined through the annual performance review.   Each faculty member shall be reviewed annually based on the FDEA, but will not be considered for promotion unless the individual so requests. The annual merit evaluation matrix for Instruction, Research, and Clinical (IRC) faculty must align with the assigned distribution of time/effort (e.g. 80/10/10). Librarianship must be the principal activity of every CTT faculty appointment. A supervisor may suggest that promotion consideration is appropriate, but the individual must decide for themself and initiate the peer review process. Continuing reappointment at the same rank is possible. Promotion within a set number of years is not mandatory, but the library strongly encourages the continual professional growth and

development of all faculty members.

Annual performance review:

The Library Director is responsible for ensuring that IRC faculty are evaluated annually, as part of the faculty compensation process. IRC faculty must provide evidence of quality teaching or the practice of librarianship that is current with developments and trends in the discipline. Where research/creative work and leadership and service activities are required, the Library Director must provide to IRC faculty written standards for evaluating their performance in these areas.

At the beginning of each year every library faculty member will prepare a FDEA with their supervisor, subject to the approval of the Director. This agreement will reflect the primary responsibilities of the faculty member's position, the library's strategic priorities for the year, and any special arrangements for individual activities or circumstances. At the beginning of the next calendar year all faculty will be evaluated based on this agreement.

A score will be given for each category of effort, and each score will be multiplied by the percent of effort. The faculty may also agree to include a behavioral or other rating instrument in the annual performance appraisal process. At the conclusion of the annual review cycle the final FDEA cover sheet will be submitted to Human Resources.

Faculty with multi-year agreements should refer to Campus Policy 1027 for information about additional review requirements.

Calendar:
The specific dates for all major steps in the promotion calendar can be found in the timeline provided by the Strauss Library Deputy Director in October.

October
- The Strauss Library Deputy Director will inform all faculty in writing of specific due dates for the promotion process
- If the supervisor wishes to suggest that a faculty member request review for promotion, the supervisor will advise the individual by the last week of the month

November
- Faculty members must inform the Director in writing by mid-month if they wish to be considered for promotion
    - At the same time, faculty members must provide the names and contact information of at least three references, one of which must be an external reference outside the Strauss Library, to the Director

December

- The faculty member must submit a promotion packet by mid-month to the Director

January
- The supervisor will prepare a written evaluation based on the faculty member's FDEA for the current year and meet with the faculty member by the end of the month to review the FDEA evaluation (as is required for the standard annual FDEA process)
- The supervisor will write a promotion evaluation of the faculty member that covers the performance of the faculty member from all of the eligible years for the current promotion period

February
- The supervisor will forward the faculty member's FDEA, FDEA evaluation, and promotion evaluation to the Director by mid-month

April
- The Faculty Status Committee will provide their Committee Recommendation Report to the Director by mid-month

May – June
- The Director will prepare salary recommendations according to the current campus timeline

A list of required documents for the promotion packet is available under "Faculty Status Committee Procedures" on page 17.

PROCEDURES FOR APPOINTMENT & PROMOTION

I.   COMMITTEES AND ASSIGNMENTS

A.   **Search Committee**

        The Director will select the members of this committee whose duty will be to assist the Director in filling a position on the library's academic staff. This committee will operate under the general campus guidelines for faculty recruitment.

B.   **Faculty Status Committee**

        This committee is responsible for reviewing the promotion packet and providing the Director with a recommendation for or against promotion for each candidate. The committee generally consists of five members: at least three Strauss Library faculty members, one University of Colorado Anschutz Medical Campus faculty member appointed by the Director in conjunction with the Associate Vice Chancellor for

Academic Planning, and one librarian from another University of Colorado library.

In January of years where a Faculty Status Committee will be formed, the Director and Strauss Library Faculty Senate Chair will examine the available faculty pool, informing individual faculty members of their Committee eligibility. Eligible names will be entered onto a ballot. Faculty are eligible if they have a faculty appointment of 50% or greater, did not serve on the Faculty Status Committee the preceding year (unless no other faculty are available), and are not the library director. Elections will be held by/before the end of January. Each faculty member will vote for three candidates on the ballot. The current Strauss Library Faculty Senate Chair and/or Director will count the ballots. If there is a tie, the candidate with the longer seniority will serve. Seniority is determined by length of employment at the Strauss Library.

In cases of potential conflict of interest, such as when a member of the committee has close personal ties to a candidate for promotion, the Director, in consultation with the other committee members, will appoint an ad hoc replacement. Similarly, a Committee member may be appointed when an upcoming faculty retirement or other unforeseen issue impacts the Committee membership.

Duties of the Faculty Status Committee:

The Faculty Status Committee will be responsible for reviewing and evaluating all pertinent records and documents for candidates requesting promotion. The committee will review these records and submit a written report and recommendation to the Director by April 15. The committee's function is to advise the Director.

Throughout the review process the committee will focus on the quality and significance of the performance of service, research, teaching and other activities as described in the documentation. The committee may request clarification or additional information but may not base its recommendation on personal knowledge or other information not reflected in the documentation. It is the determination of meritorious or excellence in performance that will be the foundation of the committee's recommendation. The review must be an objective appraisal of tangible evidence that demonstrates that the faculty member meets each of the necessary criteria for promotion as defined in the "Criteria for Promotion" for the appropriate rank under consideration.

Chair's duties:

Following the election of the Faculty Status Committee, the Director will empanel the committee for the purpose of selecting a chair. The committee may conduct this election as is appropriate.

The Chair is responsible for the following:

- Ensuring that all members of the committee are familiar with the contents of this "Criteria and Procedures for Appointment and Promotion" document;
- Distributing records to the committee and conducting all communications with the committee in a way that preserves candidate confidentiality;
- Setting the time and place for meeting(s) when the committee receives notice of the need to review a candidate for promotion; and
- Reminding committee members at the first meeting of the need to maintain confidentiality and of the procedures to be followed in the review process.

Faculty Status Committee Procedures:

All personnel records and files relating to candidates being reviewed by the committee will be kept on a secure electronic server drive. The Director will provide the committee with the initial documentation packet for each candidate, including:

- updated current curriculum vitae
- the candidate's promotion packet and supporting documents:
    o evidence of professional activities
    o evidence of library or University service
    o copies of publications or other works
    o Other relevant documents as indicated by the faculty's promotion packet
- the supervisor's promotion evaluation (covers performance from all relevant years for the current promotion period)
- copies of at least 3 letters of evaluation solicited by the Director (from both internal and external evaluators)
- prior FDEA Rated Cover Sheets and FDEA Faculty Evaluations (optional)
- candidate's current job description

The committee will meet as necessary to give fair and equitable consideration to each candidate. The Chair may ask to meet with the candidate to discuss the documentation. Any subsequent request for clarification or additional information must go to the Director, who will take prompt steps to obtaining such. Following deliberations, the Faculty Status Committee will make a written recommendation to the Director, and maintain electronic files in a secure electronic server drive until directed to destroy them by the Director. The Director will destroy the network folder once all steps in the promotion process have been completed.

Following consideration of the committee's recommendation, the Director will either request a meeting with the committee or will make a decision regarding promotion. The Director will inform the candidate of the decision and provide a copy of the Faculty Status Committee's recommendation report. The candidate may request a meeting with the Director and the committee to discuss any questions regarding the decision and to resolve any disagreements. If disagreements cannot be settled at this meeting, a Review Committee may be necessary (see

section C. Appeals Process for more information). Upon receipt of approval or disapproval of the final recommendation by the Provost, the Director will inform both the candidate and the Chair of the Faculty Status Committee.

Faculty Status Committee Calendar
January
- The Director and Faculty Senate Chair will hold an election for Faculty Status Committee members

January – February
- The Director will convene the Faculty Status Committee for the purpose of electing a chair

February – April
- The Faculty Status Committee will meet as necessary to review provided documents, discuss fulfillment of criteria, and address any questions for each faculty member who has submitted for promotion

April
- The Chair will submit all recommendation reports to the Director by mid-month

Committee Recommendation Report:

The draft report is prepared and submitted to the Director by April 15th. Once finalized and accepted by the Director all temporary versions must be destroyed. The report, at a minimum, must include:
- name of the person reviewed
- rank under consideration for promotion
- summary of how each criteria for promotion was met or unmet
- recommendation for or against promotion with explanation
- a minority dissension if appropriate
- names and signatures of committee members with the Chair designated

C.   **Appeals Process**

At their discretion, the Director may establish a Review Committee to aid in the evaluation of recommendations forwarded by the Faculty Status Committee. If faculty would like to appeal a negative promotion decision, the faculty member must request an appeal within 10 days. Then a Review Committee shall be formed to consider the disagreement between the faculty candidate and the Faculty Status Committee as detailed in the "Faculty Status Committee procedures" section. This Review Committee, chosen by the Director, will consist of one member of the Strauss Library who did not serve on the Faculty Status Committee, one campus teaching faculty

member, and one librarian from the University of Colorado system. Members of the Review Committee may serve on more than one review in the interests of providing consistency and continuity. The final recommendation of the Director is forwarded to the Office of the Provost for final approval.

Appendix A
STRAUSS HEALTH SCIENCES LIBRARY
Faculty Distribution of Effort Agreement

_____   _____   _____
Name of Faculty Member   Academic Title   Year

Activity	Percent of Effort	Rating
I. *TEACHING (LIBRARIANSHIP)*		
A. Supervision/administration	____	
B. Primary job responsibilities	____	
C. Collaboration outside library	____	
D. Teaching	____	
E. Professional Development	____	
TOTAL LIBRARIANSHIP	_____	_____
II. *SERVICE AND LEADERSHIP*		
A. Institutional Service	____	
B. Professional Service	____	
TOTAL SERVICE	_____	_____
III. *SCHOLARLY ACTIVITY/CREATIVE WORK*	_____	_____
TOTAL	100 %	_____

Planning the Annual
"Faculty Distribution of Effort Agreement"
(FDEA)

Effort for category I. Teaching (Librarianship) generally should not be below 75%. FDEAs and percentages vary from year to year. As they plan their FDEAs, faculty should take into consideration the criteria for promotion. Viewed over multiple years, a typical FDEA would have Teaching (Librarianship) in the range of 75 to 85 percent, leaving opportunity and time for elements of Service and Leadership and Scholarly Activity/Creative Work, which are required for promotion to the ranks of Associate Professor, CTT and Full Professor, CTT.

I.   **Teaching(Librarianship)**

   A. Amount of time spent on supervision will depend upon number of staff supervised, length of employment of staff members, special training needs, or other human resource issues which must be addressed during the year.

      Amount of time spent on administration will be based on anticipated introduction of new policies or procedures, significant changes to services, or other demands for planning and coordination.
   B. Primary job responsibilities are covered in the position description for each faculty member.
   C. Estimate the time that will be devoted to collaboration with faculty in other Schools.
   D. For teaching, if calculating by hours for each hour of class time, multiply by 2 to estimate effort towards teaching. This includes but is not limited to regular library classes, teaching within the curriculum, grand rounds or other lecture presentations, special classes, consultations, semester long courses, and tours/orientations.
   E. Professional Development: Activities included in this category are those in which faculty engage for the principal purpose of remaining current or advancing their knowledge and skills, e.g., attendance at professional or scientific meetings, conferences or seminars; continuing education enrollment; independent study; etc. The amount of such effort should not exceed 10 percent.

II.   **Service and Leadership**

   A. Institutional service refers to activities that benefit the institution and includes involvement on library and university committees. Examples include participation on committees related to staff development, emergency preparedness, strategic planning, web site development, student and alumni relations, fundraising, and public relations. Service on staff and faculty search committees fall into this category.

B. Professional service refers to activities that benefit the profession. Examples include: serving on committees for professional organizations; acting as a reviewer or editor of a professional publication; teaching continuing education classes; acting as a consultant.

III. **Scholarly Activity/Creative Work**

A. The time and effort remaining after categories I and II are totaled should be devoted to creative work. Given the small size of the library staff and service commitments, in most years this number ranges from 5-10% and should not exceed 10%. Such work may include: publications, exhibits or presentations; innovation in professional practice; development of databases or information systems. See pg. 7 under Creative Work and Scholarly Activity.

Appendix B
STRAUSS HEALTH SCIENCES LIBRARY
Promotion Packet Optional Template
Clinical Teaching Track

1. Introduction
   Current Rank:
   Rank applying for:
   Time in Rank: <u>Month Year</u> to <u>Current Date</u>
   AHIP Membership Level (*optional for all ranks*): "<u>*None" if not a member.*</u>

2. Demonstration of meritorious or excellence in Teaching (Librarianship) by meeting some or all of the criteria listed below: (delete any criteria not applicable/not used to the rank applying for)

   I. **Performance of Professional Responsibilities** *Required for all ranks. FDEA cover sheets provided by Strauss Library Director.*

   Senior Instructor/Assistant Professor, Clinical Teaching Track: Quality performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Criteria for Promotion under "Teaching (Librarianship)") and written recommendations of professional colleagues or library users.

   Associate Professor/Professor, Clinical Teaching Track: Superior performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Criteria for Promotion under "Teaching (Librarianship)") and written recommendations of professional colleagues or library users.

   A. Summary of Performance *paragraph*
   B. Optional: Additional Components of FDEA materials

   II. **Supervision or contributions to human resource management** *Optional for all ranks.*

   Senior Instructor, Clinical Teaching Track: Supervisory ability or contributions to human resource management as indicated by valuable innovations in work routines; formulation or reformulation of work processes; the successful hiring, training and supervision of personnel; or improving library-wide staff effectiveness.

   Assistant/Associate Professor, Clinical Teaching Track: Superior supervisory ability or contribution to human resource management as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.

Professor, Clinical Teaching Track: Superior performance in administration of a complex unit within the library or in overall administration as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.

A. Summary of Supervision or Contributions *paragraph*
B. Evidence of Supervision or Contributions *documentation of changed process, implemented forms or assessments, project reports, etc.*

III. **Continuing Education** *Optional for Senior Instructor, Assistant Professor, Associate Professor, Clinical Teaching Track.*

Senior Instructor/Assistant Professor/Associate Professor, Clinical Teaching Track: Evidence of continuing education directly related to your primary job responsibilities.

A. Summary of Continuing Education *paragraph*
B. Evidence of Continuing Education *certificates, meeting program, etc.*

IV. **University Level Teaching** *Optional for Professor, Clinical Teaching Track*

Professor, Clinical Teaching Track: Substantial university level teaching experience (credit-based courses) amounting to thirty (30) or more credit hours taught along with some record of activities such as student advising/mentoring, co-teaching and design of classes and curriculum, serving on student(s) dissertation committee(s), record of positive teaching evaluation from students/peers, etc.
A. Summary of University Level Teaching experience *paragraph*
B. Evidence of University Level Teaching *course syllabus, student course evaluations, dissertation with committee listing, etc.*

3. Demonstration of meritorious or excellence in Service and Leadership by meeting some or all of the criteria listed below: (delete any criteria not applicable/not used to the rank applying for)
   I. **Participation and Contribution in Professional Organizations** *Optional for all ranks.*

   Senior Instructor, Clinical Teaching Track: Participation in professional organizations at the local, state, regional, or national level as indicated by holding an office, serving on committees, teaching workshops, etc.

Assistant Professor, Clinical Teaching Track: Significant contributions to professional organizations at the local, state, regional, or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

Associate Professor, Clinical Teaching Track: Significant contributions to professional organizations at the state, regional, or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

Professor, Clinical Teaching Track: Significant contributions to professional organizations at the regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.

A. Summary of Participation and Contribution *paragraph*
B. Itemized List of Significant Participation and Contributions *organization, role, and dates of service*
C. Evidence of Participation and Contributions *certificates of service, meeting program, etc.*

II. **Contribution to University** *Optional for all ranks.*

Senior Instructor/Assistant Professor/Associate Professor, Clinical Teaching Track: Substantial contribution to the University of Colorado Anschutz Medical Campus and/or University of Colorado through service on library committees, campus committees, or significant participation in other campus-wide activities.

Professor, Clinical Teaching Track: Substantial and recognized contribution to the University through service on library committees, campus committees, or significant participation in other campus-wide activities.

A. Summary of Contribution to University *paragraph*
B. Itemized List of Significant Contributions *activity/committee and dates of service*
C. Evidence of Contribution *certificates of service, recognition by chair, etc.*

III. **National Professional Recognition** *Optional for Professor*

Professor, Clinical Teaching Track: National professional recognition or honors such as serving as a visiting professor.

A. Summary of Recognition *paragraph*
B. Evidence of Recognition *publication, official announcement, etc.*

4. Demonstration of meritorious or excellence in Scholarly Activity/Creative Work by meeting some or all of the criteria listed below: (delete any criteria not applicable/not used to the rank applying for)

   I. **Mastery of a complex field of specialization** *Optional for Senior Instructor, Assistant Professor, and Associate Professor, Clinical Teaching Track.*

   Senior Instructor/Assistant Professor/Associate Professor, Clinical Teaching Track: Mastery of a complex field of specialization (e.g. concentration and/or expertise in one of the many different and connected parts of librarianship) such as acquisitions, cataloging, data management, information literacy, patron services, reference services, resource management, systems, information retrieval, web content development and management, etc.

   A. Summary of Mastery of Complex Field of Specialization *paragraph*
   B. Evidence of Mastery *journal article citations, poster presentation, presentation slides, practice guidelines, etc.*

   II. **Second graduate degree** *Optional for all ranks.*

   All ranks: Completion of a graduate degree relevant to library operations.

   A. Summary of Graduate Degree *paragraph, explanation of relevancy to library operations if necessary*
   B. Evidence of Graduate Degree *diploma, transcript, etc.*

   III. **Contributions to Librarianship** *Optional for Senior Instructor and Assistant Professor, Clinical Teaching Track. Mandatory for Associate Professor and Professor, Clinical Teaching Track.*

   All ranks: Significant contributions to the study of librarianship, informatics, or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work.

   A. Summary of Contributions to Librarianship *paragraph*
   B. Evidence of Contributions to Librarianship *journal articles, book chapters, presentations, grants, etc.*

   IV. **Peer Reviewed Publications** *Mandatory for Professor*

   Professor, Clinical Teaching Track: Five or more peer-reviewed publications.

A. Evidence of 5 or more Peer Reviewed Publications *citations with doi links, PMIDs, or other finding aid*

APPENDIX C
STRAUSS HEALTH SCIENCES LIBRARY
PROMOTION CRITERIA MATRIX FOR CRITERIA 1 (LIBRARIANSHIP)

Performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Criteria For Promotion, under the category "Librarianship") and written recommendations of professional colleagues or library users.

NOTE: The following is intended to present examples of various levels of accomplishment in the area of librarianship (teaching), which is the one criteria for promotion that is held in common for all faculty academic ranks (Instructor, CTT; Senior Instructor, CTT; Assistant Professor, CTT; Associate Professor, CTT; and Professor, CTT) in the Criteria and Procedures for Appointment & Promotion for Strauss Health Sciences Library Faculty. This matrix is not exclusionary but is intended to assist faculty and Faculty Status Committees in matching candidates' accomplishments to the promotion criteria. Moreover, areas frequently overlap in practice, although they are presented as distinct entities here. It should also be noted that the matrix specifies just two categories, meritorious and excellent. Professors, CTT will need to achieve excellence by a number of criteria. Associate professors, CTT will have met fewer of these criteria or in not as great depth. The promotion process, and this matrix, are meant to describe and reward continued professional growth and achievement.

Meritorious (corresponds with Exceeding Expectations)
Develops or redevelops teaching materials for students, continuing education courses, or other library training.
Regularly participates as a presenter, panel member, or guest speaker at professional organizations and/or conferences, or peer library organization events.
Mentors other librarians or students via an organized professional association (MLA, MCMLA, NLM, etc.). Overseeing a library school student(s) practicum or capstone.
Develops and implements quality improvement/quality assessment (QI/QA) on a library service(s) or operation(s).
Manages the execution of library-related contracts and negotiates contracts with vendors.
Invitations to present courses or sessions outside of the Strauss Health Sciences Library that are not a part of the core job duties
Self-improvement activities (for example, participation in workshops or courses designed to improve teaching or mentoring effectiveness).
Develops and administers policies and procedures for timely and efficient access to and delivery of library services and resources.

Administers systems in such areas as circulation, interlibrary loan, room management, AskUs, etc. in ways that improve staff workflow, operational outcomes, and customer experience of services
Markets library services via consistent collaboration with university communications and other campus offices, use of emerging technologies, and/or application of visual design strategies to promote the library and its resources/services
Trains, develops, and mentors library staff to increase skill sets in ways that promote self-development, serve customer service needs, and support new functions the library seeks to develop
Establishes and implements guidelines for material digitization.
Demonstrates competence in facilitating customer access to library collections.
Establishes and implements guidelines for developing library collections and the institutional repository.
Establishes and implements procedures for effective and economical acquisition of library resources.
Demonstrates competence in the delivery of reference services, guiding students in research and curricular activities.
Creates instructional resources using appropriate technology, such as LibGuides, Camtasia, or LibWizard.
Creates, maintains, and enforces policies and standards concerning security and integrity of library systems and web services.
Manages projects and personnel that collaboratively and iteratively improve web services through a user-focused, recurring lifecycle process of needs assessment, design, test, and implement.
Works collaboratively to create data retention policies for all user data (PII) collected by IT systems within the organization, including (but not limited to) log file information which is automatically created by systems and web servers.
Excellent (corresponds with Outstanding)
Active participation in teaching activities of the library, school, campus or university, including two or more of the following: presenting a series of instruction covering one or more topics; coordinating library instruction into a program/course; or organizing or facilitating a library seminar series, journal clubs or consultation exercises.
Consistently receives outstanding librarianship/teaching evaluations or librarianship/teaching awards.

Recognition as an outstanding and influential librarian in professional organizations, committees, or groups/partnerships.
Development of mentoring programs that focus on career development or academic promotion of librarians or library school students.
Development of innovative teaching methods.
Participates as a teacher in CE activities at the local, regional or national level.
Faculty member is either PI of or written into a grant.
Coordinates and administers space in the library to improve customer experience and meet needs.
Develops partnerships/alliances with groups on campus that tie the library into strategic University interests and lead to new service missions for the library.
Record of continued collaboration with faculty, staff, and students to select, review, and assess relevant research and curriculum-supporting materials.
Has a key role in the implementation of procedures for the creation and application of metadata to facilitate effective access to library collections and the institutional repository.
Successful leadership in the acquisition and selection of materials for digitization and preparation of digitized collections for harvest into the institutional repository.
Has a key role in the implementation of procedures to enhance connecting the customer to resources.
Has a key role in the implementation of access expansion to new groups of customers.
Develops innovative procedures and collaborative efforts to maintain library collections and resources within a fixed budget.
Develops and implements new library and /or information literacy instruction classes or course content.
Provides instruction as an integrated part of the curriculum for a school, college, or department on campus.
Implements procedures for providing high quality and timely reference, consultation, and instruction services.
Has a key role in the development, implementation, and assessment of policies, procedures and processes that improve library experiences and services.
Has a lead role in the implementation and evaluation of information technology and systems that support the principal activities and services of the library and improve the customer experience.

Works collaboratively to implements new IT initiatives and projects that are informed by and make use of emerging technologies.
Has a lead role in the technology of creating, managing, and expanding digital initiatives, to include efforts such as digital repository, digital preservation, digital ease of access, and large-scale improvement of usability and accessibility of digital materials.
Works collaboratively, identifies and may recommend technology-based improvements for business processes and workflows.
Provides leadership in the formation and achievement of goals and objectives for the library.

Appendix D
STRAUSS HEALTH SCIENCES LIBRARY
Adjoint Library Faculty Position Policies

12950 E. Montview Blvd., P.O. Box 6508, Campus Box A003
Aurora, CO 80045
University of Colorado Anschutz Medical Campus

ADJOINT LIBRARY FACULTY POSITION
Application, Review and Renewal Policies and Procedures

Adopted by the HSL Faculty Senate, August 15, 2005
Updated October 2013
Approved by the Library's Faculty Senate (Oct. 28, 2013) and
the Office Academic Resources and Services (Dec. 13, 2011).

INTENT OF THIS POLICY

The Strauss Library Faculty has established the title and position of Adjoint Library Faculty. This title recognizes librarians who are not full- or part-time paid employees of the library. They contribute to the mission of the library by assisting University of Colorado Anschutz Medical Campus health sciences faculty, students and staff, affiliates and volunteers in improving their information mastery skills, or work directly with Strauss Library faculty and staff in the provision of information services and resources.

APPOINTMENT

Appointment as an Adjoint Library Faculty is based on a commitment made by an individual to devote time and skills in support of the mission of the Strauss Library.

As a result of appointment, the Adjoint Library Faculty will have regular and direct contact with Strauss Library patrons and/or staff. Examples of such patron/staff contact may include, but not be limited to:

- assisting patrons with finding appropriate health information;
- teaching and providing training workshops to Strauss Library patrons;
- assisting staff in the development and enhancement of the Strauss Library's technical infrastructures for delivering and extending access to knowledge based information resources and services, through the library's Web site and/or its integrated library system; or
- assisting Strauss Library staff in the description and management of knowledge-based resources.

Requirements:

A Master in Library or Information Science degree from an ALA-accredited library school or its equivalent, or an appropriate post-graduate degree (e.g. PhD, MD, PharmD, JD, etc.) is required. All library faculty, including Adjoint Library Faculty, assume responsibility for developing and implementing an annual personal plan in the form of a Faculty Distribution of Effort Agreement (FDEA), describing the nature and scope of their contribution in support of the Strauss Library's mission, and detailing initiatives for individual continuing professional development.

There is <u>no faculty rank</u> nor reimbursement for services associated with the Adjoint Library Faculty position. Library faculty at Strauss Library are at will, non-tenure track employees.

Due to the formal nature of an Adjoint appointment, and in recognition of the effort undertaken by library faculty in assessing candidate appropriateness, individuals interested in this status should anticipate making a contribution of effort to the library of no less than five hours per month, over the course of no less than one year. The measurement of time is based on intent, and therefore the five-hour minimum can include any contribution of effort to the mission of the library such as, but not limited to, planning, active learning, preparation, and teaching.

Procedure:

Initial appointment follows an application process that is aligned with the faculty annual review calendar and procedures. Individuals with an interest in an adjoint appointment are invited to submit their applications by a deadline to be defined by the Deputy Director, typically very early in calendar year. An application portfolio consists of:

- current curriculum vitae,
- copy of the Master of Library Science diploma (or equivalent documentation);
- letter of support or recommendation from a supervisor or equivalent, and
- letter from the applicant describing interest in attaining an Adjoint Library Faculty position, including suggestions of potential contributions the candidate anticipates making in the context of the library's mission.

Applications should be directed to:

Director
Strauss Health Sciences Library
 University of Colorado Anschutz Medical Campus
12950 E. Montview Blvd.
P.O. Box 6508, Campus Box A003
Aurora, CO 80045

The Director, in consultation with the Deputy Director, will identify the appropriate faculty member to whom the candidate would report and affirm the faculty member's willingness to supervise. The Director will in turn invite that faculty member to serve as a voting member of the Faculty Status Committee, for purposes limited to deliberations regarding that applicant's review.

The Committee will review the documentation and submit a letter of recommendation for or against appointment to the library Director.

FACULTY STATUS COMMITTEE REVIEW

In deciding whether to recommend appointment, the Faculty Status Committee will consider the following:

- presentation of a complete application portfolio consisting of a) curriculum vitae, b) copy of the MLS diploma (or equivalent) c) letter of support, and d) letter from the applicant describing interest in the library and its services;
- evidence of past professional development activities and/or service commitments to the profession in local, regional, and/or national organizations; and
- appropriateness of the candidate for appointment, including an assessment of the need and value of the potential contribution(s) to be made.

The Committee, including the invited faculty member, will draft a letter of recommendation to the Library Director. The Director will notify the applicant of their decision, via a letter of appointment or a letter explaining why the application was turned down.

Letters of appointment will detail in which library department the Adjoint Library Faculty will work, and to whom the faculty member will report. Where and when appropriate, a copy of the appointment letter will go to the applicant's immediate supervisor.

RETENTION AND REVIEW PROCESS

Librarians holding an Adjoint Library Faculty appointment are appointed on a year-to-year basis, renewable annually.

Following initial appointment, the renewal process will involve presentation by the Adjoint Library Faculty of:

- an updated curriculum vitae,
- an updated FDEA,
- a self-review describing pertinent accomplishments attained during the past year in the context of the faculty appointment, and

- a letter of continued interest.

The Strauss Library Faculty Distribution of Effort Agreement (FDEA) describes the nature and scope of a faculty member's contribution in support of the library's mission, and details initiatives for individual continuing professional development. The self-review documents accomplishments over the past year.

This documentation should be submitted to the supervising Department Head. The deadline should match the deadline for all library faculty FDEAs, which is usually in early January.

Reappointment is contingent on review by the supervising Department Head with subsequent approval by the library Director.

RIGHTS AND PRIVILEGES

Adjoint Library Faculty are non-voting members of the library faculty. They may participate in Strauss Library Faculty meetings and library-sponsored staff development activities, and may be invited to participate in selected meetings, ad hoc committees or other activities within the home department into which the Adjoint Library Faculty member is assigned.

Other rights and privileges may be negotiated.

OBLIGATIONS

Upon appointment, continued Adjoint Library Faculty status is contingent on compliance with Library and University of Colorado System policies, and the Laws of the Regents.

Adjoint Library Faculty members are expected to develop and communicate, in collaboration with their assigned Department Heads, individual schedules that detail the days and times of day during which they will work.

All faculty members, including those with Adjoint status, may not:

- share or disclose personal University-assigned network identity information; or
- forward, resell or repurpose commercially licensed resources to non-affiliated individuals.

Access to the University of Colorado Anschutz Medical Campus computer network is subject to compliance with University policies as outlined in the library Computer Policy and the University of Colorado System's *Providing and Using Information Technology* policy (Section B, Statement of Policy, available at http://www.cusys.edu/policies/General/IT.html).

SUMMARY OF PROCEDURES

- Interested librarian prepares an application consisting of: curriculum vitae, letter of recommendation and letter of interest;
- Application is received and reviewed by the library Faculty Status Committee, and a letter of recommendation is submitted to the Library Director;
- Application is reviewed and approved by Director;
- Successful applicant is notified by letter from the Director;
- Adjoint Library Faculty prepares an annual renewal application portfolio, consisting of: curriculum vitae, self-review, Faculty Distribution of Effort Agreement, and letter of continuing interest;
- Renewal portfolio is received and reviewed by the supervising Department Head, with subsequent review by the Library Director.