

# **LIBRARY FACULTY PROCEDURES AND CRITERIA FOR REAPPOINTMENT, PROMOTION, AND TENURE**

## **PROCEDURES**

Faculty members shall, in accordance with the Agreement Between the Administration of Pratt Institute and the United Federation of College Teachers AFL-CIO, be advised in writing at the time of appointment of the standards for eligibility, fitness and evaluation and the procedures employed. Faculty members shall be advised of the time when recommendations affecting their reappointment, promotion, and/or tenure are to be made by the department faculty, the Chair of Library Teaching, Learning, and Collection Development (hereafter faculty chair), and the Director of Libraries, and they shall be given a reasonable opportunity to submit such material as they believe will be helpful to an adequate consideration of their circumstances.

## **ELECTION OF PEER REVIEW COMMITTEE**

- Before the beginning of each academic year, the library faculty shall meet to review and, if necessary, amend the library faculty procedures and criteria for reappointment, promotion and tenure.
- The library faculty shall appoint a peer review committee comprised of a minimum of three members who have served on the Pratt faculty for no less than one year and who will not be under consideration for reappointment, promotion, or tenure during the coming academic year, with the understanding that this rule may be modified if there is not a minimum of three faculty members who meets these criteria.
- The committee shall choose a chairperson from among its members. The committee chair should be tenured if possible.

## **COMMITTEE PROCEDURES**

- The committee shall have for its consideration or shall compile a list of the library faculty, complete with dates of appointment, rank and length of service in rank.
- It shall schedule its meetings so that it can make its recommendations to the faculty chair in accordance with the date specified in the Faculty Actions Calendar.

## **Reappointment**

The committee shall evaluate each untenured member of the faculty in the academic year prior to the date designed for faculty action. Each faculty member being reviewed shall submit documentation of professional effectiveness and development. This includes:

- a letter of application requesting reappointment;
- a current CV;
- a written review of professional responsibilities and accomplishments since their last review; and
- supporting materials.

Letters of recommendation shall not be accepted for reappointment and the committee shall not consider such letters if they are submitted.

The committee shall review the submitted documentation and may review the faculty member's personnel file and/or meet with the faculty member to review their performance. The committee may interview other faculty regarding the candidate's performance if they feel that such an interview will help with their evaluation.

The committee shall then make its written report concerning reappointment to the faculty chair, with a copy of the report going to the faculty member concerned, along with the submitted documentation. In order to make the process of evaluation more valuable to the faculty member, the committee may meet with the candidate to discuss the recent evaluation. Such an interview may take place at the candidate's request, and shall occur prior to the committee's submission of its recommendations to the faculty chair. The committee shall submit its recommendations to the faculty chair in accordance with Article 16.3 of the faculty union contract, with the additional proviso that when the faculty member being evaluated for reappointment receives their copy of the committee's recommendation, they shall be given the opportunity to respond in writing to the faculty chair before the date the faculty chair needs to submit their recommendation to the Director of Libraries.

## **Promotion and Tenure**

Faculty members are eligible to apply for promotions subsequent to a first reappointment. Advancement in rank is not automatic upon accumulation of years of experience but is based on appraisal of the performance of each faculty member. However, for promotion from ranks of assistant professor to associate and full professor, and for change in status from untenured to tenured, research and service, in addition to professional effectiveness, are given increasing weight.

At a minimum, an application for promotion or tenure should include:

- a letter of application stating the desired promotion and/or change in status;
- a current CV consisting of a complete and cumulative record of the faculty member's educational, employment, professional, and service record;
- a cumulative written review of professional responsibilities and accomplishments;
- evidence of professional activity: e.g., copies of publications and articles; and

- a minimum of three and a maximum of five letters of recommendation from professional colleagues at Pratt and peers not affiliated with Pratt. The majority should come from the Pratt community but at least one should come from an outside professional.

The candidate shall be responsible for providing references to the committee chair, who will contact each individual and request a letter of recommendation to be sent directly to the committee chair. These letters shall be shared with the committee but not the candidate. The chair and the Director of Libraries shall also have access to these letters.

## **EVALUATION CRITERIA**

The candidate shall be evaluated primarily with regard to effectiveness of professional performance; professional development; research; and service to the Libraries, the Institute, and the profession.

### **EFFECTIVENESS OF PROFESSIONAL PERFORMANCE**

The committee shall consider the professional performance of the candidate appropriate to his or her appointment with regard to the major areas of librarianship listed below. The examples for each category are not to be considered comprehensive.

- **Collection development:** includes materials selection, collection analysis and evaluation, collection policy statements, replacement policies, weeding policies, acquisitions lists, development of vendor/publisher relationships, management of approval plans and blanket orders, management of serials, or other activities related to collection development.
- **Bibliographic control:** imposing or deriving an organizational structure to provide access to information resources (in any format) for effective retrieval. Included are: original cataloging, copy cataloging, online authority control, maintenance of circulation systems, preparation of in-house indexes or finding guides to materials and resources.
- **Reference service:** assisting users in the discovery, access, and utilization of information resources, including the performance of regularly scheduled reference service.
- **User education:** creating and providing research guides, maps, signs, tours; class presentations including participation in library-wide programs; preparation of exhibits highlighting collections or services; provision of aids for using the online catalog; workshops or lectures presented to library faculty and staff; and other teaching activities provided to students and faculty on campus, as well as other local and regional organizations.
- **Outreach/faculty liaison:** regular contact with faculty, students, and staff, both within the library and through other campus departments, including such activities as conducting workshops and assisting with departmental accreditation self-assessments.

- **Preservation:** includes selection and assessment of materials for preservation and replacement activities, managing preservation projects, application of preservation techniques to library materials, preservation training of staff.
- **Systems activities:** implementation, monitoring, and evaluation of systems (including, e.g., workflows, documentation, databases, and the library website), statewide systems governance organizations, and other systems organizations on campus.

### **PROFESSIONAL DEVELOPMENT**

As members of a profession, librarians are expected to keep pace with and contribute to the advancement of that profession. Library faculty should stay informed of advances and current thinking in their major areas of librarianship, and, where appropriate, in specialized subject fields, should have both breadth and depth of knowledge in those areas, and should be able to demonstrate success in applying that knowledge to strengthening the library's support of the educational and scholarly mission of the Institute. Also under consideration will be the faculty member's involvement in continuing education activities, such as:

- formal courses, online workshops/trainings,
- seminars,
- conferences and fairs,
- job-related staff training, and
- advanced degrees obtained or in progress.

### **RESEARCH**

Research is an important criterion for all library faculty, especially for promotion and tenure. Librarians are encouraged to make a direct contribution to knowledge in their respective fields of expertise and to share their professional expertise, knowledge, and findings. Although publication is desirable and encouraged, it is not mandatory, given the understanding that the duties of library faculty differ from those of teaching faculty. Therefore, considering the different workload of library faculty, their scholarly contribution should be weighted proportionately in the overall evaluation.

Scholarly and/or creative accomplishments are evidenced by:

- published or unpublished research,
- book reviews,
- editorships,
- translations,
- lectures and presentations at organized scholarly meetings,
- participation in panel discussions,
- organization of programs,
- teaching appointments,
- exhibitions, and

- receiving external support or competitive fellowships and awards.

#### **SERVICE TO THE LIBRARIES, THE INSTITUTE, AND THE PROFESSION**

Service includes active participation in library and Institute committees, and in the activities of professional associations at local, state, national, or international levels, or in educational, cultural or other activities furthering society at large.

Faculty are expected to represent the Libraries within the greater Pratt academic community. Consideration will be given to relevant Institute service, such as meaningful participation in the work of the Academic Senate, faculty committees, and other Institute-wide organizations and committees.

Rev. July 13, 2022

Rev. December 11, 2020

Rev. August 20, 2019

Rev. April 16, 2018

Rev. September 1, 2013

Rev. September 1, 2011

Rev. November 4, 2010

Rev. April 1, 2010

Rev. November 21, 2005

Created: October 16, 2001