Structures and Procedures of the Library Subcommittee for Appointment, Reappointment, Promotion, Tenure, & Salary Increase

APPENDIX C

Interpretation for the Library Faculty of the CRITERIA OF THE BOARD OF TRUSTEES regarding promotion and evaluation.
(SUNY Policies of the Board of Trustees, Article XII, Titles A & B.)
[last revised 4-17-13]

(a) MASTERY OF SUBJECT MATTER: The MLS or MSIS or equivalent degree is required. Other examples of mastery of subject matter include:

1. Degrees:
   e.g. Master’s degrees  - institution - year - subject field
       Doctorate        - institution – year – subject field
       Diploma         - institution – year – subject field
       License         - institution – year – subject field
       Degree in progress: Matriculated at (name of institution) and has completed (number) credit hours toward (kind of degree) since last evaluation (date).

2. Courses:
   e.g. German course  - institution - date
       Computer course - institution - date
       History course  - institution - date

3. Honors, Awards, and Grants:
   e.g. Phi Beta Kappa (year)
       Beta Phi Mu (year)
       Chancellor’s Award for Excellence in Librarianship (year)
       Grants from private foundations (year)
       Grants from federal, state and local agencies (year)

4. Reputation in library and information field:
   e.g. Elected or named to committees of national, regional, or state professional organizations.
       Consultant to (name) research organization (year)
       Citation by others in the discipline.

(b) EFFECTIVENESS IN JOB PERFORMANCE: As demonstrated by such things as proficiency within the specialization of one’s job, administrative ability, contributions to the effective operation of one’s department, interdepartmental cooperation, contribution to the overall goals of the Library, judgment of colleagues. These include:
1. Development and completion of objectives related to particular assignments and projects. Included as evidence are the following:
   In-house reports, technical manuals, web pages, operational or procedural guides (for staff and/or users) and exhibits.
   Analyses of significant local collections (their content and use), resources in specific fields of study, and/or examinations of the characteristics of resources new to the collection.
   Managerial reports that identify problems, recommend avenues of correction and discuss the probable ramifications of any solution taken.

2. Development and effective management of particular library systems, electronic resources or library databases, procedures and organizations:
e.g. Acquisitions
   Archives, Special collections
   Cataloging, circulation/reserve, and online catalog modules
   In-house microcomputer applications
   Interlibrary loan
   Reference
   Serials and documents

3. Judgment of colleagues:
e.g. Colleague questionnaire
   Support letters based on direct observation of job performance.

(c) SCHOLARLY ABILITY: Librarians participate in a wide variety of practice-based scholarship. Examples of these scholarships include but are not limited to:

   Professional publications based upon significant scholarly research (e.g. books or journal articles).
   Other publications (specify nature of publication)
   Papers presented at professional conferences.
   Completed work disseminated to professional audiences but not published.
   Software, services and/or programs resulting from significant research.

   Note: Work in progress should be reported under Section (e) CONTINUING GROWTH.

(d) EFFECTIVENESS OF UNIVERSITY SERVICE: As demonstrated by the following:

1. Successful committee work:
a. Departmental committees:
e.g. Agenda Committee – member – year, etc.
   Subcommittee on Appointment, Reappointment, Promotion and Tenure – member – year, etc.

b. College-wide committees:
e.g. Organization Committee – member – year, etc.
    Faculty Concerns Committee – member – year, etc.

c. State-wide, regional and national committees:
   e.g. SUNY Librarians Association
        New York Library Association
        Association of College and Research Libraries, Eastern Chapter
        American Library Association

2. Participation in local and university governance:
   e.g. Academic Senate – member – year, etc.
        Task Force – member – year, etc.

3. Work with students and community:
   a. Work with students:
      e.g. Undergraduate advising
           Availability to students
   b. Work with community:
      e.g. Voluntary participation in community development programs,
           contribution to one’s professional capacity.
           Service on boards of not-for-profit agencies, such as American Red Cross,
           United Way, etc.

(e). CONTINUING GROWTH: As demonstrated by the following:

   1. Reading, research or other activities to keep abreast of current developments in the
      library and information field:
      e.g. Current reading
           Research – new projects undertaken but still in their incipient stages as well as
           work in progress.
           Active participation (chairperson of seminar, discussion leader, etc) in national,
           regional, or state-wide professional conferences, or attendance at such
           conferences, or enrollment in graduate or post-graduate seminars, etc.
           Development of grant or other proposals.
   2. Being able to handle increased responsibility successfully:
      e.g. Assumption of new and/or additional responsibility in the Library.
           Effective contributions to committees that require demanding work since the
           candidate’s initial appointment at this college (in the case of tenure
           application), or since his/her last evaluation (in the case of promotion
           application).
           Effective contributions to the development of new programs/projects since the
           candidate’s initial appointment at this college (in the case of tenure
           application), or since his/her last evaluation (in the case of promotion
           application).
APPENDIX D

Application Procedures for Salary Increase

The Library Faculty follows the campus guidelines, as issued from the Office of the Provost/Vice President for Academic Affairs, in initiating and evaluating personnel action requests. In addition to the requirements detailed for salary increase applications, the library ARP & T subcommittee requires a brief cover statement (1-2 pages) summarizing the applicant’s reasons for requesting a salary increase.

[9-30-003]

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