

# **Academic Assembly of Librarians Temple University**

## **Process of Contract Renewal, Regular Appointment, and Promotion**

(Amended Dec. 1988, Dec. 1990, Dec. 1991, Sept. 1994, Feb. 2002, Aug. 2005, Sept. 2005, July 2016)

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## **INTRODUCTION**

The following information has been prepared by the Steering Committee and the Promotion and Regular Appointment Committee of the Academic Assembly of Librarians to assist librarians in the process of applying for contract renewal, regular appointment, and promotion.

The Academic Assembly of Librarians (AAL) is organized to foster the professional development and academic growth of librarians and to provide a means for broader professional staff participation in the development of the Temple University Libraries. The Promotion and Regular Appointment Committee (PARA) has been established in accordance with the agreement between the University and the Collective Bargaining Unit. The PARA Committee is elected by the bargaining-unit members of the AAL. This committee is charged by the membership to conduct peer reviews of librarians who are being considered for contract renewal, regular appointment, and promotion. The PARA Committee submits its recommendations to the Dean of Libraries. The final decision making processes are outlined in the agreement between the University and the Collective Bargaining Unit.

Librarians are responsible for planning their career activities so that they meet the requirements for contract renewal, regular appointment, and promotion at the appropriate time. Librarians must make sure that their personnel files are complete and must document their activities and achievements in preparation for evaluation by the PARA Committee. It is strongly recommended that librarians keep detailed records of tasks, accomplishments, meetings attended, service to the Library and/or University, etc., as evidence of meeting the prescribed criteria. Candidates must provide documentation to the PARA Committee that demonstrates how they meet each of the criteria. Librarians should also review their progress toward fulfilling requirements on a regular basis to avoid discovering at the last minute a gap in their activities. Complete information is needed so that the PARA Committee can evaluate fairly and thoroughly. It is recommended that all documents be hand delivered to a member of the PARA Committee.

In addition to the above mentioned documentation, the review process requires all librarians to identify at least two peers who can attest to some aspect of their job performance or professional accomplishments. Those in direct reporting line to the librarian, e.g., his or her Department Head and the Dean of Libraries, are not considered peers in this context. The peers identified by the librarian as being in a position to observe and evaluate his/her job performance should be contacted, well in advance of any deadline for submission, regarding their willingness to provide evaluations for the librarian. Peer review should be a continuous activity, not something initiated just prior to PARA's deliberations. See the Definitions in this document for additional details about peers.

This detailed explanation of the contract renewal, regular appointment, and promotion processes supplements Article 17, Appointment, Promotion and Termination of Service of Librarians, of the Agreement between Temple University and the Collective Bargaining Unit. The Promotion and Regular Appointment Committee recommends that all librarians read Article 17 of the contract, which is available on the TAUP website ([www.taup.org](http://www.taup.org)).

## **DEFINITIONS**

**Peers** – Those qualified to submit evaluations of librarians to the committees of the Academic Assembly of Librarians shall be: librarians, faculty members, and others whose position enables them to evaluate the candidate's performance of assigned duties or professional contributions. Examples of relevant peers include: fellow committee or task force members; other librarians within their department; librarians in other departments with whom they have considerable job-related contact; faculty with whom they have a close working relationship; and those who have read and judged their research and publications. Peers may be from institutions outside Temple University. Peers may not be anyone in the candidate's direct reporting line. (AAL)

**Personnel File** – The official personnel file, containing original documents, is kept in the Provost's office. The file in the Libraries' Administrative Services contains authorized copies. For the purposes of contract renewal and regular appointment, candidates and the committee will use the file kept in the library.

**Probationary Period** – The Collective Bargaining Agreement specifies that "The probationary period shall consist of a series of terms amounting to six (6) full years, except in the case of Librarians appointed during the year in which case it shall be a series of terms not exceeding six and one-half (6 ½) years. (TAUP/TU Agreement Article 17, A, 2, b)

## **PROCEDURES FOR CONTRACT RENEWAL AND REGULAR APPOINTMENT**

### **Newly hired librarians**

Newly-hired librarians who begin their positions between January and June are given an introductory contract that expires on June 30th following their appointment. The first contract (two years) is assumed at the time of hire. Newly-hired librarians who begin their positions between July and December are not given an introductory contract, but are given a first contract which will actually be slightly less than two years, that is, from the month they were hired through June 30<sup>th</sup> of their second year.

### **Contract Renewal and Regular Appointment Process**

**This process applies to all librarians applying for their second and third contracts**

*Specific dates must be set by the PARA Committee at the beginning of the academic year. Dates may need to be adjusted to allow sufficient time for the different steps of the process. The PARA Committee is responsible for announcing the dates to candidates, peers, supervisors, the Dean, and library administration.*

1. By [first Tuesday in December], the Promotion and Regular Appointment Committee (or PARA or the PARA Committee) and the Dean of Libraries receive from Administrative Services the names of candidates eligible for contract renewal or regular appointment effective July 1 of the following year.
2. By [first Tuesday in December], the Dean of Libraries informs department heads of the [first Friday in February] deadline for any additional performance evaluations for each librarian to be considered for contract renewal or regular appointment. Candidates who would like to have additional supervisory evaluations included in the personnel file for the committee to consider should initiate a request for such with their supervisors.
3. The PARA Committee notifies candidates by [first Tuesday in December] that they will be considered for contract renewal or regular appointment and that prior to consideration each candidate must initial each document in his/her personnel file to show that they have seen all its contents. The PARA Committee has access to everything in the personnel file. At the same time the PARA Committee requests the names of two or more peers, knowledgeable of the candidate's professional achievement, who have agreed to submit written assessments, to be submitted to PARA in writing by [first Friday in January]. Candidates are responsible for seeking agreement from their peers to provide these assessments. Candidates are also responsible for providing these peers with the information and documentation they might need.
4. By [second Friday in January] the PARA Committee informs selected peers of the [first Friday in February] deadline for submission of peer reviews.
5. Candidates for renewal of their second or third contract or regular appointment must provide the PARA Committee, by [fourth Friday in January], with a written statement explaining how they meet the criteria for the relevant contract renewal or permanent appointment. The candidate's documentation may also include supportive evidence such as letters of recommendation, publications, papers presented at professional or scholarly meetings, and a list of academic courses taken. It is the candidate's responsibility to provide the PARA Committee with a picture that makes it possible for PARA to evaluate the candidate's competence,

accomplishments, and professional development. Each new contract will require that the librarian document increased effectiveness in job performance and greater participation in professional activities.

A candidate's statement must include the following:

a) a description of professional responsibilities, assignments, and accomplishments that indicate effective job performance to the degree required by the relevant criteria.

b) a description of professional participation and service to the Library and/or University, when such participation is required by the criteria.

6. The PARA Committee evaluates the statements submitted, other supportive evidence, and the candidate's personnel file.

7. The PARA Committee may interview the candidate and may ask him/her for the names of additional peers who may be contacted. The Committee may also solicit the opinions of peers with relevant knowledge other than those initially asked by the candidate, provided the candidate agrees in advance to the individuals selected.

8. If there are any negative preliminary decisions, the candidate will be informed and may request an interview with the Committee within five (5) working days of receipt of notification.

9. When verbal interviews are conducted, careful notes, signed by all parties present, will be made and added to the materials submitted to the Dean of Libraries.

10. The PARA Committee makes its recommendation on information provided.

a) PARA Committee sends its recommendations and the reasons for them, in writing, to the Dean of Libraries by [fourth Friday in February], with copies of the recommendations to the candidates. The supporting documentation is hand-delivered to the candidates' personnel files. This date must be set so as to allow the Dean of Libraries time to give the obligatory 90 days prior notice for denial of a new contract. In the event that a librarian is not granted regular appointment, a terminal one year contract may be (TAUP/TU Agreement Article 17, A, 2, b, i).

b) Within twenty (20) days the Dean of Libraries sends his/her recommendations to the Provost, accompanied by the recommendations of the Committee, informing the candidates and their supervisors of his/her recommendations, with copies to the PARA Committee.

c) "The decision of the Provost or the Provost's designee must be given in writing within twenty five (25) days to the individual, the Dean of Libraries, and the Committee of the Academic Assembly." (TAUP/TU Agreement Article 17, F, 5)

d) The Dean of Libraries forwards his/her copies of the Provost's letters to the candidates' personnel files.

12. All materials reviewed by the PARA Committee will be permanently retained in the librarians' personnel files.

## **CRITERIA FOR SECOND AND THIRD CONTRACTS**

As approved by the AAL General Assembly, November 2015

### **The criteria for granting the second contract:**

1. Completion of the first contract.
2. The candidate must demonstrate effective professional performance by showing competence in a particular area of responsibility (e.g., reference services, cataloging, etc.). Major factors involved in job performance include ability to work effectively with others, attitude, initiative, dependability, responsibility, and – above all – work of good quality and quantity. The candidate must demonstrate growth in skills and responsibilities over the period under consideration. Evaluations by supervisors and peers are key elements in the determination of the quality of performance.
3. The candidate must demonstrate participation in professional activities at least at the minimal level (e.g. attending professional conferences/meetings, maintaining professional memberships, etc.) and service to the Library/University, at least at the minimal level, through participation in and availability for Library and/or University committees. The candidate must have taken part in AAL activities and have made himself/herself available for committee positions.

Candidates who come in at L1 will receive L2 rank if granted a second contract.

### **The criteria for granting the third contract (two years) are:**

1. Completion of the second contract.
2. Increasingly effective professional performance in a particular area of responsibility (e.g., reference services, cataloging, etc.). Major factors involved in job performance include ability to work effectively with others, attitude, initiative, dependability, responsibility, and – above all – work of good quality and quantity. The candidate must show continued improvement in areas in which he/she may have been noted as deficient in the supervisory and/or peer evaluations.
3. Substantive participation in professional activities and substantive service to the Library/University. The candidate must have made contributions by serving on Library or University committees.

Candidates originally hired at L2 will receive L3 rank if granted a third contract.

## **CRITERIA FOR REGULAR APPOINTMENT**

As approved by the AAL General Assembly, November 2015

The criteria for granting regular appointment:

1. Completion of the third contract.
2. Rank of L2 or higher.
3. The candidate must demonstrate a consistently high degree of competence in job performance, demonstrating mastery of the skills and techniques of his/her specialty, the ability to work without close supervision, and a comprehension of the Library's overall operations. Overall professional performance must be of high quality and quantity. The candidate should demonstrate skills in the organization of work, planning, decision-making, judgment, adaptability and (where applicable) supervisory ability.
4. Sustained significant participation in professional activities and significant service to the Library/University. Professional activities might include participation on committees of professional organizations, presentation of papers, publication of book reviews, or satisfactory course completion. Service could include contributions made while serving on Library or University committees.

Candidates at L2 will receive L3 rank if granted regular appointment.

## **EARLY APPLICATION FOR REGULAR APPOINTMENT**

In accordance with section 17.F.2., "Librarians may always be considered for completion of the probationary period after shorter periods of service than those specified above." Applicants must be at the L2 rank in order to apply early for regular appointment.

## **PROCEDURES FOR PROMOTION OUTSIDE OF CONTRACT RENEWAL AND REGULAR APPOINTMENT**

Librarians who choose to apply for promotion when it is not integrated with the processes of contract renewal and regular appointment (i.e. early promotion to L3 or promotion from L3 to L4) will follow the same procedures outlined above for contract renewal and promotion.

### **EARLY PROMOTION TO L3**

Librarians may apply for promotion to L3 early as long as they are in their third year as an L2. The criteria for promotion is the same criteria that the candidate would use for contract renewal (see above) in the following year. Candidates must convince the Promotion and Regular Appointment (PARA) Committee that they are deserving of early promotion to L3.

### **CRITERIA FOR PROMOTION FROM L3 TO L4**

Promotion to L4 is to be granted on the basis of exceptional achievement in the context of a major university library. The candidate must demonstrate consistently outstanding job performance which has resulted in a significant contribution to the Library's content or operations. Leadership ability should be an important factor.

1. Five years as L3.
2. Consistently outstanding job performance.
3. Significant professional activities.

The candidate must have made substantial professional contributions. Examples include (but are not limited to):

- professional organization committee activities;
- holding of elective professional organization positions;
- publications of bibliographic or subject-related importance;
- completion or near completion of a program of study.

The candidate must prove that he/she has made major contributions through service to the Library or University.

## **EXPLANATION OF CRITERIA**

### **1. Years of Service**

The years of service are seen as the period of time which would normally be necessary to prove a consistent level of activity by the candidate. Early promotion is granted only in exceptional cases and is not to be considered a normal occurrence in the promotion process. The candidate must prove not only that he/she meets the criteria for the level desired, but also that he/she has made a contribution outstanding enough to justify a waiver of the years-in-rank criterion.

### **2. Job Performance**

The work history of a candidate in the Temple University Libraries is a major determinant in qualifying a librarian for promotion to all ranks.

### **3. Non-Work Assignment Criteria**

There are two major groups of criteria in addition to job performance.

#### **A. Professional Activities**

There are a variety of activities which may be characterized as professional, including:

- 1) Activities related to professional library or subject-oriented organizations (e.g. American Library Association or American Historical Association). This would include membership, attendance at meetings and conferences, elective positions, and committee work.
- 2) Publications, which include book reviews, reviews of the literature, articles in library or subject journals, bibliographies, and monographs. This category does not include written materials for "in-house" distribution such as instructions for using specific areas or materials, guides for student or faculty assistance in using the library, and "guides to the literature" which are meant for distribution to library patrons. These materials are considered as part of job performance.
- 3) Continuing education, including workshops or course completion. The candidate must prove the activity's relevance to his/her professional position and/or academic librarianship.
- 4) Public presentations, lectures, and teaching assignments by the candidate. Presentations to professional groups, participation in panel discussions, and teaching a subject-oriented course are examples. Teaching a section of the library instruction course and lectures on specific library functions or collections are considered as part of job performance.

#### **B. Service to the Library/University**

This category involves the contribution of librarians to the betterment of the Library and/or University through non-assigned work within the system.

1) Library service: includes service on committees of the AAL, in AAL elective positions, and on Library committees.

2) University service: includes service on Collective Bargaining Unit committees and in elective positions and University committees.