

# **Library Department**

## **Bylaws**

**University of Wisconsin-La Crosse**

# Contents

---

<b>I. Library Department Bylaws</b> .....	<b>4</b>
<b>II. Organization and Operation</b> .....	<b>4</b>
<b>A. Preamble</b> .....	<b>4</b>
1. Mission .....	4
2. Brief History of the Library Department .....	4
<b>B. Meeting Guidelines</b> .....	<b>5</b>
<b>C. Definitions of Membership &amp; Voting Procedures</b> .....	<b>5</b>
<b>D. Definitions of Quorum and Majority</b> .....	<b>5</b>
<b>E. Changing by-laws</b> .....	<b>6</b>
<b>III. Faculty/Staff Responsibilities</b> .....	<b>6</b>
<b>A. Faculty</b> .....	<b>6</b>
<b>B. Instructional Academic Staff Responsibilities and Expectations</b> .....	<b>6</b>
<b>C. Non Instructional Academic Staff Responsibilities and Expectations</b> .....	<b>7</b>
<b>D. Student Evaluation of Instruction</b> .....	<b>7</b>
<b>IV. Merit Evaluation (Annual Review)</b> .....	<b>7</b>
<b>A. Evaluation Processes &amp; Criteria</b> .....	<b>8</b>
<b>B. Distribution of Merit Funds</b> .....	<b>9</b>
<b>C. Appeal Procedures</b> .....	<b>9</b>
<b>V. Faculty Personnel Review</b> .....	<b>9</b>
<b>A. Retention (procedure, criteria and appeal)</b> .....	<b>10</b>
<b>B. Tenure review and departmental tenure criteria</b> .....	<b>12</b>
<b>C. Post-Tenure Review</b> .....	<b>14</b>
<b>D. Faculty Promotion Procedures (procedure, criteria and appeal)</b> .....	<b>14</b>
<b>E. Review of Faculty who are School of Education affiliated faculty</b> .....	<b>16</b>
<b>VI. Instructional Academic Staff Review</b> .....	<b>16</b>
<b>A. Annual Review</b> .....	<b>16</b>
<b>B. IAS Promotion Procedures</b> .....	<b>16</b>
<b>C. Appeal Procedures re: Annual Review</b> .....	<b>16</b>
<b>VII. Non-Instructional Academic Staff Review</b> .....	<b>16</b>
<b>A. Annual Review</b> .....	<b>17</b>
<b>B. Career Progression Procedures</b> .....	<b>17</b>
<b>C. Appeal Procedures re: Annual Review</b> .....	<b>17</b>
<b>VIII. Governance</b> .....	<b>17</b>
<b>A. Department Chair</b> .....	<b>17</b>
<b>B. Standing Departmental Committees</b> .....	<b>18</b>
<b>C. Departmental Programmatic Assessment Plan</b> .....	<b>20</b>
<b>D. Additional Departmental Policies</b> .....	<b>20</b>
1. Sick leave.....	20
2. Salary Equity Policy .....	20

3. Statement of Work Obligations .....	21
4. Participation in Conferences and Professional Activities .....	21
5. Faculty Qualifications .....	22
6. Sabbaticals .....	22
7. Summer Compensation .....	23
8. Procedures for Updating Position Descriptions.....	23
<b>IX. Search and Screen Procedures .....</b>	<b>23</b>
<b>A. Tenure-track faculty .....</b>	<b>24</b>
<b>B. Instructional Academic Staff .....</b>	<b>24</b>
<b>C. Pool Search .....</b>	<b>25</b>
<b>D. Non-Instructional Academic Staff.....</b>	<b>25</b>
<b>E. Hiring of Faculty and IAS who are School of Education affiliated faculty .....</b>	<b>25</b>
<b>X. Student Rights and Obligations .....</b>	<b>25</b>
<b>A. Student Course- and Faculty-Related Concerns, Complaints, and Grievances.....</b>	<b>25</b>
<b>B. Expectations, Responsibilities, and Academic Misconduct .....</b>	<b>26</b>
<b>C. Advising Policy.....</b>	<b>26</b>
<b>XI. Other .....</b>	<b>27</b>
<b>A. Emeritus Status .....</b>	<b>27</b>
<b>XII. Appendices .....</b>	<b>27</b>
<b>A. Department statement on scholarship .....</b>	<b>27</b>
<b>B. Definition of Librarianship .....</b>	<b>28</b>
<b>C. Merit Evaluation Instructions and Rubric .....</b>	<b>29</b>

# I. Library Department Bylaws

---

*Note: URLs in these by-laws are provided for convenience and should be reviewed regularly for accuracy.*

## II. Organization and Operation

---

Department members are governed by six interdependent sets of regulations:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UWL policies and rules;
4. College policies and rules;
5. Shared governance by-laws and policies for faculty and academic staff; and
6. Departmental by-laws.

### A. Preamble

#### 1. Mission

As faculty in a student-centered teaching library, Library Department members strive to ensure that UWL students graduate as information literate citizens with the ability to recognize when information is needed, and with the ability to locate, evaluate, and use information effectively and ethically. We set Murphy Library's curriculum for teaching, which encompasses all aspects of librarianship. We are responsible for managing information by selecting, organizing, providing access to, and preserving physical and online information resources, and we take responsibility for assisting and educating others in the effective utilization of such resources. We contribute to the growth and progress of the discipline of library and information science through scholarship, and we serve our colleagues, peers, and community through professional service activities.

#### 2. Brief History of the Library Department

Librarians at UW-La Crosse have held faculty status since 1964. Library Director Dr. Roy Nelson Van Note insisted on faculty status for librarians, and the faculty senate endorsed it. One prominent faculty member said that even more than teaching faculty, librarians should hold the protections of academic freedom. After the merger of the Wisconsin State University System and the University of Wisconsin in 1974, the Wisconsin State Statutes 36.15 (2m) stated that those campuses on which librarians held faculty status would continue to hold faculty status unless the campus chancellor and the faculty agreed to a status change.

In 1976, as Chancellor Kenneth Lindner was hiring more new faculty as academic staff, he proposed that all new UWL librarians be hired as 12-month academic staff. The faculty senate sided with the librarians, endorsing their continued faculty status.

Chancellor Lindner decided that if the librarians were faculty, they should be organized and structured as a faculty department, with an elected chairperson and a governance structure. Dale Gresseth was elected chairperson and moved into the director's office.

With the help of several teaching faculty advisors, outside consultants, workshops, and other formal and informal efforts, librarians learned how to function as an academic department. The consultants felt, however, that this new department structure was not workable in administrative matters, and recommended that a new director be hired.

The establishment in 1976 of an academic Library Department was initially fraught with disarray, but has evolved to become a valuable asset for the university. Librarians continue to be strong proponents of self-

governance and serve as partners alongside teaching faculty in the mission of the University.

## **B. Meeting Guidelines**

Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/>) and WI state opening meeting laws ([http://www.doj.state.wi.us/AWP/2007OMCG- PRO/2007\\_ OML\\_Compliance\\_Guide.pdf](http://www.doj.state.wi.us/AWP/2007OMCG-PRO/2007_OML_Compliance_Guide.pdf), summary at <http://www.uwlax.edu/hr/employment/PeopleAdmin/Tools/OpenMeetingsRules-Summary.htm> ).

1. Department meetings will be held at least monthly during the regular academic year, except for January, unless the meeting is canceled by a Department vote. Special meetings may be called as needed, if requested by the chairperson or by at least 25 percent of the department membership.
2. Guidelines for Convening Department and Committee Meetings are kept by the department chair at: <https://uwlac.instructure.com/courses/42802/pages/guidelines-for-convening-department-and-committee-meetings>
3. All department and committee meetings shall have a secretary as designated by the meeting convener. Meeting minutes shall be drafted and distributed by the secretary. Guidelines for Department and Committee Minutes are kept by the department chair at: <https://uwlac.instructure.com/courses/42802/pages/guidelines-for-department-and-committee-minutes>
  - a. For department meetings, the duties of the department secretary shall be rotated among the department members on a monthly basis, according to a schedule set at the first department meeting of the fall term.

## **C. Definitions of Membership & Voting Procedures**

1. All members of the department, with the rank of instructor or above, or with academic staff appointment, shall have equal voting privileges.
2. A majority of the departmental membership shall be able to cut off debate and to call for the vote on the question.
3. In accordance with state statute, all votes shall be public except elections of department officers. To ensure full participation, a majority of members present at any meeting may request that a mail ballot, with signed ballots, be conducted. Such ballot shall be completed by the next regular department meeting. In addition, any department member may request a roll-call vote on any matter decided at the department meeting.
4. Significant personnel decisions (reappointment, retention, tenure, promotion, PTR) should always be roll call votes (whether conducted in open or closed session).
  - a. Such votes are conducted by signed paper ballot. Ballot results shall be announced by the committee chair in the meeting, and the ballots themselves shall be stored by the department chair for seven years before being destroyed.

## **D. Definitions of Quorum and Majority**

1. Two-thirds of the members shall comprise a quorum at departmental meetings during the academic year. Their decisions shall be binding on members.
2. The chairperson may declare a quorum of less than two-thirds of the members; however, all decisions made at chairperson-declared-quorums shall be reviewed by the department at its next meeting.
3. Two-thirds of the members employed during the summer session shall comprise a quorum at departmental meetings during the summer session.

## E. Changing by-laws

1. Organization and procedures of the bylaws:
  - a. Shall be amended by two-thirds vote of the membership. Policies pertaining to personnel issues, which are the responsibility of the ranked faculty or of the tenured faculty as outlined within this document, may be amended only by the appropriate responsible group.
  - b. Proposals shall be presented to the members at least two weeks before enactment.
2. These bylaws shall become effective upon acceptance by a two-thirds vote of the membership of the department.

## III. Faculty/Staff Responsibilities

---

### A. Faculty

Faculty responsibilities are referenced in section IV of the Faculty Senate Policies entitled "Responsibilities of Departments, Department Members and Department Chairpersons." (<http://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/>).

According to the UW-La Crosse Ranked Faculty Workload Policy (Faculty Senate Policies VIII.B.), "By statute, faculty workload has three components: teaching, scholarly activity, and service."

#### 1. Librarianship (Teaching)

Under the Faculty Senate Policy IV.A., "the primary function of a department is to teach in its discipline(s)." For the Library Department, teaching in our discipline means the practice of librarianship. See [Appendix B. Definition of Librarianship](#).

The Library Department furthermore maintains a position description detailing librarianship responsibilities specific to each position in the department.

#### 2. Scholarship

UWL faculty are also responsible for "making contributions of scholarly and other creative activities in the discipline(s)." (Faculty Senate Policy IV.B.) For the Library Department, the discipline is librarianship. See [Appendix A. Department statement on scholarship](#) in the discipline of librarianship.

#### 3. Service

UWL faculty have professional service responsibilities as well (Faculty Senate Policy IV.D.):

- a. Contributing to the university through participation in faculty governance or other university service.
- b. Actively participating in the functions of the department.
- c. Contributing to and participating in professional organizations.
- d. Utilizing their professional expertise and interest through participation in community and other organizations.

### B. Instructional Academic Staff Responsibilities and Expectations

In the UW System, the primary responsibility of instructional academic staff is to provide for credit instruction and training to students in an academic discipline. See UW System Administrative Policy 1276 (formerly TC 2) Appendix 1A: UW System Faculty, Academic Staff, Limited Appointee, Student Assistants and

Employees-in-Training Title Definitions Book <https://www.wisconsin.edu/uw-policies/download/1276-Appendix-1A.pdf>

Requests for IAS hiring will be presented to the Library Director. The request will indicate one of the standard titles from the lecturer or clinical professor series <https://www.uwlax.edu/human-resources/classification--recruitment/classification/> and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. See Faculty Senate Articles, Bylaws and Policies <https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/>.

### **C. Non Instructional Academic Staff Responsibilities and Expectations**

### **D. Student Evaluation of Instruction**

Faculty Senate has adopted policies and procedures for student evaluation of instruction (SEI) that apply to all UWL instructors teaching credit-bearing courses associated with degree-granting programs.

The department will follow the UWL SEI policy and procedure available on the Faculty Senate webpage (<https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/#tm-student-evaluation-of-instruction--sei>) Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion for ranked faculty and for renewal and promotion of Instructional Academic Staff in the form of (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. For ranked faculty contract-renewal and both faculty and IAS promotion these numbers will be reported using the Teaching Assignment Information (TAI) form. The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivation item and the composite, and the minimum and maximum composite SEI for the department.

## **IV. Merit Evaluation (Annual Review)**

---

### **Summary**

Under the merit system adopted by the Faculty Senate on April 7, 1977, "Distribution of merit compensation shall be determined by the individual departments or functional equivalents according to their by-laws and/or other departmental rules and regulations." "Each department or functional equivalent shall be allotted the authorized percentage of merit which multiplied by the total departmental payroll shall constitute the compensation to the distributed."

The Library Department's merit evaluation system also contributes to meeting the requirements of Unclassified Personnel Rules [UWS 3.05/UWL 3.05](#), where it is stipulated that performance of all faculty members shall be reviewed annually, and that the areas of review shall include teaching (librarianship), scholarship, and service (professional and university).

Merit evaluation results may also be used to determine eligibility for UWL, UW System, or state pay plans (one-time payments or base salary increases).

The results of merit reviews for all ranked faculty who have completed at least one academic year at UWL are due to the Library Director on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending May 31.

## A. Evaluation Processes & Criteria

Evaluation criteria consist of librarianship, scholarship, and service. Of these, librarianship is most important in the evaluation of department members and is most heavily weighted (see [Merit Evaluation Instructions and Rubric - Appendix C](#)). For explanations of librarianship, scholarship, and service, see section [III. Faculty/Staff Responsibilities](#). All activities being evaluated must have been completed (e.g. published, presented, etc.) within the year of review.

Merit evaluation for tenured members of the Library Department will be completed by the Merit Evaluation Committee. Merit evaluation for probationary members of the Library Department will be completed by the Tenure and Promotion Committee during retention reviews. Review committees shall use the review instructions detailed in [Appendix C](#) to assign each reviewee one of three possible merit designations: *no merit*, *merit*, and *high merit*.

### 1. Faculty

#### a. Probationary

A merit evaluation is incorporated into each retention review and the tenure review. See Bylaws section [V. A. Faculty Personnel Review Retention \(Procedure\)](#) for instructions regarding documentation to be submitted.

#### b. Tenured

- i. Merit evaluations for tenured librarians are conducted in the fall by the department's Merit Evaluation committee.
- ii. Documentation submitted by the librarian being reviewed shall consist of an e-portfolio report titled "INDIV: Activities Report (Annual Faculty/IAS; Merit; Post-Tenure)" for the most recent academic year (June 1 - May 31).

Note: Reports must be submitted in PDF format, and all attachments should be uploaded to Digital Measures in PDF format.

Documentation shall also include a 1-2 page Review Narrative describing accomplishments of the past year and professional goals for the upcoming year. The accomplishments and goals should address librarianship, scholarship, and service as described in [IV. A](#). The e-portfolio report should include a hyperlink to the review narrative.

- iii. Documentation shall be due to the chair of the Merit Evaluation committee by October 1.
- iv. The Merit Evaluation committee convenes to consider and determine a merit evaluation category for each eligible tenured department member ([Appendix C](#)). Tenured librarians serving on the Merit Evaluation committee do not take part in deliberations on their own merit evaluation. They are excused from such proceedings.
- v. Results of each merit evaluation (the final rubric as completed by the committee) shall be shared with the librarian being reviewed and the department chair within a week of the review meeting and no later than December 1.
- vi. Finalized merit evaluations must be reported by the department chair to the library director by December 15.
- vii. Individual committee members' rubrics shall be destroyed after evaluations are finalized.



## 2. Department Chair

According to Faculty Senate Policy VI. Remuneration of Department Chairpersons, B. Reduction of Load:

1. Department chairpersons are to be assigned a reduced load depending on department size:

- a. A reduction of one-quarter time for a chairperson of a department with fewer than 10 full-time faculty positions.
- b. A reduction of one-half time for a chairperson of a department with 10 or more full-time faculty positions.

In the Library Department, merit evaluations of the department chair shall take such a shift in workload expectations into account.

### B. Distribution of Merit Funds

As authorized under the Faculty Senate merit system (see the beginning of [Section IV](#)), the Library Department has determined that any merit compensation allocated to the department is to be divided evenly among all department members who received a positive merit designation in their most recent merit review.

### C. Appeal Procedures

Department members may request reconsideration of their merit evaluation by the committee that conducted the review. Requests must be made in writing to the chair of the committee within one week of receiving the merit evaluation results. The request must specify the designation being requested and include reasoning to support the request. The committee will convene a reconsideration meeting within one week after receiving the reconsideration request. The department member requesting the reconsideration may address the committee at the meeting and should be available to answer questions. The committee will then excuse the department member being reviewed and re-determine a merit evaluation outcome for that department member. Results of the merit evaluation reconsideration shall be communicated in writing to the department member being reviewed.

## V. Faculty Personnel Review

---

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) <https://www.uwlax.edu/human-resources/unclassified-personnel-rules/>

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. ([UWL 3.05\(1\)](#)) A faculty member who wishes to be reviewed going forward using criteria that were adopted after their hire should indicate the decision in writing to the department chair; the decision would not affect any review to be conducted within the next 6 months following this notification.

The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after **September 1, 2020.**

The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.

## A. Retention (procedure, criteria and appeal)

### Summary

The Tenure and Promotion Committee reviews the performance of probationary faculty for the purpose of retention.

Each retention review is either a non-contract (non-voting) review or a contract review, depending upon the status of the probationary faculty member's current contract. A contract review results in a vote on whether to offer a new contract to extend the probationary period.

An initial retention review is conducted in the spring for faculty who started in the fall of their 1<sup>st</sup> year of hire. Faculty who start in the spring semester do not undergo a retention review in their 1<sup>st</sup> year of hire.

Beginning with the fall of the 2<sup>nd</sup> year of hire, retention reviews shall be conducted in the fall of each year of the probationary period leading up to the [tenure review \(V.B.\)](#).

Standard contracts are currently two years in duration, but one-year contracts may also be granted. Assuming two-year contracts throughout the typical 7-year probationary period, contract reviews would be conducted in the fall of the 2<sup>nd</sup> and 4<sup>th</sup> years of hire, while non-contract reviews would be conducted in the fall of the 3<sup>rd</sup> and 5<sup>th</sup> years of hire.

The Committee may call for an interim review for additional feedback on performance and position expectations, if needed.

A merit evaluation using the [criteria and categories specified at IV.A.](#) shall be incorporated into each retention review and the tenure review.

### Criteria

Decisions relating to renewal of appointments shall be made in accordance with institutional rules and procedures which shall require an evaluation of teaching, research, and professional and public service and contribution to the institution. (See UWS 3.06 (1)(b), [https://docs.legis.wisconsin.gov/code/admin\\_code/uws/3/06/1/b](https://docs.legis.wisconsin.gov/code/admin_code/uws/3/06/1/b))

Library Department ranked faculty have librarianship, scholarship, and service responsibilities, see [III. Faculty/Staff Responsibilities](#).

The members of the Tenure and Promotion Committee shall use submitted materials to evaluate the librarianship, scholarship and service of each probationary faculty member.

For earlier retention reviews, it is expected that the primary focus will be on learning roles and responsibilities and establishing a pattern of success in the specific librarianship functions of the position as detailed in the position description. While always encouraged, documented professional development activities would be particularly appropriate during the beginning of the probationary period.

By the middle of the probationary period, building on evidence of growth in librarianship and fulfillment of position responsibilities, a record of successful professional and public service and contribution to the institution are expected to emerge.

Toward the end of the probationary period, further building upon established patterns of growth in librarianship and service, a demonstrated record of successful scholarship in the discipline of librarianship is expected to ensure a positive review decision. Such scholarly activities that establish a foundation for an ongoing program of research, publication, and professional presentation are especially valued. (See also [V.B. departmental tenure criteria.](#))

## Procedure

1. At least 20 calendar days prior to the review meeting ([UWS/UWL 3.06](#)), the chair of the Tenure and Promotion Committee shall notify the probationary faculty member of the meeting. The Tenure and Promotion Committee will request in writing that the probationary faculty member submit materials in support of their retention or tenure at a date determined by the committee.

Your materials should document and provide evidence of activities and accomplishments, relevant to the criteria stated above, from date of hire at UWL, and should be submitted using the reporting functions of the electronic portfolio system (Digital Measures).

A 1-2 page retention narrative summarizing and reflecting upon accomplishments since the last contract retention review is also expected. Include your professional goals for the upcoming year in order to demonstrate your plans for continued progress toward tenure. This document should be uploaded into the electronic portfolio to ensure its inclusion with the submitted materials.

Faculty members may also solicit additional written and signed commentary at their discretion and include them as teaching, scholarship, or service evidence in their electronic portfolio.

2. The candidate submits two Digital Measures electronic reports via email to the committee chair:
  - a. The report titled "INDIV: Activities Report (Annual Faculty/IAS; Merit; Post-Tenure)" *for the most recent academic year (June 1 - May 31)*. (This report is consulted for merit evaluation.)
  - b. The report titled "INDIV: Personnel Report (Faculty/IAS Promotions/Retention/Tenure)" for all years at UWL *since date of hire until date that report is drawn*. (This report includes a link to the uploaded narrative.)

*Note:* Reports must be submitted in PDF format, and all attachments should be uploaded to Digital Measures in PDF format.

Latest Digital Measures instructions: <https://www.uwlax.edu/academic-affairs/retention-at-uwl/>

Departmental DM guidance:

<https://docs.google.com/document/d/1XdILbhLPBCI-4zx99g4nTdkjI4XA559kjp2rUvGGPso/edit?usp=sharing>

3. The committee chair also will solicit written and signed commentary, to be submitted in paper format to the department chair, from Murphy Library staff not on the committee and from the library director. Any comments received shall remain confidential within the committee. All copies are retained by the department chair in the candidate's file and are destroyed after the tenure process.
4. The review meeting with the Tenure and Promotion committee will consist of: (1) committee time without the probationary faculty member to discuss the submitted materials and potential questions for the candidate; (2) opportunity for the probationary faculty member to meet with the committee to highlight accomplishments, discuss the submitted materials, and answer committee questions; and (3) committee time without the probationary faculty member for discussion, a formal vote on the retention or tenure of the candidate if the review is a contract review, and to begin the process of writing a review letter regarding the candidate.
5. If the review was a contract review, immediately following the review meeting, the Tenure and Promotion Committee Chair and the Library Department Chair will meet with the probationary faculty member to verbally share the outcome of the vote. The department chair will confirm the outcome in writing via email to the candidate within 7 calendar days of the review meeting. ([UWL 3.06\(2\)](#))

6. Within 14 calendar days of the review meeting, or within 10 days of a non-renewal decision if so requested by the candidate in writing ([UWL 3.07\(2\)](#)), the committee will complete a review letter. If the review was a contract review the letter will include the date of the vote, the numerical outcome, and a clear indication of a 1 or 2 year contract recommendation. The letter will include the committee's review of the strengths and weaknesses of the faculty member's librarianship, scholarship and service, with particular attention to the time since the last contract review, and it will also include specific recommendations for the next review period.
7. The committee chair will deliver paper and electronic copies of the committee's letter to the candidate and to the department chair.
8. The department chair transmits the candidate's Annual Activity Report, the candidate's Personnel Report, and the departmental Digital Measures report titled "DEPT: Personnel Supporting Materials" (includes link to committee's review letter) to the Library Director via email as specified at <https://www.uwlax.edu/academic-affairs/retention-at-uwl/>  
If the review was a non-contract review, the department chair also transmits the same packet of materials via email to Human Resources.

### **Reconsideration and appeal**

See [UWL 3.07](#) for procedures regarding the reconsideration of a departmental decision of non-renewal of a probationary faculty member's appointment. If the faculty member wishes a reconsideration of the initial non-renewal recommendation, they shall request a reconsideration meeting in writing within two weeks (14 calendar days) of the receipt of the copy of the review letter. (UWL 3.07(3))

See [UWL 3.08](#) for procedures regarding the formal appeal of a departmental decision of non-renewal of a probationary faculty member's appointment.

### **Interim Review**

If deemed useful, the Committee may schedule one or more interim reviews as an outcome of a contract or non-contract review. The structure of interim reviews will be determined by the committee and may or may not follow the procedures for contract and non-contract reviews.

## **B. Tenure review and departmental tenure criteria**

### **Criteria**

Tenure decisions shall be made in accordance with institutional rules and procedures which shall require an evaluation of teaching, research, and professional and public service and contribution to the institution. (See UWS 3.06 (1)(b), [https://docs.legis.wisconsin.gov/code/admin\\_code/uws/3/06/1/b](https://docs.legis.wisconsin.gov/code/admin_code/uws/3/06/1/b))

Library Department ranked faculty have librarianship, scholarship, and service responsibilities, see [III. Faculty/Staff Responsibilities](#).

The members of the Tenure and Promotion Committee shall use submitted materials to judge each candidate's performance in the areas of librarianship, scholarship and service. To ensure a positive tenure decision, candidates are expected to have established:

- A pattern of success in librarianship. For probationary faculty, this refers to the specific librarianship functions of the position as detailed in the position description.
- A demonstrated record of successful scholarship in the discipline of librarianship. At least one peer-reviewed journal article is strongly encouraged to ensure a positive tenure decision.

- A record of successful professional and public service and contribution to the institution.

## 1. Probationary faculty

The department's contract retention review procedures ([V.A.Procedure](#)) are used (including those procedures for reconsiderations and appeals) with the following modification: In place of the 1-2 page retention narrative, the candidate submits a tenure narrative no longer than 5 pages that encompasses the full length of service as a member of the Library Department.

## 2. Library Director finalists

See also: Provost's Office policy on [Concurrent Tenure Lines for Administrative Positions](#)

The Library Director position is an administrative, "dean-like" position. The appointment type is Limited Appointee (which is not a faculty appointment).

Traditionally, such positions at UWL are offered with concurrent (and inactive) appointment in an academic department. Specifically, the Library Director appointment is normally made with a concurrent/inactive appointment in the Library Department.

The faculty appointment remains inactive so long as the Library Director appointment remains active. However, should the individual's appointment as Library Director be discontinued while the individual was to remain at UWL, the individual would become a member of the faculty and of the Library Department, with rank and tenure status as had been provided for upon the appointment as Library Director.

While concurrent/inactive **rank** (assistant, associate, full) is determined exclusively by the Provost, the determination regarding concurrent/inactive **tenure** status in the Library Department is made by the tenured members of the department (who make all tenure decisions on behalf of the department). The tenured members of the department comprise the department's Tenure and Promotion Committee.

### Procedure

1. Once the search committee is formed and has elected a chair, the Library Department chair should share and discuss this process with the search committee chair.
2. As part of the on-campus interview day schedules for each finalist, the search committee should incorporate exclusive time with the Library Department's Tenure and Promotion Committee (for example, a breakfast). These should not be structured as interview sessions. They should, however, provide an opportunity for Tenure and Promotion Committee members to learn more about the finalist's accomplishments in librarianship, scholarship, and professional service as detailed in their vita, and for Tenure and Promotion Committee members to discuss Library Department criteria for tenure decisions with the finalists.
3. In advance of each finalist's visit to campus for their interview days, the Provost Office notifies them of their right to be present for a departmental meeting regarding a concurrent appointment to a tenured faculty position under Wis. Stats., 19.85(1)(b). Such a meeting would be held after their visit. They must express their interest in joining remotely in advance of their visit.
4. Once finalist on-campus interview days/schedules are announced, the Library Department chair should contact the Provost Office to verify whether any of the finalists indicated that they want to be present (remotely) for the department's tenure decision.
5. The department chair works with the chair of the department's Tenure and Promotion Committee to schedule (following open meetings notice requirements, including reference to 19.85(1)(b)) a meeting of Tenure and Promotion where tenure decision votes for **all** of the finalists, listed by name,

are on the agenda, with separate allocations of meeting time scheduled for each tenure decision consideration. The meeting should be scheduled after the last finalist has departed campus, but before the search committee meets to make its final recommendation to the Provost.

6. The results of the vote(s) are immediately relayed by email by the department chair to the Provost. A simple email with the date, the vote(s), and outcome of the vote(s) suffices.

### **C. Post-Tenure Review**

#### **Criteria**

Under the UWL Post Tenure Review Policy, The PTR Committee must “consider and report on the faculty member’s performance in each of the three areas of teaching, scholarship, and service.”

Library Department ranked faculty have librarianship, scholarship, and service responsibilities, see [III. Faculty/Staff Responsibilities](#).

Over the time period since the previous post-tenure review (or, in the case of the first post-tenure review, over the time period since the tenure decision), the tenured faculty member is expected to demonstrate:

- A continued pattern of success in the specific librarianship functions of the position as detailed in the position description.
- A continued record of successful scholarship in the discipline of librarianship.
- A continued record of successful professional and public service and contribution to the institution.

#### **Policies/procedures**

The department follows the UW-La Crosse Post Tenure Review Policy regarding post-tenure review <https://www.uwlax.edu/human-resources/post-tenure-review-policy/>

UWL’s Post Tenure Review Policy is based on the Regent Policy Document 20-9 entitled “[Periodic Post-Tenure Review in Support of Tenured Faculty Development](#).”

Post-tenure reviews are administered by the department’s Post-Tenure Review (PTR) Committee. The PTR committee will meet to review the faculty member’s materials and determine whether the faculty member 1) meets expectations or 2) does not meet expectations.

Material submitted to the PTR Committee for consideration shall include a “Post Tenure Report” as generated by the electronic faculty activity portfolio system, as well as a five-year summary, perhaps based on the annual job summaries, two to five pages in length. The faculty member will store the five-year summary in the E-portfolio system.

The committee chair also will solicit written and signed commentary, to be submitted in paper format, from Murphy Library staff not on the committee and from the library director. Any comments received shall remain confidential within the committee. All copies are destroyed after the review process.

### **D. Faculty Promotion Procedures (procedure, criteria and appeal)**

The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/Human-Resources/Faculty-Promotion-Resources/> See also: Provost Promotion Resources <https://www.uwlax.edu/academic-affairs/provost-promotion-resources/> Promotion decisions are made by the Faculty Senate Joint Promotion Committee (JPC). The Library Department’s Tenure and Promotion Committee shall function as the Department Promotion Committee for the purpose of recommending candidates for promotion to JPC.

## Criteria

According to Faculty Senate Bylaw R. The Joint Promotion Committee (<https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/>), criteria include teaching, scholarship, professional and public service, and contributions to the university.

Library Department ranked faculty have librarianship, scholarship, and service responsibilities, see [III. Faculty/Staff Responsibilities](#).

In evaluating candidates for promotion, the members of the Joint Promotion Committee are required to use the general performance and achievement criteria specified in UWL's Faculty Personnel Policies and Procedures (Appendix B of the Guide to Faculty Promotions and Portfolio Development at UW-La Crosse contains these criteria). Those criteria specify minimum standards of educational preparation and experience and describe levels and kinds of achievements expected of each of the academic ranks. Additionally, each department is to have developed criteria for the evaluation of faculty for the purpose of promotion. Library Department promotion criteria include:

### 1. From Assistant to Associate Professor

- Faculty member who is well respected within the department for excellence in librarianship, including a demonstrated sustained pattern of success in the specific librarianship functions of the position as detailed in the position description.
- Faculty member with an established scholarly program in the discipline of librarianship. Such a program should include a series of professional conference presentations and multiple published articles, including at least one peer-reviewed journal article contributing to the discipline of librarianship.
- Faculty member who has taken an active role in service to the department and participates in university and professional service.

### 2. From Associate Professor to Professor

- Faculty member who has demonstrably emerged regionally or nationally as a recognized, respected leader among peers within the discipline of librarianship.
- Faculty member who demonstrates a sustained record of accomplishment in librarianship, including a demonstrated sustained pattern of success in the specific librarianship functions of the position as detailed in the position description.
- Faculty member with a mature program of scholarship in the discipline of librarianship. Such a program should include a series of professional conference presentations and multiple published peer-reviewed journal articles contributing to the discipline of librarianship.
- Faculty member who has demonstrated substantial and sustained service to the university, Murphy Library, or profession.

## Procedure

1. The candidate seeking promotion notifies the Tenure and Promotion Committee of their intent to seek promotion no later than the August before promotion portfolios are due; however, earlier notification is preferred to give the candidate and committee time to develop materials more thoroughly.

2. At least 35 days before the committee deadline to forward its recommendation to the library director, the candidate shall submit a promotion portfolio to the Tenure and Promotion chair.
3. Upon candidate's portfolio submission, the Tenure and Promotion Committee will review, discuss and make recommendations to the candidate.
4. After receiving feedback from the Tenure and Promotion Committee, the candidate has seven days to consider the committee's recommendations and submit a final portfolio to the Tenure and Promotion Committee.
5. The Tenure and Promotion Committee votes on whether to recommend the candidate for promotion.
6. For those candidates recommended by the committee for promotion, the department chairperson shall transmit the committee's letter and candidate's portfolio to the Library Director. A copy of the letter shall be provided to the candidate at least one day prior to the submission of the promotion file to the Library Director and within seven days of the departmental decision.

### **Reconsideration and appeal**

Within seven days of receiving the written reasons for a negative departmental decision, the candidate may, by writing to the department chairperson, request reconsideration by the Tenure and Promotion Committee. See the "Department Procedures for Promotion" section of Appendix B of the Guide to Faculty Promotions and Portfolio Development at UW-La Crosse, <https://www.uwlax.edu/human-resources/faculty-promotion-resources/>

Each promotion candidate has the right to appeal a negative reconsideration decision in a grievance filed with the Complaints, Grievances, Appeals, and Academic Freedom (CGAAF) Committee. Rules and procedures for filing a grievance are specified in [UWS 6.02](#) and [UWL 6.02](#).

### **E. Review of Faculty who are School of Education affiliated faculty**

The SOE and content Dean (Library Director) will receive and review the portfolio at the same time and will each forward their recommendations to the Provost. For retention and tenure, if there are discrepant reviews of a candidate, the Provost will confer with the Deans to ensure DPI policies and expectations are applied.

## **VI. Instructional Academic Staff Review**

---

### **A. Annual Review**

In accordance with Unclassified Personnel Rules Chapter 10, academic staff (instructional and non-instructional) will be evaluated annually. <https://www.uwlax.edu/human-resources/faculty-and-staff/performance-appraisals/>

### **B. IAS Promotion Procedures**

Policies and procedure guiding promotion for IAS are available at <http://www.uwlax.edu/human-resources/ias-promotion-resources/>

### **C. Appeal Procedures re: Annual Review**

## **VII. Non-Instructional Academic Staff Review**

---

### **Summary**



Academic staff appointments may be fixed term terminal (FTT), fixed term renewable (FTR; for multiple years), probationary or indefinite (UWL 10.01). FTT appointments lead to FTR appointments, while probationary appointments lead to indefinite appointments.

FTR appointments will be granted to NIAS after 7 continuous years of employment at UWL in an NIAS position that is 50% or greater for each of the previous 7 years (as annual FTT appointments); NIAS will receive a two year FTR appointment starting with their eighth year (UWL 10.03(2)(a)). Three year FTR appointments will normally be granted to NIAS after serving 10 continuous years (UWL 10.06(3)(b)).

A probationary period (as annual probationary appointments) shall not exceed 7 years for full-time academic/annual year staff members (UWL 10.03(3)).

### **A. Annual Review**

In accordance with Unclassified Personnel Rules Chapter 10, academic staff (instructional and non-instructional) will be evaluated annually. <https://www.uwlax.edu/human-resources/faculty-and-staff/performance-appraisals/>. Performance reviews of non-instructional academic staff (NIAS) are due to Human Resources from the Dean's office no later than July 31.

### **B. Career Progression Procedures**

Policies, procedures, and criteria guiding career progression for NIAS are available at <https://www.uwlax.edu/human-resources/nias-career-progression/>

### **C. Appeal Procedures re: Annual Review**

See [UWL 10.03](#) for procedures regarding non-renewal of FTR academic staff appointments, including provision for a formal reconsideration meeting. See [UWL 10.04](#) for procedures regarding non-renewal of probationary academic staff appointments, including provision for a formal appeal process.

## **VIII. Governance**

---

### **A. Department Chair**

#### 1. Election of the Department Chair

See Faculty Senate Bylaws, Article V. revised 2008

- a. Eligibility Requirements for Voting  
See Faculty Senate Bylaws, Article V.A. revised 2008
- b. Eligibility Requirements for Serving as Chairperson  
See Faculty Senate Bylaws, Article V.B. revised 2008
  - i. All members with the rank of assistant professor or above who have served for at least three full semesters at this University shall be eligible to be elected as department chairperson. (Senate Bylaws, Article V. B.)
- c. Term of Office  
See Faculty Senate Bylaws, Article V.C. revised 2008
- d. Method of Selection  
See Faculty Senate Bylaws, Article V.D. revised 2008
- e. Elastic Clause  
See Faculty Senate Bylaws, Article V.E. revised 2008
- f. Removal of a Chairperson from Office  
See Faculty Senate Bylaws, Article V.F. revised 2008

- i. In those cases where a chairperson cannot complete the term to which they were elected, the department shall hold another election to complete the term or request the Chancellor to appoint a chairperson for the remainder of the term. (Senate Bylaws, Article V. F.2.a.)
- ii. In those cases where a chairperson takes a leave, procedures outlined in Senate Bylaws Article V. F.3. shall be followed.

## 2. Responsibilities and Rights of the Department Chair

The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate Policies (revised 2008) <http://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/> under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons," "V. The Selection of Department Chairpersons," and "VI. Remuneration of Department Chairpersons." In addition, references to chair-related duties are stated indicated in the Employee Handbook <http://www.uwlax.edu/Human-Resources/Employee-handbook/>

- a. Shall preside over department meetings.
- b. Shall prepare the agenda for departmental meetings and announce their time and place for occurrence.
- c. Shall exercise leadership in all matters concerning the governance and welfare of the department.
- d. Shall appoint a deputy if absent to carry out their duties (as chairperson) except as stipulated otherwise in the Senate Bylaws, Article VII. F.3.
- e. Shall serve as ex-officio member of standing governance committees, appoint conveners of initial meetings, and attend meetings at their discretion.
- f. Shall conduct department committee elections.
- g. In accordance with "Library Department Search & Screen Procedures," supervise the recruitment of new faculty and academic staff.
- h. Shall conduct orientation for new faculty and academic staff.
- i. Shall report results of evaluation and review of faculty and academic staff to the Library Director.

## B. Standing Departmental Committees

- The term of office shall be two years. While the department chair shall serve as a member of each standing committee every year, other committee members shall serve staggered terms to balance continuity with new perspective.
- Committee membership for the next academic year shall be determined by the Department chair before the end of the spring semester of the previous year, minimizing the number of standing and permanent department committees each member serves on at the same time. The chair will fill open slots using committee preferences solicited from department members. If there are more open slots than can be filled using preferences, then the chair will select department members at random to fill remaining positions.
- An alternate shall be elected to all committees except Tenure and Promotion, in addition to regular members. Alternates shall serve on a committee in the event of significant absence of a regular member, at the request of the remaining members of the committee. Resumption of this regular member's duties shall take place upon the return of the member, except when the committee shall successfully petition the Library Department to postpone this resumption. At the time that any regular member resumes full participation on a committee, the alternate member will relinquish active committee membership.
- Each committee shall keep a record of its activities and make it available to the department.
- Each committee shall give a report of its activities at each monthly department meeting and an annual

written report by the committee chair to the Department chair due at the final Department meeting of the spring semester.

- A department member, with designated administrative responsibilities ranking above that of a department chair, may participate in open committee meetings but will not have a vote in committee decisions in which they have post-decision review responsibilities. A department member with said administrative responsibilities will not be a party to closed meetings in which they have post-decision review responsibilities, unless invited by the committee to participate.

### **1. Tenure and Promotion.**

- a. Membership: The Department chair and all tenured members of the Department shall comprise this committee.

(This membership meets the retention/tenure decision review requirement of [UWL 3.06\(4\)](#).)

- b. Duties:

- i. Shall advise the Chancellor regarding the renewal of probationary faculty and the granting of tenure by conducting retention reviews and tenure reviews.
  1. A merit evaluation shall be incorporated into each retention and tenure review.
- ii. Shall encourage and support faculty for successful promotion.
- iii. Shall conduct appropriate interim reviews of probationary faculty.
- iv. Shall oversee the revision of departmental position descriptions.
- v. Leaves and absences (including sabbaticals).
  1. Shall review and approve leave requests that are subject to supervisor/department approval and are not otherwise covered by applicable departmental policies.
  2. Shall coordinate contingency plans.
  3. Shall recommend changes to applicable departmental policies.

### **2. Merit Evaluation.**

- a. Membership. Five members shall comprise this committee. One of these shall be the department chair, two of these shall be tenured department members, and two shall be non-tenured department members. If there are not enough tenured or non-tenured members available to fill the committee positions as defined, then other members shall fill them.

- b. Duties:

- i. Oversee and make recommendations regarding merit evaluation criteria, categories, and processes.
- ii. Conduct merit evaluations (annual reviews) for tenured department members.

### **3. Post-Tenure Review.**

- a. Membership: All tenured faculty members, with a minimum of 3 tenured faculty members. In the event that there are not three tenured department members, the Department Chair, in consultation with the Library Director and the faculty member, shall meet to select outside members. If there is not a mutual agreement, the Library Director shall have the final say in the selection of the outside members.
- b. The Department Chair serves as a committee member and chair of the committee unless the department chair holds tenure in another department, or is being reviewed. In either of these two cases, the committee shall elect a chair to complete the administrative components of the process.
- c. Duties: Conduct a five-year post-tenure review of each tenured faculty member, in accordance with university regulations.

#### 4. Assessment Committee

- a. Membership: Five members shall comprise this committee; one of these shall be the department chair.
- b. Duties:
  - i. Recommend changes to the set of departmental-level student learning outcomes (SLOs). (Note: By definition, SLOs must be devised so as to be directly measurable.)
  - ii. Assist library units with the development, adoption, and revision of unit-level SLOs as requested. Unit-level SLOs may be selected from the departmental SLOs, or they may complement the departmental SLOs.
  - iii. Document unit-level SLOs currently in use, including their relation to the department-level outcomes.
  - iv. Coordinate assessment projects for review by the [University Program Assessment Committee](#) (UPAC). (Note: Such projects assess student learning relative to SLOs.)
  - v. Ensure the department meets its reporting obligations to UPAC. Per each assessment cycle, this includes submitting a departmental assessment plan, reporting on assessment results, reporting on action plans based on results, and reporting on improvement actions taken.

5. Other committees (ad hoc or permanent) may be formed according to the wishes of the department. Such committees shall be constituted separately from those listed in the bylaws, and their membership and responsibilities shall be clearly defined.

#### C. Departmental Programmatic Assessment Plan

Academic programs at UW-La Crosse undergo an Academic Program Review (APR) on a regular cycle, coordinated by the Faculty Senate's [Academic Program Review Committee](#). See: <https://www.uwlax.edu/academic-affairs/resources/#tm-program-review---academic-departments>

#### D. Additional Departmental Policies

##### 1. Sick leave

Department members will account for sick leave in adherence to the most current UW System guidelines: <https://www.wisconsin.edu/ohrwd/benefits/leave/sick/>.

Note that, *for the purpose of reporting leave*, a designated work week consisting of 40 hours is used, see UW System guidelines: <https://www.wisconsin.edu/ohrwd/benefits/leave/reporting/#week>

When the need to use sick leave arises, department members should notify (email) the department chair when it is practical to do so. Coordinators of any scheduled commitments that will be missed (e.g., instruction sessions, reference shifts, committee meetings) should be notified as well.

*(Vacation and Personal Holiday. Employees with academic year (9-month) appointment are not eligible for vacation and personal holiday leaves. For unclassified staff, 12-month employees garner vacation time and personal holiday, 9-month employees do not.)*

##### 2. Salary Equity Policy

UWL utilizes CUPA peer data to benchmark faculty and staff salaries (or UW System matches if CUPA data does not exist). Faculty and IAS salaries are benchmarked by rank and discipline whenever possible. The Faculty Senate Promotion, Tenure and Salary (PTS) committee reviews trends in data regarding equity,

inversion and compression and makes recommendations for the disbursement of salary equity funds and/or pay plan (if available). Departments do not have the ability to make equity adjustments and Deans only have a limited ability when guided by PTS/Faculty Senate procedures. Individuals with job offers from another institution should provide the written offer to their chair and Dean for potential consideration of a salary adjustment if approved by the Provost and Vice Chancellor of Administration and Finance.

### **3. Statement of Work Obligations**

The Library Department considers excellence in librarianship our primary mission and expects a high level of performance and professionalism in regards to librarianship, scholarship, and service. The department expects librarians to be available for library activities throughout their contract period (9 or 12 months).

It is HR policy that “the activities of faculty and academic staff are not organized in terms of a specific number of hours and days in specified locations.” See: <https://www.uwlax.edu/human-resources/academic-year-definition/>

Librarians are expected to maintain a current online calendar to facilitate scheduling related to department activities. When it becomes necessary to miss scheduled departmental activities such as instruction sessions or reference shifts, librarians are expected to initiate and arrange for contingency plans. When it becomes necessary to miss a departmental committee meeting where attendance is expected, the coordinator of that meeting should be notified.

Additionally, the Library Department also recognizes that librarians are professionals who have lives and responsibilities outside of Murphy Library; therefore, the Library Department is committed to creating a flexible, life-friendly workplace.

### **4. Participation in Conferences and Professional Activities**

Membership and participation in professional associations is a part of professional growth and development. Newer department members are especially encouraged to become involved in such organizations and meetings so that they may become better informed about the activities and concerns in the state and region. Such activity also stimulates contact with other librarians and reflects favorably on the professionalism of this department.

Recognizing that such professional development is an obligation to ourselves and our peers, the Library Department also encourages individual members to use discretion in the number and extent of such activities. Extended absences naturally impact on staffing requirements. It is therefore expected that department members will assist and cooperate with an appropriate level of outside activity by colleagues. Requests for such assistance and cooperation should be made with due consideration for library and unit missions, and should fall within reasonable limits.

In cases where the number of members absent on a given occasion place library services in jeopardy, the Library Director may decline to approve the request to travel.

The department will make special effort to support those members who must attend meetings and conferences to serve as officers or committee members, make presentations, serve on panels, or make other contributions in areas of service and expertise. Department members should consult with the Department Chair before accepting a role of responsibility involving major time or travel commitments.

Department members are encouraged to attend at least one conference, seminar, or workshop each year. The Library Director determines the budget for professional development in the library, including travel. The Library Department expects the Library Director to fund professional development using these priorities:

- Priority 1 Presentation at a national or regional conference.
- Priority 2 Committee membership where individual is required to attend a national or regional conference.
- Priority 3 Attendance at a national or regional conference.
- Priority 4 Training and/or continuing education workshops which do not fall within the defined criteria for regular budgetary support.

## 5. Faculty Qualifications

- a. Regarding ranked faculty and instructional academic staff appointments, see Faculty Senate policy XV. Faculty Qualifications Policy.
  - i. The advanced terminal degree recognized by the Library Department is the Master's degree awarded by a library and information studies (typically, "MLS") program accredited by the American Library Association, or international equivalent. A list of all current and former library and information studies programs accredited by ALA since 1925 is available at: <http://www.ala.org/educationcareers/accreditedprograms/directory/historicallist>

## 6. Sabbaticals

Sabbaticals are available to qualifying ranked faculty. The Library Department encourages its eligible members to take advantage of this opportunity.

The purpose of the sabbatical program is to enable recipients to be engaged in intensive study in order to become more effective librarians and scholars and to enhance their services to the university. This privilege is granted by the sabbatical review committee to faculty members on the merit of their past academic contributions.

The Library Department expects librarians going on sabbatical to collaboratively assist with the transfers of their librarianship responsibilities at the beginning and end of their sabbatical.

Librarians considering applying for a sabbatical should familiarize themselves with the following resources.

- UW System and UWL regulations: <https://www.uwlax.edu/academic-affairs/sabbatical-guidance/>
- HR Faculty Sabbatical Regulations (payment, sick leave, returning): <https://www.uwlax.edu/human-resources/faculty-sabbatical/>
- The Provost's Office budgets to support one semester-length sabbatical a year, between the Library Department and the Department of Educational Studies. See: [UWL College Sabbatical Information for Library & Education Studies departments](#)

### Procedure and Requirements

The Library Department uses the CASSH sabbatical procedures and requirements, see the CASSH Sabbaticals page: <https://www.uwlax.edu/cassh/sabbatical-program/>

### Departmental Procedure

- a. The department's Tenure and Promotion Committee shall maintain an updated sabbatical eligibility list, based on <https://www.uwlax.edu/academic-affairs/sabbatical-guidance/#tm-sabbatical-eligibility>

- b. By March 1 all eligible applicants will be forwarded information about applying for sabbaticals by the Tenure and Promotion Committee.
- c. By March 15 all faculty members planning on applying for sabbaticals must express their interest by email to the chair of the Tenure and Promotion Committee. The Tenure and Promotion Committee will review the list of those expressing interest and decide who may apply, based on the number the department can support and priority. Priority will be based on time since previous sabbatical, need, and department's ability to cover librarianship areas, whether by temporary hire(s), overload(s), or combination.
- d. By May 15th, the Tenure and Promotion Committee chair will communicate the decisions to those who expressed interest.
- e. Full sabbatical proposals by approved department members may be submitted to the Tenure and Promotion Committee for feedback at least three weeks prior to the September application deadline posted by CASSH.
- f. The Department Chair will write a letter of support that specifically addresses the department's ability to meet programmatic need with the available funding for staff replacement, and deliver it to the applicant to be submitted with the application.

## **7. Summer Compensation**

Annually each spring, the Library Department shall develop and recommend to the Library Director summer compensation allocations for department members with academic year (9-month) appointment.

## **8. Procedures for Updating Position Descriptions**

1. Because the practice of librarianship constantly evolves, position descriptions will be regularly updated to ensure they continue to accurately reflect the current nature of the position as practiced.
  - a. The Tenure and Promotion Committee will identify and contact tenured librarians whose position descriptions have not been modified within a 5-year period with a request to review and possibly update their position description. Each librarian contacted will have 60 days in which to respond to the Committee with a draft revised position description.
  - b. Any librarian may initiate a review of their position description outside of the 5-year review cycle by submitting a draft revised position description to the Tenure and Promotion Committee.
2. Upon receiving the proposed draft revised position description, the committee and the librarian will meet to discuss the changes (if any). Due to the interdependent nature of the department's position descriptions, the committee shall ensure that all library personnel have the opportunity to provide input. Both the committee and the librarian must agree to any proposed changes to the position description.
3. Approved position description revisions shall be communicated with the full department.

## **IX. Search and Screen Procedures**

---

The department will follow recruitment and hiring procedures prescribed by the University's Office of Human Resources

(HR) in conjunction with AAO, UW System and WI state regulations. The UWL Search and Screen Policy and Procedures are to be followed for all faculty and staff recruitments at UWL.

## **A. Tenure-track faculty**

The approved UWL tenure track faculty recruitment and hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/#tm-search-and-screen-committee>. Additionally, UWL's spousal/partner hiring policy can be found at <http://www.uwlax.edu/Human-Resources/Spousal-and-partner-hiring/>

### **Departmental policies/procedures**

1. The department will use the UWL Search and Screen Committee process for the recruitment of tenure-track faculty and instructional academic staff.
2. Given a vacant, or soon to be vacant, position in the department, the Library Department shall develop a position concept, based on the needs of the department, in consultation with the Library Director. This information is required by the Library Director in order to secure approval from the Provost to commence a search.
3. Upon notification from the Library Director of approval to commence a search, the department chair will form the committee, which will consist of five members including the department chair, three other department members, and one university staff member. The department chair will select committee members primarily from those department members expressing preference to serve, while also striving to meet HR expectations regarding diversity in terms of gender, age, race/ethnicity, disability, and, for department members, rank and tenure status. Priority for the staff member on the committee will be given to a person in the same unit as the open position. If no one from the unit is available and no other staff volunteer, the department chair will select another department member to fill the spot. Once the committee is formed, the department chair will communicate membership to all library personnel.
4. The first meeting of the committee will be convened by the department chair, and will include the charging meeting with the AAO and the election of a committee chair. The committee chair is appointed by a simple majority vote.
5. The position description (based on the approved position concept) and selection criteria will be completed by the committee. Due to the interdependent nature of the department's position descriptions, the committee shall ensure that all library personnel have the opportunity to provide input. The committee must present its proposed position description and selection criteria to the department for approval before proceeding to advertise the position.
6. The committee will determine which candidates to invite for on-campus interviews as finalists.
7. The Search & Screen Committee will meet to discuss the qualifications of the candidate(s) who have been interviewed and to determine which interviewee(s) to recommend to the Library Department for approval. The Library Department determines which interviewee(s) to recommend for hiring.

## **B. Instructional Academic Staff**

Hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes>

The department uses the same procedures as for tenure-track faculty, see [IX.A](#).



## C. Pool Search

Used for the recruitment of short term instructional academic staff and can be for a semester or academic year, up to 100%. Pool positions are not part of the re-appointment process.

Hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes>

## D. Non-Instructional Academic Staff

Hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes>

## E. Hiring of Faculty and IAS who are School of Education affiliated faculty

Departments hiring faculty and IAS who are School of Education (SoE) affiliated will collaborate with the School of Education, Professional and Continuing Education (EPC) Dean who will convey DPI requirements and consult with the department during the recruiting and hiring processes. This consultation may include input into the position description, approving the applicant pool for campus/electronic interviews as well as offers of employment. Departments are expected to follow the *Hiring Procedures Policy for SOE Affiliated Faculty in Teacher Education Programs* available in the School of Education Faculty Handbook.

# X. Student Rights and Obligations

---

## A. Student Course- and Faculty-Related Concerns, Complaints, and Grievances

### 1. Informal Complaints

If a student has a concern or a complaint about a faculty member or course, the general process for making informal complaints is outlined in steps 1-3 below. Students are welcome to bring a friend or a UWL staff member with them during the following steps. Students who report concerns/complaints/grievances, whether informally or formally, will be protected from retaliation and have the right to expect an investigation and the option to have regular updates on the investigation:

- a. The student should speak directly to the faculty member.
- b. If the student is uncomfortable speaking with the faculty member, or they are unsatisfied with the solution, they should go to the chair of the faculty member's home department.
- c. If the student is uncomfortable speaking with the department chair, or the chair is the faculty member in question, or they are unsatisfied with the solution, the student should speak with their college dean. (The "dean" for library faculty is the Library Director.)

Depending on the specifics of the student's concern, it may be helpful for them to reach out to additional offices:

- Complaints/concerns/grievances about grades, teaching performance, course requirements, course content, incivility, or professional ethics should follow the process outlined above. Students may also wish to seek support from the [Student Life](#) office.
- Complaints/concerns/grievances related to hate/bias and discrimination may follow the process outlined above, and in addition or instead students may contact the [Campus Climate](#) office and/or submit a [hate/bias incident report](#).
- Complaints/concerns/grievances related to sexual misconduct may begin with the process outlined above, but will need to also involve the [Equity & Affirmative Action](#) and [Violence Prevention](#) offices, and/or the [Title IX Team](#). Students should know that faculty members are [mandatory reporters](#) of sexual

misconduct, but that [confidential resources](#) are available to them.

## 2. Formal Complaints

If the student is unsatisfied with the solution of their informal complaint, they have the right to file a formal institutional complaint with the Student Life office, as [described in the Student Handbook](#).

## 3. Grade Appeal Policy

Graduate students wishing to appeal a final course grade should follow the process outlined below. Formal grade change appeals can be submitted no later than the end of the semester immediately following the semester during which the final grade was assigned. For the purposes of this policy, the Department recognizes only fall and spring semesters. Therefore, a student who earns a final grade during the spring semester will have until the end of the subsequent fall semester to submit their final grade appeal. Students who are enrolled in a summer session course will also have until the end of the next fall semester to submit their appeal.

- a. The student should appeal their final grade, via e-mail, to their faculty member.
- b. The faculty member is obligated to respond to the student within 5 business days of receipt of the appeal either affirming or denying the request for a grade change.
- c. At the conclusion of the appeal process, the student will receive, in writing, a final decision and supporting explanation from either the faculty member, academic director, department chair, or library director depending on who made the final grade appeal decision.
- d. Using the “Library Department Final Grade Appeal” form, the faculty member should submit a grade change to the Office of the Registrar within five business days of a final decision. The academic director is required to sign all grade appeal forms.

If a student is uncomfortable communicating with the faculty member, or they are unsatisfied with the solution, they should send their appeal to the MS-ITM academic director, or if their faculty member is the academic director, the chair of the Library Department. In the case that their faculty member is both the academic director and chair of the department, a student has the option to send their appeal to the Library Director, who, in this instance, is the equivalent of a college dean.

## B. Expectations, Responsibilities, and Academic Misconduct

Faculty and staff are expected to report academic misconduct per Chapter 14 of the UW System code. The Office of Student Life Office provides guidance and assistance. Academic and nonacademic misconduct policies are referenced in the student handbook: <https://www.uwlax.edu/student-life/student-resources/student-handbook/>

## C. Advising Policy

Students enrolled in the MS-ITM program will be advised by the UWLAX MS-ITM academic director as outlined in the academic director position description. The academic director may assign advisees to other faculty upon their consent. When possible, students should be matched with the same adviser for the duration of their time in the program. A student may request a change of adviser at any time, in writing, to the academic director. In the case that the academic director is a student’s adviser, the student may request a change, in writing, from the Library Department chair.

## **XI. Other**

---

### **A. Emeritus Status**

The department may nominate any retiring department faculty member with a distinguished record of service for emeritus status. (See <https://www.uwlax.edu/human-resources/emeritus-policy/>)

## **XII. Appendices**

---

### **A. Department statement on scholarship**

Librarians apply "... a wide range of quantitative and qualitative research methodologies in advancing the discipline's knowledge base. They engage in the scholarship of inquiry in order to apply their findings to the everyday challenges of providing library services." Librarians draw upon "...a wide range of other disciplines for knowledge that informs and transforms library work."\*

The Library Department defines scholarship to be contributions of scholarly or other creative activities. The following activities, not in rank order, will be considered evidence of scholarship and professional growth. The department expects that each librarian will engage in a variety of scholarly activities and will document the quality, quantity, and relative level of each accomplishment in their evaluative portfolio. Scholarship that undergoes external peer review before publication, presentation, or award will be valued most highly.

1. Research, publication, grants, and creative works
  - a. Publication of scholarly books or chapters of books.
  - b. Publication of articles in peer reviewed journals.
  - c. Publication of articles in edited academic or professional journals.
  - d. Publication of papers in conference proceedings.
  - e. Publication of reviews of books or other information sources.
  - f. Publication of encyclopedia articles.
  - g. Publication on the web comparable to print publication.
  - h. Other professional or creative works that are considered by the Library Faculty as evidence of scholarship.
  - i. Securing grants for research or library programs from local or external sources.
  - j. Substantial Murphy Library publications, paper or web, whose content requires professional evaluation and knowledge, such as bibliographies, indexes, finding aids, or tutorials.
2. Contributions to the advancement of the profession and professionally relevant community activities
  - a. Evidence that publications are cited by other researchers.
  - b. Editing scholarly publications.
  - c. Presentations at state, regional, or national academic or professional conferences.
  - d. Panel member or paper discussant at an academic or professional conference.
  - e. Peer reviewer for conference papers or professional publications.
  - f. Presentations to local university and lay groups that require a level of expertise commensurate with presentations at academic and professional meetings.
  - g. Extensive service as a consultant that requires professional or discipline-focused expertise.
  - h. Designing and implementing professional or administrative surveys and studies.
3. Development of substantial processes, computer programs, or apparatus useful in organizing data and information and designing methods for information retrieval.

\*Association of College and Research Libraries. *Academic Librarianship and the Redefining Scholarship Project: A Report from the Association of College and Research Libraries Task Force on Institutional Priorities and Faculty Rewards*. (1998)

## **B. Definition of Librarianship**

Academic Librarianship is the profession responsible for the principles, theories, techniques, and technologies for selecting, organizing, evaluating, and providing access to information and knowledge resources. Academic Librarianship applies the theory and knowledge gained through qualitative and quantitative research, knowledge from other disciplines, and the continual development, integration, and assessment of pedagogical methods to facilitate learning and scholarship among students and faculty. While many faculty members define their teaching in terms of classroom instruction, for librarians, teaching is the practice of librarianship.

The basis of librarianship is collection development, organization and access, information literacy instruction, and preservation.

### **COLLECTION DEVELOPMENT**

Librarians develop collections (including licensed and purchased) in consultation with academic departments to ensure that resources meet the needs of the university. Librarians select materials for physical and electronic collections using established criteria. Librarians acquire materials in all formats using a variety of technologies, bibliographic utilities and vendors, and within contexts of fiscal considerations.

### **ORGANIZATION AND ACCESS**

Librarians provide access to the research collections of the university through carefully designed systems, services, and policies. Librarians maintain electronic information, optimizing the use of available resources through careful design of the library's electronic resource infrastructure, and establishing procedures which ensure the security of information. Librarians actively negotiate licenses to ensure the broadest usability by our users both on and off campus. Librarians design work and study spaces to be conducive to learning.

### **INFORMATION LITERACY INSTRUCTION**

Librarians instruct users in accessing, interpreting, and evaluating information resources and using information ethically, with the goal of developing information literacy skills to ensure lifelong learning proficiencies. Such instruction supports the university's teaching and research mission and occurs both inside the classroom in course-integrated information literacy instruction sessions and outside the classroom through reference and other individual consultations. Librarians develop tutorials and other learning tools that support self-guided learning.

### **PRESERVATION**

Librarians preserve and restore materials. Materials are housed in controlled conditions and protected by disaster-preparedness policies. Librarians follow national and international standards to secure electronic information (both purchased and licensed).

### **RELEVANT STANDARDS INCLUDE:**

Association of College and Research Libraries. *Academic Librarianship and the Redefining Scholarship Project: A Report from the Association of College and Research Libraries Task Force on Institutional Priorities and Faculty Rewards*. (1998)

### C. Merit Evaluation Instructions and Rubric

Each committee member shall complete one Merit Evaluation Rubric for each department member being reviewed prior to the review meeting to guide conversation. During the review meeting, the committee will work together to complete one final rubric, which will be provided to the reviewee. The outcome for each category within the rubric will be determined by majority; in the event of a tie, the outcome shall be considered positive. The final rubric is intended to provide helpful guidance and support, and comments should reflect this.

When completing the rubric, an overall merit designation will be determined using the following system:

For all reviewees except probationary faculty in their first year of review:

- *No merit* will be assigned if:
  - a) The reviewee receives a negative review in two or more categories.
  - b) OR the reviewee receives a negative review in either librarianship category.
- *Merit* will be assigned if the reviewee receives a positive review in BOTH librarianship categories plus scholarship OR service.
- *High merit* will be assigned if the reviewee receives a positive review in BOTH librarianship categories plus scholarship AND service.

Probationary faculty in their first year of review:

- *No merit* will be assigned if the reviewee receives a negative review in either librarianship category.
- *Merit* will be assigned if the reviewee receives a positive review in both librarianship categories.
- *High merit* will be assigned if the reviewee receives a positive review in BOTH librarianship categories plus scholarship AND service.

# Merit Evaluation Rubric

Reviewee's Name: \_\_\_\_\_ June 1, 20\_\_\_\_ - May 31, 20\_\_\_\_

<b>1. Librarianship</b>	
Not adequately performing job duties unique to your position.  <i>**Explanation is required below</i>	Adequately performing job duties unique to your position.  <i>Comments welcome</i>
Comments:	
<b>2. Librarianship</b>	
Not adequately participating in instruction, reference, and collection development.  <i>**Explanation is required below</i>	Adequately participating in instruction, reference, and collection development.  <i>Comments welcome</i>
Comments:	
<b>3. Scholarship</b>	
Not completing any scholarship activities as defined in the Department Statement on Scholarship (Appendix A) in the bylaws.  <i>**Explanation is required below</i>	Completing at least one scholarship activity as defined in the Department Statement on Scholarship (Appendix A) in the bylaws.  <i>Comments welcome</i>
Comments:	
<b>4. Service</b>	
Not participating in service to the department, university, profession, and community as defined in section III.A in the bylaws.  <i>**Explanation is required below</i>	Participating in service to the department, university, profession, and community as defined in section III.A in the bylaws.  <i>Comments welcome</i>
Comments:	
<b>Merit Designation</b>	

	<b>No merit</b>  <i>**Explanation is required below</i>		<b>Merit</b>  <i>Comments welcome</i>		<b>High Merit</b>  <i>Comments welcome</i>
Comments:					