Library Department

Bylaws

University of Wisconsin-La Crosse
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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. UW-L policies and rules;
4. College policies and rules;
5. Shared governance by-laws and policies for faculty and academic staff; and

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 UW-L 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


1. 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. Secretary: 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.

3. Guidelines for Library Department Minute Taking

   a. Minutes should be clear, concise, and convey a sense of what went on during the meeting. Do not record personal statements. Occasionally, the Library Department will express policy outside of the motion such as a charge to a committee. In those cases, intent of the Library Department should be clearly worded.

   b. Minutes should not contain confidential or sensitive material: Due to public nature of minutes, be sure to recognize what can and what cannot be recorded. Personnel issues are a good example of what not to record. When a committee goes into closed session, the motion should indicate the reason for going into closed session and a roll call vote should be taken and recorded in the minutes. For example: Moved by XXX, seconded by XXX to convene in closed session to consider possible employment and personal history about candidates for the position of XXX at the University of Wisconsin-La Crosse as provided in sections 19.85 (1) (c & f) of Wisconsin Statutes. Motion passed by roll call vote as follows: XX – yes, XX – no, XX – abstain.

   c. All headings will be boldfaced. All motions will be indented and boldfaced.

   d. When recording motions and votes it is necessary to record the exact wording of the motion. For example, MSP or MSF, plus exact words of the motion in order to know what was passed or failed. Normally vote tallying can be recorded by voice. However, votes that are related to personnel issues must have each voting member’s name recorded in the minutes. By-laws voting require a numeric count.

   e. How to record late arrivals and or early departures: Meeting participants who arrive late or leave early should be included in the —Present— header even though they did not attend the entire meeting. Also, the minutes should include the point in time that the person joined or left as it might affect voting outcomes in terms of whether or not the person was in attendance for the entire discussion or not. Excused or unexcused status of attendees should not be recorded.

   f. Unanimous committee decisions made without a formal motion or vote, such as approval of minutes, may be recorded via a statement to that effect.

   g. Draft copies of minutes should be shared with the committee for review and not approved until all corrections are in place.

4. Procedures for Distribution of Minutes/Agendas

   a. Library Department
i. Announce meetings following procedures for campus open meeting notices, at http://www.uwlax.edu/meetings/ (Chair sends schedule and corrections).

ii. Agenda to librarians and staff with Department members listed. Staff copy with note: Agendas for meetings of the Library Department are being sent to you as a courtesy. Please let me know if you no longer wish to be included in this email notification list.

iii. Minutes via email to librarians and staff with paper copy to Department Chair

b. *Personnel Committee

   i. Agenda to librarians and staff with committee members listed.
   ii. Minutes via email to librarians and staff with paper copy to Department Chair

   *Notification of candidates for personnel decisions must be sent in paper form

c. *Tenure and Promotion Committee

   i. Announce meetings following procedures for campus open meeting notices, at http://www.uwlax.edu/meetings/
   ii. Agenda to librarians with committee members listed.
   iii. Minutes via email to librarians with paper copy to Department Chair

   *Notification of candidates for personnel decisions must be sent in paper form

d. *Evaluation Committee

   i. Announce meetings following procedures for campus open meeting notices, at http://www.uwlax.edu/meetings/
   ii. Agenda to librarians with committee members listed.
   iii. Minutes via email to librarians with paper copy to Department Chair

   *Notification of candidates for personnel decisions must be sent in paper form

e. Search and Screen Committee

   i. Library Department search and screen committees will follow procedures for distribution of agendas and minutes as prescribed by the UW-La Crosse Unclassified Recruitment Search & Screen Procedures document.

f. Post-Tenure Review (PTR) Committee

   ii. Announce meetings following procedures for campus open meeting notices, at http://www.uwlax.edu/meetings/
   iii. Agenda to librarians with committee members listed.
   iv. Minutes via email to librarians with paper copy to Department Chair

   *Notification of candidates for personnel decisions must be sent in paper form
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.

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 by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons." A complete set of the by-laws are available off the Senate webpage under "Senate Articles and By-laws" http://www.uwlax.edu/facultysenate/.

B. Instructional Academic Staff Responsibilities and Expectations

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 http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html 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. http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm.

C. Non Instructional Academic Staff Responsibilities and Expectations

D. Student Evaluation of Instruction

The department will follow the UW-L SEI policy and procedure available off the Faculty Senate webpage
IV. Merit Evaluation (Annual Review)

A. Annual Review Processes & Criteria: Department Members

Approved and Updated 12/5/2014

This annual review process is a time for Department members to provide feedback to each other through open conversation. The annual review meetings are designed to be both informative and reflective in nature.

Toward the end of each spring semester the Department will hold its mandatory annual review. This process consists of 1) annual review meetings during which librarians discuss the past year’s accomplishments and next year’s goals; 2) the creation of the Review Narrative draft distributed to all librarians no later than one week before the week in which the first meeting is held; 3) uploading the final version of the Review Narrative document into Digital Measures.

1. Annual Review Meetings: The meetings allow each Department member to discuss job performance over the previous academic year and to revisit the goals put forth in the previous year’s Review Narrative. The Evaluation Committee will schedule meetings so that each librarian will receive a maximum of 15 minutes, with no single meeting exceeding one hour. These meetings will be led by the Evaluation Committee, but will be open to all Department members. Meetings will be held in May and will be completed before the last day of the academic year.

2. Review Narrative: Prior to the annual review meetings, Department members will prepare a 1-2 page Review Narrative draft describing their accomplishments of the past year and their professional goals for the upcoming year. The accomplishments and goals should address librarianship, scholarship, and service as described in Section XII, Part C, of the library bylaws (Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion) and should relate to the mission of the library. After the meetings Department members will have the opportunity to revise their drafts.

3. Digital Measures: Department members should post the final version of the Review Narrative, with any changes made since the annual review meeting, in Digital Measures in the Retention/Tenure/Post Tenure and/or Merit Review section before the first Monday in June.

B. Merit Evaluation Processes & Criteria: Department Members

All Department members who have completed at least one academic year at UW-L are eligible for merit evaluation. The results of merit evaluations are due to the Library Director on December 15, annually. Merit evaluations reflect activities during the previous academic year.

1. Merit Evaluation Sub-Committee

All members of the Department who are eligible for evaluation will serve on the Merit Evaluation Sub-Committee for the process of merit evaluation. Members of the Department who are not eligible for merit evaluation will be members of the Merit Evaluation Sub-Committee as observers with non-voting status. The Department Chair will serve as Chair of the Merit Evaluation Sub-Committee and be responsible for supervising any related meetings, recording data, and managing the evaluation voting process. The Merit Evaluation Sub-Committee will only meet in-person if a Department member requests to be reconsidered
for merit, as discussed in paragraph 2.6 of this section.

Merit Evaluation Sub-Committee meetings will go into closed session according to Wis. Stat. § 19.85 (1) (c): —Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

2. Evaluation Criteria
Evaluation criteria consist of Job Performance (Librarianship), Scholarship, and Service. Job performance is most important of the criteria considered in the evaluation of Department members and is most heavily weighted. These criteria are based on the Department document Statement and Criteria regarding Evaluation, Retention, Review, and Promotion.

3. E-Portfolio Merit Report
Documentation consists of a completed —\textit{Merit Report – Individual report}, as generated using the Digital Measures E-Portfolio system.

4. Merit Evaluation Procedures and Category Designations
At the April Department meeting the Evaluation Committee will remind the Department as to when merit evaluation materials are due. At the May Department meeting, librarians will go over merit evaluation criteria and procedures. Librarians will enter all data into Digital Measures in time to meet the campus-wide deadline for annual materials. Currently, this is the first Monday in June (see: \url{http://www.uwlax.edu/Provost/pvchome/eportfolios.htm}).

The merit evaluation outcomes consist of three possible designations: \textit{Meritorious}, \textit{Very Meritorious}, and \textit{Exceptionally Meritorious}. All Department members who are eligible for merit evaluation will automatically receive a designation of Meritorious. All Department members will have the option to pursue a higher designation.

Librarians who choose to pursue a higher merit designation should notify the Department Chair by June 1. The Department Chair will then run —\textit{Merit Report – Individual reports} in Digital Measures for all librarians. In early June the Department Chair will distribute the Digital Measures reports to be evaluated by all Department members over the course of the summer. The Department Chair will not re-generate reports to accommodate information entered after the June 1 deadline. Additional meetings are not held to evaluate those individuals pursuing higher merit designations.

Merit Evaluation Sub-Committee voting members shall vote on Merit Category Designations for each member of the Department choosing to apply for higher merit. These votes must be submitted to the Department Chair by the close of business on the Friday after pre-classes week. Votes can be submitted electronically or on paper.

To receive a Merit Category score of Exceptionally Meritorious (3), a Department member must have received that Merit Category score from 60% of all voting members of the Merit Evaluation Sub-Committee. To receive a Merit Category score of Very Meritorious (2), a Department member must receive that Merit Category score (or above) from 60% of all voting members of the Merit Evaluation Sub-Committee. All other eligible Department members will receive a Merit Category score of Meritorious (1).
Should the Department Chair pursue a higher merit designation, the Evaluation Committee Chair will collect Merit Category Designations for the Department Chair. The Evaluation Committee Chair will then communicate the results to the Department Chair.

5. Reconsideration Process
   Department members may request reconsideration if their higher merit designation is not approved. Requests must be made in writing to the Department Chair within one week of receiving his or her merit evaluation results. The written documentation must specify the designation being requested and include reasoning to support the request. The Department Chair will convene a meeting of the Merit Evaluation Sub-Committee to consider the reconsideration within one week after notification of the reconsideration. The Department Member requesting the reconsideration may address the Committee at the reconsideration meeting and should be available to answer questions. The Department Chair will communicate the reconsideration decision to the Department before the November Department meeting. To change the original Merit Category Designation, at least 60% of the votes of the Merit Evaluation Sub-Committee must be in favor of the change. The vote will be via written ballot; these must be signed.

6. Money Distribution and Procedures
   The Merit Evaluation Sub-Committee will submit a funding formula for the merit money for Department approval. If approved, the Department Chair will send a memo with the approved formula and the names of individual librarians in each merit designation to the Library Director. The Department Chair will keep one copy of Evaluation Reports and any other written comments about any librarian in appropriate format(s).

   During fall semester the Evaluation Committee will hold an open meeting with the Department to discuss possible changes in evaluation procedures. Changes in procedures must be completed by December 1 to meet the requirement that changes must be made 6 months prior to implementation. The exception to this is if the Library Department unanimously votes to temporarily suspend this portion of the Bylaws in order to grant more time for procedure revisions. The results of merit reviews for all Department members who have completed at least one academic year at UW-L are due to the Library Director on Dec. 15 annually.

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) [http://www.uwlax.edu/Human-Resources/Unclassified-Personnel-Rules/](http://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. 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 **July 1, 2013**.

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, based upon the established department "Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion." (See bylaws, section XII Appendices, C.).

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 1st year of hire. Faculty who start in the spring semester do not undergo a retention review in their 1st year of hire.

Beginning with the fall of the 2nd 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 2nd and 4th years of hire, while non-contract reviews would be conducted in the fall of the 3rd and 5th years of hire.

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

Non-Contract Review Procedures: Probationary Faculty

1. At least 20 calendar days prior to the meeting, the chair of the Tenure and Promotion Committee shall notify the probationary faculty member of the meeting and request in writing that the probationary faculty member submit materials in support of her/his review at least 7 calendar days prior to that review.

   Faculty activities in terms of librarianship, scholarship, service and professional development entered from date of hire at UW-L should be entered into the electronic portfolio system (Digital Measures). This documentation should include evidence of growth in librarianship and fulfillment of position responsibilities, evidence of scholarship and/or creative pursuits (e.g. grants, publications, presentations, exhibitions, performances, etc. See also bylaws Appendix B, "Definition of Scholarship"), and a record of service (department, college, university, professional with evidence if applicable). Faculty members may solicit additional written and signed commentary at their discretion and include them as teaching, scholarship, or service evidence in their electronic portfolio.

   For the retention review, probationary faculty members will write and upload to Digital Measures a 1-2 page retention narrative summarizing their accomplishments since their last contract retention review. They will then generate and submit, via email to the committee chair, two Digital Measures electronic reports:

   a. The report titled “Faculty/IAS Activities Report with Hyperlinks” for the most recent academic year.

   b. The report titled “Retention Report-Individual” that covers all years since date of hire (This report includes a link to the uploaded retention narrative).

   Probationary faculty send the reports to the committee chair as attachments.

   Examples and instructions can be found at the Provost & Vice Chancellor for Academic Affairs Office web page for Digital Measures.

2. The committee chair also will solicit written and signed commentary 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.

3. The probationary faculty member will meet with the committee to highlight accomplishments, discuss the submitted materials, and answer committee questions. The committee will then excuse the candidate and go into closed session for discussion and to begin the process of writing a review letter regarding the candidate.

4. Within 14 calendar days after the meeting between the probationary faculty member and the committee, the Committee Chair and the Library Department Chair will meet with the probationary faculty member to discuss the outcome of the evaluation and to deliver a copy of the review letter written by the committee. Electronic copies of the letter will also be provided to the candidate as well as to the Library Director.

**Contract Review Procedures: Probationary Faculty**

1. At least 20 calendar days prior to the meeting, the chair of the Tenure and Promotion Committee shall notify the probationary faculty member of the meeting and request in writing that the probationary faculty member submit materials in support of her/his renewal or tenure at least 7 calendar days prior to that review.

Faculty activities in terms of librarianship, scholarship, service and professional development entered from date of hire at UW-L should be entered into the electronic portfolio system (Digital Measures). This documentation should include evidence of growth in librarianship and fulfillment of position responsibilities, evidence of scholarship and/or creative pursuits (e.g. grants, publications, presentations, exhibitions, performances, etc. See also bylaws Appendix B, “Definition of Scholarship”), and a record of service (department, college, university, professional with evidence if applicable). Faculty members may solicit additional written and signed commentary at their discretion and include them as teaching, scholarship, or service evidence in their electronic portfolio.

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   a. The report titled “Faculty/IAS Activities Report with Hyperlinks” for the most recent academic year.

   b. The report titled “Retention Report-Individual” that covers all years since date of hire (This report includes a link to the uploaded retention narrative).

Probationary faculty send the reports to the committee chair as attachments.

Examples and instructions can be found at the Provost & Vice Chancellor for Academic Affairs Office web page for Digital Measures.

2. The committee chair also will solicit written and signed commentary 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.

3. The probationary faculty member will be invited to the meeting to highlight their accomplishments, discuss the submitted materials, and answer committee questions. The committee will excuse the candidate and go into closed session. If the review is a tenure decision, the faculty member under review may choose for the session to remain open (see Wisconsin Statutes, Section 19.85(1)(b). A formal vote will be conducted on the retention or tenure of the probationary faculty member. Any member of the committee may request the vote to be a roll call vote.
4. The Tenure and Promotion Committee Chair and the Library Department Chair will meet with each probationary faculty member to review the outcome of the evaluation. The committee will write a summary letter covering the time since date of hire with particular attention to the last two years (or the "last contract review"), which will be signed by the committee chair. The letter will then be forwarded to the probationary faculty member and submitted to the Department Chair within 14 calendar days after completion of the review.

5. The probationary faculty member may respond formally in writing within 14 calendar days to the results of the evaluation and may request another meeting with the department chair and committee chair to clarify the committee's evaluation.

6. In addition, the department chair will run and submit to the library director this Digital Measures report: *Retention Report-Departmental (update)* following procedures and format according to the Provost & Vice Chancellor for Academic Affairs Office web page for Digital Measures.

**Interim Review**

1. 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.

At the conclusion of the department’s retention review process, as specified at [http://www.uwlax.edu/Academic-Affairs/Retention-at-UW-L/](http://www.uwlax.edu/Academic-Affairs/Retention-at-UW-L/), the department chair will use the Digital Measures e-portfolio system to submit to the Library director a *Retention Report-Departmental (update)* using html format. This electronic department retention report will include hyperlinks to the following materials the department chair must upload:

1. Tenure and Promotion Committee letter of recommendation. For a contract review this includes:
   a. The option selected for the retention decision, which would generally be used as the motion the department votes on and records as follows:
   b. The actual retention/tenure vote showing the number of Yes votes, No votes, and any abstentions.

2. Teaching Assignment Information (TAI) for each candidate covering from date of hire with the Student Evaluation Information (SEI) for individual courses indicated.

3. Merit evaluation data.

4. Descriptions of the Merit and SEI processes, and the departmental definition of scholarship.

**B. Tenure Review and Departmental Tenure Criteria**

Candidates will follow Contract Review Procedures with the following modification: In place of the 1-2 page annual essay, submit an essay no longer than 5 pages that encompasses the full length of service at UW-La Crosse.

See also the Library Department document *Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion*. (See bylaws, section XII Appendices, C.)

**C. Post-Tenure Review**

The department follows the UWL procedure and schedule regarding post-tenure review [https://www.uwlax.edu/human-resources/post-tenure-review-policy/](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.

Criteria are available in the Library Department document Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion. (See bylaws, section XII Appendices, C.)

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 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/hr/promo-resources.htm

Faculty seeking promotion and members of the Tenure and Promotion Committee shall thoroughly review the current UW-La Crosse Joint Promotion Committee guidelines for promotion, which include minimum eligibility requirements, time lines, candidate, department, dean, and chancellor responsibilities as well as appeal and grievance information.

Specific Procedures for the Tenure and Promotion Committee

The candidate seeking promotion notifies the Tenure and Promotion Committee of his/her 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.

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.

Upon candidate’s portfolio submission, the Tenure and Promotion Committee will review, discuss and make recommendations to the candidate.

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.

The Tenure & Promotion Committee votes on whether to recommend the candidate for promotion.

Upon completion and committee approval, the committee’s letter and candidate’s portfolio shall be forwarded to the library director, with a copy of the letter forwarded to the department chair.

See also the Library Department document Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion. (See bylaws, section XII Appendices, C.)

VI. Instructional Academic Staff Review

A. Annual Review

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, instructional academic staff will be evaluated
annually. The Individual Development Plan (IDP) form will accompany the department’s evaluation. IDP Form: http://www.uwlax.edu/hr/current/idp/idp.htm.

B. Career Progression Procedures

Policies and procedure guiding career progression for IAS are available at http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html.

C. Appeal Procedures re: Annual Review

VII. Non-Instructional Academic Staff Review

As far as the University policy permits, Non-Instructional Academic Staff members are considered full participants in library governance, and are therefore evaluated accordingly. Under UWL 10.06, all academic staff shall undergo a performance evaluation annually. The purpose of the review is to provide both positive comments and suggestions for performance improvement. Contract reviews and 5th year reviews will be conducted by an Academic Librarian Review Committee of the Library Department, which consists of the department’s standing Tenure and Promotion Committee, plus one optional additional member as determined according to procedures described below. The chair of the Tenure and Promotion Committee shall serve as chair of the Academic Librarian Review Committee.

Criteria for evaluation and retention are:

- Demonstrated contributions and competencies in librarianship, with the promise of increasing achievement and growth.
- Continued professional growth.
- Scholarly activities.
- Contributions to departmental governance.
- Service to the University and community.
- Service to the profession.
- Earning the respect and confidence of colleagues.
- Positive merit reviews (significant, but not the only measure of competence).

A. Probationary/Indefinite

1. Probationary Appointment

Non-Instructional Academic Staff members with a probationary appointment will be evaluated annually by an Academic Librarian Review Committee for reappointment.

a. At least 30 calendar days prior to the meeting, the chair of the Tenure and Promotion Committee shall notify the probationary NIAS member of the meeting and request in writing that the probationary NIAS member submits materials in support of her/his reappointment at least 7 calendar days prior to that review. The communication shall also include an invitation to the NIAS member to optionally submit the name of one member of the Library department not on the Tenure and Promotion Committee who agrees to serve with the members of that committee on the Academic Librarian Review Committee. The name must be submitted within 7 days following the initial meeting notification.

b. Probationary NIAS members with fewer than six years continuous service will write a 1-2 page narrative summarizing the performance of their position responsibilities since the last review and add the document to his or her e-portfolio. Members in their sixth year of
continuous service (their indefinite appointment decision year) will submit an essay no longer than five pages that encompasses their full length of service at UW-La Crosse.

Probationary NIAS members will then generate and submit via email to the committee chair the following two Digital Measures reports:

i. *Retention Report-Individual*, covering the time period since date-of-hire up to the submission date of materials for the review. This report includes a hyperlink to the narrative.

ii. The report titled *Annual Faculty/IAS Activities Report with Hyperlinks* covering the time period since the last review up to the submission date of materials for the review.

c. The committee chair also will solicit written and signed commentary from Murphy Library staff not on the Academic Librarian Review 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 individual’s file and are destroyed after the probationary period.

d. The Academic Librarian Review Committee will meet with the NIAS member to discuss his/her review materials.

e. The committee will prepare a review letter, and distribute it to the individual and the Department Chair. The Department Chair and the Academic Librarian Review Committee Chair will meet with the NIAS member to discuss submitted materials, the committee's evaluation, and other issues pertinent to the year's activities and performance. This discussion should include the strengths and weaknesses of the NIAS member’s performance. Any NIAS member who has a disagreement with the letter should write a formal letter of complaint to the Academic Librarian Review Committee Chair within one week of the distribution of the review letter. Upon the request of the NIAS member, another meeting may be held to discuss, clarify, and reconsider the Academic Librarian Review Committee's review.

f. If the NIAS member is not recommended for reappointment, the Department and affected NIAS member will follow regulations outlined in UWS/UWL 10.04 and 10.05, including those provisions for a possible appeal.

2. Indefinite Appointment

The Library Department’s annual review process as specified in section IV, subsection A (above) shall comprise the annual review of NIAS members with an indefinite appointment. Every 5th year a more comprehensive review shall also be conducted, as follows:

a. **Procedures for 5th Year Reviews**

1. An Academic Librarian Review Committee will perform the 5th year review. A Post Tenure Report – Individual report generated from the e-portfolio system, which includes a hyperlink to a 2-5 page summary narrative, shall comprise the documentation required of the academic staff member being reviewed.
2. The chair of the Tenure and Promotion Committee shall invite the NIAS member to optionally submit the name of one member of the Library department not on the Tenure and Promotion Committee who agrees to serve with the members of that committee on the Academic Librarian Review Committee.

3. The committee chair also will solicit written and signed commentary 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.

4. The committee will meet with the staff member to discuss materials submitted and then prepare a written review.

5. The Department Chair and the Academic Librarian Review Committee Chair will meet with the staff member to deliver the committee’s letter and to discuss the committee's review.

6. The staff member may respond formally, for the record, to the results of the review. If the staff member requests, another meeting may be held to discuss and clarify the committee's review. When areas of concern exist, the staff member will work with the committee to develop a plan to address the concerns.

7. The Academic Librarian Review Committee Chair will distribute copies of the review letter to the Department Chair and the Library Director.

B. Fixed-Term

1. Fixed-Term Terminal Appointment
   Non-Instructional Academic Staff members with a fixed-term terminal (FTT) appointment will be evaluated annually by an Academic Librarian Review Committee for reappointment.

   a. At least 20 calendar days prior to the meeting, the chair of the Tenure and Promotion Committee shall notify the FTT NIAS member of the meeting and request in writing that the FTT NIAS member submits materials in support of her/his reappointment at least 7 calendar days prior to that review. The communication shall also include an invitation to the NIAS member to optionally submit the name of one member of the Library department not on the Tenure and Promotion Committee who agrees to serve with the members of that committee on the Academic Librarian Review Committee. The name must be submitted within 7 days following the initial meeting notification.

   b. FTT NIAS members will write a 1-2 page narrative summarizing the performance of their position responsibilities since the last review and add the document to his or her e-portfolio.

   FTT NIAS members will then generate and submit via email to the committee chair the following Digital Measures report:

   i. *Retention Report-Individual*, covering the time period since the last review up to
the submission date of materials for the review. This report includes a hyperlink to
the narrative.

c. The committee chair also will solicit written and signed commentary from Murphy Library
staff not on the Academic Librarian Review 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 individual’s file.

d. The Academic Librarian Review Committee will meet with the NIAS member to discuss his/her
review materials.

e. The committee will prepare a review letter, and distribute it to the individual and the
Department Chair. The Department Chair and the Academic Librarian Review Committee Chair
will meet with the NIAS member to discuss submitted materials, the committee’s evaluation,
and other issues pertinent to the year’s activities and performance. This discussion should
include the strengths and weaknesses of the NIAS member’s performance. Any NIAS member
who has a disagreement with the letter should write a formal letter of complaint to the
Academic Librarian Review Committee Chair within one week of the distribution of the review
letter. Upon the request of the NIAS member, another meeting may be held to discuss, clarify,
and reconsider the Academic Librarian Review Committee’s review.

f. If the NIAS member is not recommended for reappointment, the affected NIAS member will
be given notice as outlined in UWS/UWL 10.05.

2. Fixed-Term Renewable Appointment
   a. Non-Contract Review
      The Library Department’s annual review process as specified in section IV, subsection A (above)
      shall comprise the annual review of NIAS members in the first year of their two-year Fixed-
      Term Renewable (FTR) appointment.

   b. Contract Review
      In the second year of their FTR appointment, NIAS members will be evaluated by an Academic
      Librarian Review Committee for contract renewal.

      1. At least 20 calendar days prior to the meeting, the chair of the Tenure and Promotion
         Committee shall notify the FTR NIAS member of the meeting and request in writing that
         the FTR NIAS member submits materials in support of her/his reappointment at least 7
         calendar days prior to that review. The communication shall also include an invitation to
         the NIAS member to optionally submit the name of one member of the Library
department not on the Tenure and Promotion Committee who agrees to serve with the
members of that committee on the Academic Librarian Review Committee. The name
must be submitted within 7 days following the initial meeting notification.

      2. FTR NIAS members will write a 1-2 page narrative summarizing the performance of their
         position responsibilities since the last contract review and add the document to his or
         her e-portfolio.
FTR NIAS members will then generate and submit via email to the committee chair the following Digital Measures report:

i. Retention Report-Individual, covering the time period since the last contract review up to the submission date of materials for the review. This report includes a hyperlink to the narrative.

3. The committee chair also will solicit written and signed commentary from Murphy Library staff not on the Academic Librarian Review 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 individual’s file.

4. The Academic Librarian Review Committee will meet with the NIAS member to discuss his/her review materials.

5. The committee will prepare a review letter, and distribute it to the individual and the Department Chair. The Department Chair and the Academic Librarian Review Committee Chair will meet with the NIAS member to discuss submitted materials, the committee's evaluation, and other issues pertinent to the year's activities and performance. This discussion should include the strengths and weaknesses of the NIAS member’s performance. Any NIAS member who has a disagreement with the letter should write a formal letter of complaint to the Academic Librarian Review Committee Chair within one week of the distribution of the review letter. Upon the request of the NIAS member, another meeting may be held to discuss, clarify, and reconsider the Academic Librarian Review Committee's review.

6. If the NIAS member is not recommended for renewal, the affected NIAS member will be given notice as outlined in UWS/UWL 10.05.

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 he or she was 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 By-
   laws (revised 2006) http://www.uwlax.edu/facultysenate under the heading "IV. Responsibilities of
   Departments, Department Members and Department Chairpersons" and "V. The Selection of Department
   Chairpersons" and "VI. Remuneration of Department Chairpersons." in addition references to chair-related
   duties are stated throughout the Faculty Handbook http://www.uwlax.edu/HR/F_Handbook.htm.
   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 his or her 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 his or her 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 he/she has post-decision review responsibilities. A department member with said administrative responsibilities will not be a party to closed meetings in which he/she has post-decision review responsibilities, unless invited by the committee to participate.

1. Personnel.
   a. Membership: Five members shall comprise this committee; one of these shall be the department chair.
   b. Duties:
      i. Recruitment: Faculty and Academic staff.
         1. Shall determine, in consultation with the Library Director, the unclassified personnel needs of the department.
         2. Shall conduct recruitment efforts in accordance with "Library Department Search and Screen Procedures".
      ii. Policies:
         1. Shall decide on leaves of absences for faculty and academic staff.
         2. Shall decide on summer school appointments and assignments.
         3. Shall decide on matters of personnel relations in cases where the committee's ruling is requested.
         4. Shall promote and encourage contributions of original research and publication, and participation in professional activities.
         5. Shall review sabbatical requests and award Supplementary Travel Funds.
            For disbursement guidelines see: http://www.uwlax.edu/murphy/staff/dept/person/supplementarytravelfund.html
         6. Appeals of decisions of the Personnel Committee may be made to the Library Department as a whole and should be made at the next department meeting.
      iii. Procedures for Updating Job Descriptions

        The Personnel Committee will oversee the function of keeping job descriptions current. To this end, the following guidelines will be observed:
        1. Job descriptions will be updated on a regular basis to keep up with changing responsibilities and duties. With the exception of probationary librarians, job descriptions that have not been updated through other processes for a period of 5 years will be reviewed and modified when modification has been deemed necessary and appropriate by the process described below. Changes may be minimal or nonexistent, but the job description date will reflect that it is current. Librarians with probationary status would have their job descriptions submitted for review upon completion of the probationary period. A review could occur during a probationary status at the request of the candidate, Personnel Committee or Tenure & Promotion Committee.
        2. The Personnel Committee will identify those non-probationary positions that have not been modified within a 5-year period and will contact each librarian occupying those positions with a request for an updated job description. Each librarian contacted will have 60 days in which to respond to the Committee with a proposal that addresses the
major points of the job description and provides rationale for making or not making changes.

3. After the proposal has been submitted and the Personnel Committee has had a chance to review and discuss the proposal, the committee will meet with the librarian to discuss the job description and reach agreement on how it should be updated.

4. The Personnel Committee will forward position description changes to the Department for review and approval. For position descriptions held by probationary librarians, the Personnel Committee will forward proposed changes to the Tenure and Promotion Committee for review and approval.

2. Tenure and Promotion.
   a. Membership: The Department chair and all tenured members of the Department shall comprise this committee.
   b. Duties:
      i. Shall advise the Chancellor regarding the renewal of probationary faculty and the granting of tenure
      ii. Shall provide advice and counsel to faculty members eligible for and seeking promotion. The chairperson of the committee shall appoint a subcommittee of not more than three members to advise applicants for promotion. The entire department, except the applicant under consideration, shall vote on promotion applications.
      iii. Shall conduct appropriate interim reviews of probationary faculty.
      iv. Conduct contract, non-contract, and 5th-year reviews of academic staff and make recommendations for re-hiring, in accordance with university regulations.
      v. A department member with designated administrative responsibilities ranking above that of a department chair, who does not have tenure, either in the Library Department or some other department within the University, must serve a negotiated probationary period, no shorter than one year, before tenure is granted.
      vi. Review and approve recommended changes to probationary faculty position descriptions forwarded by the Personnel Committee.
   c. Academic staff promotions: When an academic staff member applies for promotion, the department chairperson shall form an ad hoc committee including two members of the Tenure and Promotion Committee and an academic staff department member (if possible). This ad hoc committee shall advise the applicant for promotion and make a recommendation to the department about the promotion application. The entire department, except the applicant under consideration, shall vote on the promotion.

3. Evaluation.
   a. Membership. Five members shall comprise this committee; one of these shall be the department chair.
   b. Duties:
      i. Conduct evaluations and recommend merit raises for faculty and academic staff in accordance with university regulations.

4. 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.

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

D. Additional Departmental Policies

3. Salary Equity Policy

a. Definition.

An equity adjustment is a salary adjustment that results from the need to address unusual disparities that cannot be remedied with department distribution of the annual pay plan. An equity adjustment may be recommended for the following reasons: (1) to address issues of gender or race equity; (2) to address inequities due to salary compression and inversion. Equity adjustments should not be made which negate past merit adjustments.


A request for a salary equity adjustment may be initiated by an individual department member or by the department chairperson on behalf of an individual department member. A request for a salary equity adjustment must be submitted to the department chairperson in writing. A request for a salary equity adjustment must be accompanied by a written rationale that includes supporting documentation of the inequity. A request for a salary equity adjustment will be reviewed by the department chairperson and forwarded to the library director with an appropriate recommendation, accompanied by a written rationale with supporting documentation of the inequity. Individuals who have not been recommended by the department, but who believe they should be granted an equity adjustment, may apply to the library director. An individual application/appeal for an equity adjustment to the library director shall include the same rationale and documentation as required at the department level.

4. Sick leave

Department members will account for sick leave in adherence to the most current UW System guidelines: http://www.uwsa.edu/hr/benefits/leave/sick.htm.

5. Vacation

For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.

6. Murphy Library Absence and Leave Policy for Librarians

a. For Absences of Less than a Week

This policy is intended to cover instances when a librarian will be absent from the customary work area for professional or personal reasons. Librarians should consider the needs of their department and the library and plan their time away accordingly.

i. For short absences from a half day to up to two days, please notify the administrative assistant and your unit support staff. For absences of three or four days, please inform your support staff,
librarians, and the administrative assistant.

ii. Notes should be posted on office doors for planned absences.

iii. Campus Absence forms should be submitted to the Library Director when the absence is for professional business (this extends the University’s insurance to staff members while traveling).

b. For Absences of a Week or More: Library leave/Alternate Schedule Guidelines

Leaves (professional or personal) are defined as planned absences of one week or more, with or without remuneration, during the fall and spring semester. Alternate schedules are defined as a shift of work from contract to noncontract time. For longer leaves the Library, in some cases, would be required to hire replacement staff to assist with the job responsibilities of the person on leave.

A formal request for a leave should be given to the Chair of the Personnel Committee, the Library Department Chair and the Director. The request should include: objectives of the leave, dates of proposed absence, and a brief plan to cover job responsibilities. In the case of an alternate schedule request, proposed dates for noncontract work time as well as the dates of absence should be indicated. At least one semester notice from the date the leave would begin must be given to request authorization for a leave through the Personnel Committee and the Director. A two semester prior notification is preferred. For leaves of less than one month, two months prior notice is required.

i. Eligibility for leaves with or without pay requires at least one year of experience at UW-La Crosse library prior to making a request.

ii. Leaves are granted upon the assumption that personnel replacement costs, if needed, are available to the library for hiring a temporary replacement and that the absences (in judgment of the committee) will not be at a critical time when the absence could have a serious negative impact on the library operations and mission.

iii. Upon completion of a semester leave, it is understood that the returning librarian would continue employment at the UW-L Library for at least one year.

iv. In ordinary circumstances the library would not support more than one semester leave within the department at a given time.

v. Priority for granting leaves will be judged upon the merits of the leave and, in equal situations, seniority and previous leaves.

vi. Requests for semester leaves within two years of the last leave are discouraged.

vii. Exception may be made in unusual circumstances, i.e. programs emerging on very short notice, programs of brief duration, especially beneficial programs.

viii. Leaves for short duration (less than a month) will be reviewed with more flexibility in the application of the foregoing guidelines.

ix. Leaves such as Family Medical Leaves (FMLA) are managed by the Office of Human Resources at UWL and not by the library or department. Librarians who are taking FMLA or other similar leaves are requested to give as much advance notice as is reasonably possible to the Personnel Committee so the committee can work with the individual to develop plans to cover position responsibilities.

7. 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 (see the department document, Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion). The department expects librarians to be available for library activities throughout their contract period (9 or 12 months).
It is recognized that, as faculty and academic staff, the nature of a librarian’s work activities (i.e. reference desk coverage, instruction sessions, troubleshooting technology, attending conferences and UW System meetings, engaging in research activities) means that librarians’ weekly presence in Murphy Library will most often vary from the UW System official schedule of 7:45 am to 4:30 pm daily. Per the faculty handbook, the Library Department affirms that:

*The activities of faculty and academic staff are not organized in terms of a specific number of hours and days in specified locations. Rather, the time devoted to professional activities may vary from week to week or month to month during the course of an academic year.*

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.

Department members in need of a regular alternative work schedule in support of their work or home obligations are encouraged to file such schedules with the Personnel Committee and the Library’s Administrative Office. Documentation of regular alternative work schedules is recommended to protect librarians and Murphy Library.

8. **Guidelines for Compensatory Time**

It is understood that compensatory time is, by its nature, contradictory to professional positions, but because librarians work on a nominal 40-hour week basis in addition to their other responsibilities, some provision must be made for compensatory time. The library department supports this concept while it recognizes that the best guideline is a high degree of professionalism.

Compensatory time may be taken at the discretion of the individual librarian, with due consideration of the library’s mission and needs. Compensatory time may be taken in hours, days, or blocks of days, but not usually in blocks of more than one week at a time. A block of a week or more may be taken with the approval of the personnel committee for a specific set of dates. The decision of the personnel committee on this issue may be appealed to the library department.

The personnel committee feels that a "cap" or limit on the total number of hours of compensatory time that may be accumulated is appropriate, and that this limit should be one hundred hours. Librarians are encouraged to take their compensatory time regularly and reasonably so that large accumulations do not occur. Librarians should make their own arrangements for their absences from the library when taking compensatory time.

9. **Participation in Conferences and Professional Activities**

Membership and participation in professional associations is a part of professional growth and development. Department members are encouraged to attend at least one conference, seminar, or workshop each year. 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 and the personnel committee may determine who shall be permitted to attend that event.

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 Personnel Committee and the Library Director before accepting a role of responsibility involving major time or travel commitments. Personnel Committee initiated policy.

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.

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/classification--recruitment/recruitment/#tab-recruitment-processes. 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, instructional academic staff, and academic librarians.

2. The department chair will form the committee, which will consist of five department members including the department chair. The other four members of the committee are selected by the department chair at random from those department members expressing preference to serve. If there are more open slots than can be filled using preferences, the department chair will fill the remaining slots at random from those eligible to serve.

3. 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.

4. The position description and selection criteria will be completed by the committee. The committee must present its proposed position description and selection criteria to the department for approval before proceeding to advertise the position.

5. The committee will determine which candidates to recommend to the department for on-campus interviews as finalists. The department must approve the list of finalists.

6. 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

For academic librarian positions the department uses the same procedures as for tenure-track faculty, see IX.A

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

The department 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. The department will 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. Complaint, Grievance, and Appeal Procedures

B. Expectations, Responsibilities, and Academic Misconduct

Academic and nonacademic misconduct policy referenced: https://www.uwlax.edu/student-life/student-resources/student-handbook/

C. Advising Policy

XI. Other

A. Emeritus Status

The department may nominate any retiring department faculty member with a distinguished record of service for emeritus status. (See UWL Employee Handbook, Unclassified Policies and Procedures)

XII. Appendices

A. Definition of 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 his/her 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.


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:


C. Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion

The members of the Library Department consider excellence in librarianship our primary mission. As a result, job performance is most important of the criteria considered in the evaluation of department members and is most heavily weighted. The other areas of evaluation (scholarship and service), are weighted equal to each other. It is not necessary that a department member pursue each of these areas with equal vigor, but to excel in the area(s) of greatest interest.

Probationary Faculty

The characteristics and qualities of professionalism and librarianship enumerated below are reviewed for each probationary faculty member with increasing rigor in the annual retention decisions which lead to the tenure decision. All librarians must possess an ALA accredited MLS to be tenured.

Academic Staff

These criteria will also apply to academic staff for review and reappointment decisions.

Post-Tenure Review

The same criteria will also apply to tenured faculty for the post-tenure review process.

Annual Merit Review
In addition the criteria below apply to all library department members for purposes of the annual merit review.

**Promotion**

In addition to the criteria below, candidates seeking promotion must meet the minimum education, experience, years in rank, and achievement for promotion eligibility as outlined in the current UW-La Crosse Joint Promotion Committee guidelines.

- Demonstrated contributions and competencies in librarianship with promise of increasing achievement and growth.
- Continued professional growth.
- Scholarly activities.
- Contribution to departmental governance.
- Service to the university and the community.
- Service to the profession.
- Earning the respect and confidence of colleagues.