Library Department

Bylaws

University of Wisconsin-La Crosse
## Contents

### I. Library Department Bylaws

- Organization and Operation ................................................................................................. 4
  - Preamble ............................................................................................................................... 4
  - Meeting Guidelines ............................................................................................................ 4
  - Definitions of Membership & Voting Procedures ................................................................. 6
  - Definitions of Quorum and Majority .................................................................................... 6
  - Changing by-laws ................................................................................................................ 7

### III. Faculty/Staff Responsibilities

- Faculty .................................................................................................................................... 7
  - Instructional Academic Staff Responsibilities and Expectations ........................................ 7
  - Non Instructional Academic Staff Responsibilities and Expectations ............................... 7
  - Student Evaluation of Instruction ....................................................................................... 7

### IV. Merit Evaluation (Annual Review)

- Evaluation Processes & Criteria: Faculty, Instructional Academic Staff, Non-Instructional Academic Staff, Department Chair ................................................................. 7

### V. Faculty Personnel Review

- Retention (Procedure, Criteria, and Appeal) ......................................................................... 11
  - Tenure Review and Departmental Tenure Criteria ............................................................... 13
  - Post-Tenure Review ............................................................................................................ 14
  - Faculty Promotion Procedures (Procedure, Criteria and Appeal) ........................................ 14

### VI. Instructional Academic Staff Review

- Annual Review .................................................................................................................... 15
  - Career Progression Procedures ......................................................................................... 15
  - Appeal Procedures re: Annual Review ................................................................................ 15

### VII. Non-Instructional Academic Staff Review

- Probationary and Fixed Term Academic Staff with Less than Four Years Continuous Service ................................................................. 16
  - Indefinite and Fixed Term Academic Staff with More Than Four Years Continuous Service .................................................................................................................. 17
  - Procedures for 5th Year Reviews ....................................................................................... 17

### VIII. Governance

- Department Chair ................................................................................................................ 18
  - Standing Departmental Committees .................................................................................... 19
  - Departmental Programmatic Assessment Plan ..................................................................... 21
  - Additional Departmental Policies ....................................................................................... 21
  - Statement of Work Obligations ............................................................................................ 22
  - Guidelines for Compensatory Time ................................................................................... 22
  - Participation in Conferences and Professional Activities .................................................... 23

### IX. Search and Screen Procedures

- Tenure-Track Faculty ........................................................................................................... 24
  - Instructional Academic Staff ............................................................................................. 24
C. Non-Instructional Academic Staff .......................................................... 24
D. Contingency Workforce (Pool Search) ...................................................... 24

X. Student Rights and Obligations ................................................................ 24
   A. Complaint, Grievance, and Appeal Procedures ........................................ 24
   B. Expectations, Responsibilities, and Academic Misconduct ...................... 24
   C. Advising Policy .................................................................................. 24

XI. Other .................................................................................................. 24
   A. Emeritus Status ................................................................................ 24

XII. Appendices .......................................................................................... 24
   A. Definition of Scholarship .................................................................... 24
   B. Definition of Librarianship .................................................................. 25
   C. Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion .......................................................... 26
I. Library Department Bylaws
(as adopted May 6, 2011 and updated during the 2012/13 academic year)

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

These bylaws shall affect the governance of the library faculty and academic staff including, but not limited to:

1. Retention, promotion, review, and merit evaluation of library faculty and academic staff.
2. Recruitment and selection of library faculty and academic staff.

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

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.
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 absentees 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.

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.u wlax.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 http://www.uwlax.edu/facultysenate/.

IV. Merit Evaluation (Annual Review)

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. Merit reviews reflect activities during the prior academic year ending June 1.

A. Evaluation Processes & Criteria: Faculty, Instructional Academic Staff, Non-Instructional Academic Staff, Department Chair

1. Evaluation

Eligibility for merit money requires submission of an Evaluation Report. Members of the Department, with at
least six months of service during the reporting period, are eligible for merit evaluation for their activities at Murphy Library. Merit distribution to first year members of the Department shall not be prorated according to their length of service in the previous year.

2. Merit Evaluation Sub-Committee
All members of the Department who are eligible for evaluation will serve on a 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 the meetings and recording data.

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.

3. 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.

4. E-Portfolio Merit Report
Documentation consists of a completed —Merit Report – Individual report, including uploaded Merit Narrative, as generated using the Digital Measures E-Portfolio system. The narrative shall be no longer than two pages that focuses on the librarian’s professional accomplishments covering the period from June 1 to May 31. The narrative should highlight job performance (librarianship), scholarship, and service.

5. Performance Ratings and Merit Category Designations
5.1. Performance Ratings

The performance of each Department member will be evaluated for each evaluation criterion (Job Performance, Scholarship, and Service), and each individual being evaluated will be assigned a Performance Rating of E (exceptional), S (satisfactory), or U (unsatisfactory) for each evaluation criterion. Performance Ratings are defined as follows:

E = Exceptional—Department member has made an exceptional contribution.
S = Satisfactory—Department member has made a satisfactory contribution.
U = Unsatisfactory—Department member has made an unsatisfactory contribution.

5.2. Merit Category Designations

The Department recognizes three Merit Category Designations. As a result of the Annual Merit Review, each Department member will be assigned one of the Merit Category Designations. Definitions of the Merit Category Designations are as follows:

Category 1 No Merit. Individuals who have been judged to have not filled basic job responsibilities,
or have not submitted an evaluation form.

Category 2 Meritorious. Individuals who have fulfilled Job Responsibilities, as well as having made contributions in the areas of Scholarship and Service.

Category 3 Significantly meritorious. Individuals who have made a contribution beyond those judged meritorious. To qualify for this category, one must have made a significant contribution in one or more areas of Job Performance, Scholarship, and Service.

6. Annual Review Process

Revised by the Evaluation Committee on November 15, 2013

At the April Department meeting, the Evaluation Committee will remind the Department as to when the evaluation material is due.

At the May Department meeting, librarians will go over merit evaluation criteria and procedures. Librarians will enter into Digital Measures all data, including narratives, in time to meet the campus-wide deadline for annual materials. Currently, this is June 1. (see http://www.uwlatex.edu/Provost/pvchome/eportfolios.htm)

The Department Chair will run -Merit Report – Individual reports for all librarians and distribute them to all Department members shortly after June 1. The Department Chair will not rerun reports to accommodate information entered after the deadline. Librarians are encouraged to run reports for themselves prior to the deadline in order to ensure all pertinent data displays.

During the summer, members of the Merit Evaluation Sub-Committee will review each Department member’s Merit Report in preparation for the Merit Evaluation Sub-Committee meeting. This meeting will be scheduled during the pre-classes week, and the Merit Evaluation Sub-Committee will meet with all eligible Department members to discuss their performance over the previous year. This meeting serves as a platform for conversation, and it should be viewed as an opportunity for Department members to informally present themselves in a positive, information-sharing environment. This annual evaluation meeting may be separated into multiple sessions at the discretion of the Chair of the Merit Evaluation Sub-Committee, and the order in which Department members present will be randomized. After each presentation, the committee will have the opportunity to ask questions of the Department member being evaluated.

All discussions and the evaluations determined by the Merit Evaluation Sub-Committee are to remain confidential. 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.

After the Merit Evaluation Sub-Committee meeting(s), each member of the committee shall determine for each member of the Department (1) a Performance Rating for each of the evaluation criteria (Job Performance, Scholarship, and Service) and (2) a Merit Category Designation. Each Merit Evaluation Sub-Committee member shall then be required to submit to the Department Chair his or her Performance Ratings and Merit Category Designations for each member of the Department by the close of business on the Friday after pre-classes week. These can be submitted electronically or on paper, and members will not submit ratings and designations for themselves. If a member of the committee evaluates a Department member’s performance to be unsatisfactory,
the evaluating member must provide to the Department Chair a written and signed rationale for the U.

To protect the anonymity of those evaluating the Department Chair, the Evaluation Committee Chair will receive Merit Category Designations for the Department Chair. The Evaluation Committee Chair will provide the Annual Evaluation Score for the Department Chair to the Department Chair, mirroring the processes described below.

The Department Chair shall complete the Annual Evaluation Scores Matrix for all of the Department members evaluated by the Committee (see Annual Evaluation Scores Matrix). The Department Chair will then summarize the evaluations and determine the Merit Category Designation for each member of the Department according to the following guidelines. To receive a Merit Category score of 1 (No Merit), a Department member must have received that Merit Category score from 60% of all members who are participating in the evaluation process. Similarly, Department members who do not submit an evaluation form will receive a Merit Category Designation of 1 (No Merit).

To receive a Merit Category score of 3 (Significantly Meritorious), a Department member must receive a Merit Category score of 3 (Significantly Meritorious) from 60% of all members who are participating in the evaluation process. All other Department members who have been evaluated will receive a Merit Category score of 2 (Meritorious).

The Department Chair will collect and compile scores for all members. Within seven days of receiving Department members’ scores, the Department Chair shall notify the Department of each member’s Merit Category score. Members will see only their own Merit Category scores, and those scores will be limited to only Merit Category scores. Members may request to see their entire score matrix, including Performance Ratings. Evaluators’ names will not be included in these matrices. Members may also request to see all scores for all Department members being evaluated.

The rationale for any U Performance Ratings will be provided by the Department Chair to the Department member to whom they pertain.

7. Reconsideration Process

Department members may request reconsideration of their own Performance Ratings and Merit Category Designations. Requests must be made in writing to the Department Chair within one week of the distribution of Performance Ratings and Merit Category Designation by the Department Chair. The written documentation must specify the category 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 librarian requesting the reconsideration may address the committee at the reconsideration meeting and should be available to answer questions. The Department Chair will transmit 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.

8. Money Distribution and Procedures

At the November Library Department meeting, the Merit Evaluation Sub-Committee Chair will inform the Department of the rating categories and the total number of librarians in each category. The Sub Committee will submit a funding formula for the merit money for Department approval. After the meeting, the Department Chair will send a memo with the approved formula and the names of individual librarians in each rating category to the Library Director and Library Department. The Department Chair will keep one copy of Evaluation Reports, Annual Evaluation Scores Matrix, 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.

V. Faculty Personnel Review

The Tenure and Promotion Committee evaluates the performance of all probationary faculty for the purpose of renewal or granting of tenure in accordance with University of Wisconsin System/University of Wisconsin-La Crosse Faculty Personnel Rules (UWS/UWL 3.06-3.08) and Personnel Schedule Deadlines as distributed by the Provost, and based upon the established department "Criteria for Evaluation, Retention and Review." (See bylaws, section XII Appendices, C.)

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

Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Additional materials may be required for departmental review and will be indicated in these by-laws.

The Library Department will provide the following materials to the Library Director:

1. Department letter of recommendation with vote;
2. Merit evaluation data (if available);
3. If applicable, teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data.

Starting with tenure-track faculty hired effective fall 2008, all first-year tenure-track faculty will have a non-contract review in the spring of each non-contract year (including their first year). Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in the fall of their 2nd, 4th and 6th years. 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. All tenure-track faculty will have a non-contract, non-voting review in the spring of each non-contract year (including their first year).

2. 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).

Probationary faculty members will generate and submit, via email to the committee chair, two Digital Measures electronic reports including a 1-2 page narrative summarizing the performance of their position responsibilities over the past year via Digital Measures (e.g. Personnel Review/ Promotions Materials > Retention/Tenure/Post Tenure and/or Merit Review > Retention narrative). The probationary faculty member may solicit additional written and signed commentary at her/his discretion and include them as teaching, scholarship, or service evidence in their electronic portfolio.

a. Except for first-year reviews, the report titled Annual Faculty/IAS Activities Report with Hyperlinks covering the time period since the last contract retention review up to the submission date of materials for the review.

b. The report titled Retention Report-Individual that covers all years since date of hire (includes retention narrative).

Probationary faculty send the report(s) 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.

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 retained by the department chair in the candidate’s file and are destroyed after the tenure process.

4. 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.

5. 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. A summary letter written by the committee chair based upon committee discussion shall be forwarded to the probationary faculty member with copies submitted to the department chair, UW-L Human Resources, and the Library Director within 14 calendar days after completion of the review.

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).

Probationary faculty members will generate and submit, via email to the committee chair, two Digital
Measures electronic reports including a 1-2 page retention narrative summarizing the performance of their position responsibilities over the past year via Digital Measures (e.g. Personnel Review / Promotions Materials > Retention/Tenure/Post Tenure and/or Merit Review> Retention narrative). The probationary faculty member may solicit additional written and signed commentary at her/his discretion and include them as teaching, scholarship, or service evidence in their electronic portfolio.

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

b. The report titled *Retention Report-Individual* that covers all years since date of hire (includes retention narrative).

Probationary faculty send the report(s) 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. A summary letter with recommendation written by the committee chair and based upon committee discussion shall be forwarded to the probationary faculty member and submitted to the department chair within 14 calendar days after completion of the review. The department chair will transmit the committee’s letter with recommendation to the library director.

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**

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**

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

This policy was developed to comply with the Faculty Handbook, unclassified Policies and Procedures. Each tenured faculty member shall be reviewed once every five years with the exception of individual members that have an administrative appointment of over 50%. The purpose of the review is to provide both positive comments and suggestions for performance improvement.

The review will be conducted by the Evaluation Committee of the Library Department. Non-tenured faculty and academic staff are eligible to participate in the review process. The reviewee may, if desired, add one person to the Evaluation Committee for the sole purpose of the review.

The review will include consideration of the mission and goals of the UW -System, UW-La Crosse, and the Library Department. Criteria are available the Library Department document *Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion*. (See bylaws, section XII Appendices, C.)

Procedures for Tenured Faculty

1. The Evaluation Committee will solicit from the Faculty member 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.

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 destroyed after the review process.

3. The committee will meet with the Faculty member to discuss materials submitted. The committee will prepare a written review, and distribute it to the individual and the Department Chair.

4. The required face-to-face interview with the reviewee will be conducted by the Department Chair and a representative of the Evaluation Committee. If the Department Chair is the reviewee, the interview will be conducted by two representatives of the Evaluation Committee.

5. The Faculty member may respond formally, for the record, to the results of the review. If the Faculty member requests, another meeting may be held to discuss and clarify the committee's review.

6. The Department Chair will write a letter to the Library Director, with a copy to the reviewee, summarizing the results of the review and noting any areas of concern. If the Department Chair is the reviewee, the Evaluation Committee Chair shall write the letter.

7. When areas of concern exist, the Faculty member will propose a plan to overcome them. After agreement with the committee on the feasibility of the plan, the Department Chair will seek any necessary funding from the administration as noted in Faculty Handbook, Unclassified Policies and Procedures. If resources are not available, the rectification plan will be suspended until funding is provided.

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](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](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](http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html).

C. Appeal Procedures re: Annual Review

VII. Non-Instructional Academic Staff Review

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, non-instructional academic staff will be evaluated annually.

As far as the University policy permits, Academic Staff are considered full participants in library governance, and are therefore evaluated accordingly. Under UWL 10.03(2) (b), all academic staff shall undergo a performance evaluation annually. The Merit Review Evaluation process shall constitute the performance evaluation. This evaluation will be conducted by the Evaluation Committee of the Library Department.

Probationary and fixed term Academic Staff with less than four years continuous service will be evaluated for retention/contract renewal by the Evaluation Committee. The purpose of the full review is to provide both positive comments and suggestions for performance improvement.

Academic staff members who have been granted indefinite appointments and fixed term appointees with more than
four years of continuous service will, to the degree possible, be evaluated with the same review processes used to evaluate tenured members of the library department.

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 and Fixed Term Academic Staff with Less than Four Years Continuous Service

1. In contract renewal years, the Evaluation Committee will solicit from each Academic Staff member the following written material generated by using the e-portfolio system.
   a. Vita (including at least the following)
      i. Name, department
      ii. Bachelor's and graduate degrees earned
      iii. Professional history (work experience) Fellowships, grants
      iv. Scholarship (publications, exhibits, performances; provide documentation) Development activities (coursework, conferences, workshops, etc.)
      v. Service to the university, profession, community
   b. A brief (1-2 pages) narrative report of activities and major accomplishments within their assignment in Murphy Library for the year.

2. The committee may solicit written comments from the Library Director and colleagues.

3. The committee will meet with the Academic Staff member to discuss materials submitted, as well as peer reviews from the most recent merit review process. The committee will prepare a written evaluation, and distribute it to the individual and the Department Chair. Any member who has a disagreement with the letter should write a formal letter of complaint to the Chair of the Evaluation Committee within one week of the distribution of the letter. If the Academic Staff member requests, another meeting may be held to discuss, clarify, and reconsider the committee's evaluation.

4. The Department Chair and the Evaluation Committee Chair will meet with the Academic Staff 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 Academic Staff member's performance.

5. The committee will recommend to the Library Department the retention decision of the Academic Staff member.

6. After the Department's retention vote, the Department Chair will transmit the decision in writing to the Academic Staff member, the Library Director and the appropriate administrators. If the Department Member is
not renewed the Department and affected member will follow Academic Staff rules as outlined in UWS 10.04, including those provisions for a possible appeal.

B. Indefinite and Fixed Term Academic Staff with More Than Four Years Continuous Service

1. The Evaluation Committee will perform an annual review. The fall merit review materials shall be the only documentation required of the academic staff member being reviewed. No meeting will be required unless the committee or reviewee deem it necessary. Unless otherwise indicated, the Evaluation Chair shall prepare review/retention letters based on the evaluation committee’s fall merit review letter. Copies of this letter will be sent to both the Library Director and the Department Chair. If the letter is a retention letter, the reviewee has the right to challenge the contents, and meetings will be held with the reviewee as per points 3 through 6 outlined above under Section VII, A.: Probationary and Fixed Term Academic Staff with Less than Four Years Continuous Service.

2. Every 5th year a more comprehensive evaluation shall take place. The review will include consideration of the mission and goals of the UW-System, UW-La Crosse, and the Library Department. Criteria for review include all areas of University, professional and community participation.

C. Procedures for 5th Year Reviews

1. The Evaluation Committee will solicit from the Academic Staff member a five-year summary, perhaps based on the annual job summaries, two to five pages in length. The Academic Staff member will store the five year summary in the e-portfolio system.

2. The committee may solicit written comments from the Library Director and colleagues.

3. The committee will meet with the Department member to discuss materials submitted. The committee will prepare a written review, and distribute it to the individual and the Department Chair.

4. The required face-to-face interview with the reviewee will be conducted by the Department Chair and a representative of the Evaluation Committee. The Department member may respond formally, for the record, to the results of the review. If the Department member requests, another meeting may be held to discuss and clarify the committee’s review.

5. The Department Chair will write a letter to the reviewee and the Library Director, summarizing the results of the review and noting any areas of concern.

6. When areas of concern exist, the Academic Staff member will propose a plan to overcome them. In the spirit of Academic Staff being considered full participants of the Library Department and being evaluated accordingly, after agreement with the committee on the feasibility of the plan, the Department Chair will seek any necessary funding from the administration. If resources are not available, the rectification plan will be suspended until funding is provided.
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 Bylaws (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

Members shall be elected by mail ballot before the second department meeting of the fall semester each year. The term of office shall be one year.

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.

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.

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. (Other appropriate department members may be added to this committee for particular recruiting efforts.)
   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 Description

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. 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.

2. The Personnel Committee will identify those 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.

2. Tenure and Promotion.
   a. Membership: 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. 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.
   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.
   b. Duties:
      i. Conduct evaluations and recommend merit raises for faculty and academic staff in accordance with university regulations.
      ii. Conduct evaluations and interim, annual, and 5th-year reviews of academic staff and make recommendations to the department for re-hiring, in accordance with university regulations.
      iii. Conduct a five-year post-tenure review of each tenured faculty member, in accordance with university regulations.

4. 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

1. 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.

2. 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](http://www.uwsa.edu/hr/benefits/leave/sick.htm).

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

4. 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 school terms. 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.

5. 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.

6. 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.

7. 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

Pre-Search & Screen Activities
The Library Department Personnel Committee initiates writing and approving each new position description. The Personnel Committee then recommends position descriptions to the Library Department for approval. The Personnel Committee then forwards approved position descriptions to the Library Director for approval.

The annually elected Library Department Personnel Committee will serve as the Search & Screen Committee; however, other appropriate department members may be added to the Search & Screen Committee for particular recruiting efforts. In the event that the search & screen process for a particular position continues beyond the term of the existing constituted committee, that Search & Screen Committee will continue until someone accepts the position from the current pool of candidates or a new recruitment effort is initiated. The Chair of the Library Department will serve as one co-chair of the Search & Screen Committee. The Search & Screen Committee will convene and elect a second co-chair from their membership. The Search & Screen Committee co-chairs will meet with representatives from HR for
recruitment system training and to receive an approved set of procedures. The Search & Screen Committee then meets with a representative from the Office of Affirmative Action; all members of the Search & Screen Committee must be present for this required meeting.

**Search & Screen Activities**
The Search & Screen Committee will follow the UW-La Crosse *Unclassified Recruitment Search & Search Procedures*.

**Hiring Activities**
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.

**A. Tenure-Track Faculty**

The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at [http://www.uwlax.edu/hr/employment/PeopleAdmin.htm](http://www.uwlax.edu/hr/employment/PeopleAdmin.htm). Additionally, UW-L’s spousal/partner hiring policy can be found at [http://www.uwlax.edu/hr/current/Policy/Spouse-HirePOL.pdf](http://www.uwlax.edu/hr/current/Policy/Spouse-HirePOL.pdf)

**B. Instructional Academic Staff**

Hiring policy and procedures are found at [http://www.uwlax.edu/hr/employment/PeopleAdmin.htm](http://www.uwlax.edu/hr/employment/PeopleAdmin.htm).

**C. Non-Instructional Academic Staff**

Hiring policy and procedures are found at [http://www.uwlax.edu/hr/employment/PeopleAdmin.htm](http://www.uwlax.edu/hr/employment/PeopleAdmin.htm).

**D. Contingency Workforce (Pool Search)**

Hiring policy and procedures are found at [http://www.uwlax.edu/hr/employment/PeopleAdmin.htm](http://www.uwlax.edu/hr/employment/PeopleAdmin.htm).

**X. Student Rights and Obligations**

**A. Complaint, Grievance, and Appeal Procedures**

**B. Expectations, Responsibilities, and Academic Misconduct**

Academic and nonacademic misconduct policy referenced: [http://www.uwlax.edu/studentlife/academic_misconduct.htm](http://www.uwlax.edu/studentlife/academic_misconduct.htm); [http://www.uwlax.edu/studentlife/nonacademic_misconduct.htm](http://www.uwlax.edu/studentlife/nonacademic_misconduct.htm).

**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.