

QUEENS COLLEGE
OF THE CITY UNIVERSITY OF NEW YORK
LIBRARY DEPARTMENT

**RESOLUTION ON THE APPLICATION OF TEACHING EFFECTIVENESS
CRITERION OF THE BOARD OF TRUSTEES GUIDELINES FOR
REAPPOINTMENT, PROMOTION, AND TENURE TO LIBRARY FACULTY**

GUIDELINES FOR REAPPOINTMENT, PROMOTION, AND TENURE

PROCEDURES FOR EVALUATION OF LIBRARY FACULTY

March 1997

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THE BOARD OF TRUSTEES GUIDELINES
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TO LIBRARY FACULTY**

WHEREAS the Board of Higher Education Statement on Academic Personnel Practice in the City University of New York (1976) includes librarians as members of faculty,

WHEREAS the Board of Trustees guidelines for reappointment, promotion, and tenure are mainly concerned with the classroom teaching faculty,

WHEREAS the work of librarians differs in many respects from that of classroom teaching faculty,

WHEREAS librarianship, while including teaching responsibilities, also comprises other academic, professional, and administrative responsibilities essential to the accomplishment of college goals, and

WHEREAS the criteria for reappointment, promotion, and tenure do not reflect the specific responsibilities, other than classroom teaching, which are part of librarianship,

BE IT THEREFORE RESOLVED that the Library Department of Queens College requests that the President, the Provost, the deans, and the appropriate peer review committees consider, recognize, and reward merit and accomplishment in the unique and specific areas of librarianship. In particular, the Library Department requests that the concept of "teaching effectiveness" be interpreted to include "library effectiveness," to reflect the library's specific goal of developing, organizing, preserving, maintaining, making accessible, and interpreting resources for teaching, learning, and research to the students, faculty, and administrators of the College, and the community, and thus recognize and reward achievements in specific fields:

- bibliographic activities, including collection development, selection of library materials in all their various forms, bibliographic control including cataloging and classification
- instructional guidance in the use of library resources through reference services, classroom instruction, training workshops, bibliographies and guides in various formats, research assistance, and individual consultations to faculty and students
- management of library operations and development of library and information technology and services, including acquisition and maintenance of library materials, physical access to on-site holdings, access to off-site resources, systems development.

The Library Department believes that adoption of these guidelines in the process of reappointment, promotion, and tenure for library members of Queens College faculty will recognize their achievement, eliminate ambiguity, and foster a positive climate in which the process is conducted.

Unanimously adopted
Queens College Library Department
Sharon Bonk, Chief Librarian

October 31, 1996

**QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
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GUIDELINES FOR REAPPOINTMENT, PROMOTION, AND TENURE

These guidelines are consistent with the texts of the three documents governing evaluation in the City University of New York: the By-Laws of the Board of Trustees, the Statement of the Board on Academic Personnel Practice, and the current Professional Staff Congress/CUNY Contract.

Library Effectiveness

- Library faculty are required to concentrate their primary effort on achievement, as appropriate to their appointments, in one or more of the major areas of librarianship: collection development, bibliographic control, reference and instruction, user services, information technology and applications, and library administration and management.
- For library faculty, librarianship is the primary criterion in evaluation of performance. Excellence in librarianship is demonstrated most typically by formal assessment by library experts, internal and external to the College, and by faculty and other users, of the quality and effectiveness of systems, techniques, services, materials, and collections that have been developed, implemented, and/or administered; by the adoption of those systems, techniques, services or materials by other libraries; and through public acknowledgement of the quality of the librarian's contribution.
- For example, contribution in collection development may be demonstrated by assessment of the appropriateness, quality, and value of the collection. Contribution in bibliographic control may be demonstrated by assessment of the collection's organization and accessibility. Contribution in user services may be demonstrated by assessment of the provision of assistance and instruction in the use of library and information resources, and the usefulness and quality of library instructional aids, bibliographies, and other aids, in all media. Contribution in information technology and applications may be demonstrated by assessment of the quality and cost effectiveness of automation, intellectual and physical access functions and systems. Contribution in administration and management of the library may be demonstrated by assessment of leadership, creativity and inventiveness, problem solving, and cost effectiveness of operations.
- Library faculty should stay informed of advances and current thinking in their major areas of librarianship, and, where appropriate, in specialized subject fields, should have both a breadth and depth of knowledge in these areas, and should be able to demonstrate success in applying that knowledge to strengthening the library's support of the educational and scholarly mission of the College.
- Those faculty who have made the most important contributions to the library and the College and have discharged their duties with the greatest distinction will be considered for promotion. Continued growth and continued contributions are required for all ranks. Advancement to higher rank is not automatic. The criteria are rigorously applied and standards are increasingly higher for higher-level appointments.

Research

- Research in a major area of librarianship (collection development, reference and instruction, user services, information technology and application, library administration and management) or in an appropriate subject is an important criterion for reappointment, promotion, and tenure for all library faculty. They are expected to make a direct contribution to knowledge in their respective fields of expertise and to share their professional expertise, knowledge, and findings.

- A librarian's research is measured by peer recognition. It may be demonstrated by publication in refereed journals or scholarly books, by creation of high quality scholarly resources, editing, translating, compiling of guides, reviews of scholarly works, by presentation at organized scholarly meetings, and by attracting external support or competitive fellowships and awards.
- Considering the different workload of library faculty, their scholarly contribution should be weighted proportionately in the overall evaluation.

Service

- Service includes the contribution a faculty member makes to the academic profession, the College, the University, and to society at large.
- Contribution to the advancement of the library profession is most typically demonstrated by active participation in professional and scholarly associations, and by service on editorial boards or as a reviewer of scholarly proposals. Contribution to the effective operation of the College and University at all levels is most typically demonstrated by service on important committees. Contribution to society at large is most typically demonstrated by active participation, often related to professional expertise, in the work of the committees of civic groups and on public and government commissions.
- Significant accomplishments under the criterion of service will strengthen a candidacy for promotion. Such accomplishment is expected but cannot replace scholarship or librarianship as a justification for promotion.

The several criteria described above are not mutually exclusive but rather overlapping and complementary. The criteria are expressed in terms of the individual's accomplishment and not in terms of earned degrees, although these are very important and must be recognized. Accomplishment in many, if not most, of these categories is likely to be present in the career record of a successful librarian.

These guidelines are applied in accordance with current Procedures for Evaluation of Library Faculty.

Unanimously adopted
Queens College Library Department
Sharon Bonk, Chief Librarian

October 31, 1996

**QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
LIBRARY DEPARTMENT**

PROCEDURES FOR EVALUATION OF LIBRARY FACULTY

Peer Review

The faculty of the Library Department of Queens College endorse and follow the practice of peer review as addressed in the City University of New York governing document "Statement on Academic Personnel Practice" and the current PSC/CUNY Contract.

The evaluation criteria to be used by the Library Personnel and Budget Committee when formally reviewing performance of colleagues for such actions as reappointment, promotion, and tenure shall be those developed by the Personnel and Budget Committee and the Library Department in 1991/92, and revised by the Personnel and Budget Committee and adopted by the Library Department in Fall 1996.

Each untenured or uncertificated librarian in an instructional position shall meet annually with the Personnel and Budget Committee to review progress for preparation for tenure using the same criteria. This meeting shall be held off-cycle from the meeting at which reappointment, promotion, or tenure is formally considered.

At the time of the Personnel and Budget Committee review for reappointment, promotion, or tenure, all relevant material including written reports and evaluations will be reviewed by the Library Personnel and Budget Committee and the appropriate external College peer committees. At the time of such review, the candidate may also be evaluated by the Committee through invited written letters from peers outside the library and College.

Administrative Review

Each librarian below the rank of Professor shall be evaluated annually by the Chief Librarian. Professors may also agree to have their performance reviewed annually or at a mutually agreed upon schedule.

Procedures:

1. Each librarian will prepare annually a report of activities and accomplishments in the areas of position responsibility, scholarship, and service, including a brief self assessment of progress toward position and professional goals.
2. The supervising librarian, as may be applicable, will prepare a written evaluation of the librarian and confer with the librarian. The evaluation report and faculty activity report will be submitted to the Chief Librarian for inclusion in the personal file.
3. In the cases where there is no direct supervising librarian, the Chief Librarian may designate a member of the Personnel and Budget Committee to prepare a written evaluation, confer with the librarian, and forward the faculty activity report and the evaluation to the Chief Librarian for inclusion in the personal file.
4. The Chief Librarian will confer with each librarian at least once annually, at which time the faculty activity report of the librarian and the report of his/her supervisor will be reviewed in context of the total performance and professional progress. The purpose of this meeting shall be to assess job performance and attainment of position-related, scholarship, and service goals, and to set goals for the following year. The Chair will prepare a record of the evaluation discussion for the librarian's personal file.

10/10/96rv

Library Department Personnel and Budget Committee

MINUTES
COLLEGE-WIDE COMMITTEE ON PERSONNEL AND BUDGET
WEDNESDAY, March 19, 1997

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Report of the P&B Executive Committee:

Dr. Allan Ludman, Chair reported that:

- the committee will meet again next Wednesday, March 26.
- the tenure and promotion process for librarians has been difficult in the past. They are considered full-time faculty members and are judged by the same criteria, but they serve different roles. The librarians have come up with a definition of librarian roles and developed criteria and guidelines by which their performance might be correlated with the teaching, scholarship and service requirements enumerated in the bylaws.

✓ A motion was made and approved to accept the guidelines and to include them with promotion and tenure materials for Librarians for use by the divisional P&B and the Committee of Six during deliberations.

- the committee has received 13 nominations for Distinguished Professors, representing 11 different departments. The committee will accept no additional nominations at this time. They have begun to examine the curriculum vitae and nominating letters and will soon consult with the Provost on the pool. In the near future, they will prepare a short list of candidates (unspecified number) for further consideration and will send requests to the individuals' respective departments for full supporting information. They are only considering the most qualified. Dr. Ludman reminded members that it is not appropriate for anyone to solicit letters of recommendation (external, or internal) to be sent to the Committee at this time. When the short list is established, departments will be asked to assemble the full package and this package will be submitted *in toto* to the Committee at that time.
- the Council of Presidents prepared a draft ICAM text and this was circulated to the entire College P&B Committee by the Provost with a request for response by March 12. The Executive Committee responded to the Provost, on the P&B Committee's behalf, that some serious problems still exist, specifically:
 - the fact that freshmen will be permitted to avail themselves of ICAM courses,
 - the fact that ICAM students will register at Queens College before new freshmen and transfer students,
 - the inclusion of ICAM courses in calculating the Queens College GPA,
 - the continued confusion of equivalence and comparability in assessing courses at different campuses.
 - academic viability in some disciplines of one-day courses.