Library Department

Bylaws

University of Wisconsin-La Crosse

Contents

I. Library Department Bylaws

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

II. Organization and Operation

Department members are governed by six interdependent sets of regulations:

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

A. Preamble

1. Mission

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

2. Brief History of the Library Department

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

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

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

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

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

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

B. Meeting Guidelines

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

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.   *Merit 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.   Post-Tenure Review (PTR) 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

f.   Assessment 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

g.   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." (http://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/).

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

Procedures for Updating Position Descriptions

a. Job descriptions will be updated on a regular basis to keep up with changing responsibilities and duties. With the exception of probationary librarians, job descriptions that have not been updated through other processes for a period of 5 years will be reviewed and modified when modification has been deemed necessary and appropriate by the process described below. Changes may be minimal or nonexistent, but the job description date will reflect that it is current. Librarians with probationary status would have their job descriptions submitted for review upon completion of the

probationary period. A review could occur during a probationary status at the request of the candidate, Personnel Committee or Tenure & Promotion Committee.

b. The Personnel Committee will identify those non-probationary positions that have not been modified within a 5-year period and will contact each librarian occupying those positions with a request for an updated job description. Each librarian contacted will have 60 days in which to respond to the Committee with a proposal that addresses the major points of the job description and provides rationale for making or not making changes.

c. 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.

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

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 https://www.uwlax.edu/human-resources/classification--recruitment/classification/ and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. https://drive.google.com/file/d/0B5olNNrU5bquTmdYZDRmcHl5UHM/view.

C. Non Instructional Academic Staff Responsibilities and Expectations

The Library department maintains a position description detailing responsibilities specific to each NIAS academic librarian position. Positions descriptions are updated using the same procedures as for tenure-track faculty position descriptions, see III.A.

D. Student Evaluation of Instruction

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

The department will follow the UWL SEI policy and procedure available on the Faculty Senate webpage (https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/#tm-student-evaluation-of-instruction---sei) Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion for ranked faculty and for renewal and promotion of Instructional Academic Staff in the form of (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. For ranked faculty contract-renewal and both faculty and IAS promotion these numbers will be reported using the Teaching Assignment Information (TAI) form. The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15).

IV. Merit Evaluation (Annual Review)

Summary

Under the merit system adopted by the Faculty Senate on April 7, 1977, distribution of merit compensation

(whether a permanent pay raise or one-time compensation) shall be determined by the individual departments. The department's allocation of any faculty-wide merit-based play plan is determined by the total departmental payroll.

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

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

The Library department also conducts merit evaluations for Instructional Academic Staff in permanent budgeted instructional lines and for Non-Instructional Academic Staff with the title code of Academic Librarian. Merit reviews for academic staff who have completed at least one academic year at UWL reflect activities since their previous review, and are reported to the Library Director alongside merit reviews for ranked faculty.

A. Evaluation Processes & 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." (See bylaws, section XII Appendices, C.).

The merit evaluation outcomes consist of four possible designations: *No Merit, Meritorious*, *Very Meritorious*, and *Exceptionally Meritorious*.

1. **Faculty**
   a. **Probationary**
      A merit evaluation is incorporated into each retention review and the tenure review. See Bylaws section V. Faculty Personnel Review.

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

         Note: Reports can be submitted as either PDF or html (PDF is preferred; however the hyperlinks in pdfs may be less reliable depending on the computer platforms being used by reviewers). All attachments should be uploaded to Digital Measures in pdf format.

         Documentation shall also include a 1-2 page Review Narrative describing accomplishments of the past year and professional goals for the upcoming year. The accomplishments and goals should address librarianship, scholarship, and service as described in Section XII, Part C, of the library

bylaws ([Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion](#)) and should relate to the mission of the library. The e-portfolio report should include a hyperlink to the review narrative.

    iii. Documentation shall be due to the chair of the Merit Evaluation committee by October 1.

    iv. The Merit Evaluation committee convenes to consider and determine a merit evaluation category for each eligible tenured department member.

- Tenured librarians serving on the Merit Evaluation committee do not take part in deliberations on their own merit evaluation. They are excused from such proceedings.

    v. Results of each merit evaluation shall be communicated in writing to the librarian being reviewed.

    vi. All merit evaluations for tenured faculty should be finalized by the committee by December 1 (two weeks in advance of when they are due to the Library Director).

2. Instructional Academic Staff in Permanent Budgeted Instructional Lines

3. **Non-Instructional Academic Staff**

A merit evaluation is incorporated into each academic librarian annual review. See Bylaws section [VII. Non-Instructional Academic Staff Review](#).

4. Department Chair

B. Distribution of Merit Funds

Annually, the department chair notifies the Library Director of the most recent merit evaluation results for all eligible department members. The Library department requests that any merit pay allocated to the department over the next year be divided evenly among all department members who received a positive merit designation.

C. Appeal Procedures

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

V. Faculty Personnel Review

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08) http://www.uwlax.edu/Human-Resources/Unclassified-Personnel-Rules/

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel Review" in these by-laws should be applied to faculty with a contract date after **July 1, 2013.**

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

A. Retention (Procedure, Criteria, and Appeal)

Summary

The Tenure and Promotion Committee reviews the performance of probationary faculty for the purpose of retention, based upon the established department "[Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion](#)." (See bylaws, section XII Appendices, C.).

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

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

Beginning with the fall of the 2nd year of hire, retention reviews shall be conducted in the fall of each year of the probationary period leading up to the tenure review (V. B.).

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

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

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

Procedure

1. At least 20 calendar days prior to the review meeting (UWS/UWL 3.06), the chair of the Tenure and Promotion Committee shall notify the probationary faculty member of the meeting 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 the meeting.

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

   Departmental DM guidance: https://murphystaff.uwlax.edu/dept/Using%20Digital%20Measures.pdf

   Probationary faculty members will write and upload to Digital Measures a 1-2 page retention narrative summarizing their accomplishments since their last contract retention review.

   The probationary faculty member will then generate and submit via email to the committee chair the

following two Digital Measures reports:

   a. The report titled "INDIV: Activities Report (Annual Faculty/IAS; Merit; Post-Tenure)" *for the most recent academic year (June 1 - May 31).* (This report is consulted for merit evaluation.)

   b. The report titled "INDIV: Personnel Report (Faculty/IAS Promotions/Retention/Tenure)" for all years at UWL *since date of hire until date that report is drawn*. (This report includes a link to the uploaded narrative.)

      Note: Reports can be submitted as either PDF or html (PDF is preferred; however the hyperlinks in pdfs may be less reliable depending on the computer platforms being used by reviewers).

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

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 review meeting with the Tenure and Promotion committee will consist of: (1) committee time without the probationary faculty member to discuss the submitted materials and potential questions for the candidate; (2) opportunity for the probationary faculty member to meet with the committee to highlight accomplishments, discuss the submitted materials, and answer committee questions; and (3) committee time without the probationary faculty member for discussion, a formal vote on the retention or tenure of the candidate if the review is a contract review, and to begin the process of writing a review letter regarding the candidate.

4. If the review was a contract review, immediately following the review meeting, the Tenure and Promotion Committee Chair and the Library Department Chair will meet with the probationary faculty member to verbally share the outcome of the vote. The department chair will confirm the outcome in writing via email to the candidate within 7 calendar days of the review meeting. (UWL 3.06)

5. Within 14 calendar days of the review meeting, or within 10 days of a non-renewal decision if so requested by the candidate in writing (UWL 3.07(2)), the committee will complete a review letter. If the review was a contract review the letter will include the date of the vote, the numerical outcome, and a clear indication of a 1 or 2 year contract recommendation. The letter will include the committee's review of the strengths and weaknesses of the faculty member's librarianship, scholarship and service, with particular attention to the time since the last contract review, and it will also include specific recommendations for the next review period.

6. The Committee Chair and the Library Department Chair will meet with the probationary faculty member to deliver a paper copy of the letter and to discuss the outcome of the review. Following the meeting, the committee chair will transmit an electronic copy of the signed letter to the candidate and to the department chair via email.

7. The department chair transmits the candidate's Annual Activity Report, the candidate's Personnel Report, and the departmental Digital Measures report titled "DEPT: Personnel Supporting Materials" (includes link to committee's review letter) to the Library Director via email as specified at https://www.uwlax.edu/academic-affairs/retention-at-uwl/

Reconsiderations and Appeals

See UWL 3.07 for procedures regarding the reconsideration of a departmental decision of non-renewal of a probationary faculty member's appointment. If the faculty member wishes a reconsideration of the initial

non-renewal recommendation, he/she shall request a reconsideration meeting in writing within two weeks (14 calendar days) of the receipt of the copy of the review letter. (UWL 3.07(3))

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

Interim Review

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

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

1. Tenure and Promotion Committee letter of recommendation. For a contract review this includes:

    a. The option selected for the retention decision, which would generally be used as the motion the department votes on and records as follows:

    b. The actual retention/tenure vote showing the number of Yes votes, No votes, and any abstentions.

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

3. Merit evaluation data.

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

B. Tenure Review and Departmental Tenure Criteria

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

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

C. Post-Tenure Review

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

UWL's Post Tenure Review Policy is based on the Regent Policy Document 20-9 entitled "Periodic Post-Tenure Review in Support of Tenured Faculty Development."

Post-tenure reviews are administered by the department's Post-Tenure Review (PTR) Committee.

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

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

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

D. Faculty Promotion Procedures (Procedure, Criteria and Appeal)

The department will follow the guidelines and schedules regarding faculty promotion available at http://www.uwlax.edu/hr/promo-resources.htm

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

Specific Procedures for the Tenure and Promotion Committee

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

At least 35 days before the committee deadline to forward its recommendation to the library director, the candidate shall submit a promotion portfolio to the Tenure and Promotion chair.

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

After receiving feedback from the Tenure and Promotion Committee, the candidate has seven days to consider the committee's recommendations and submit a final portfolio to the Tenure and Promotion Committee.

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

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

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

VI. Instructional Academic Staff Review

A. Annual Review

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

B. Career Progression Procedures

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

C. Appeal Procedures re: Annual Review

VII. Non-Instructional Academic Staff Review

Summary

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

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

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

A. Annual Review

In accordance with Unclassified Personnel Rule UWL 10.06, academic staff will be evaluated annually. https://www.uwlax.edu/human-resources/faculty-and-staff/performance-appraisals/

Performance reviews of non-instructional academic staff (NIAS) are due to Human Resources from the Library Director no later than July 31.

Annual reviews of NIAS with the title code of Academic Librarian are conducted by an Academic Librarian Review Committee of the Library Department, which consists of the department's standing Tenure and Promotion Committee, plus one optional additional member as determined according to procedures described below. The chair of the Tenure and Promotion Committee shall serve as chair of the Academic Librarian Review Committee. The committee reviews the performance of academic librarians based upon the established department "Statement and Criteria Regarding Evaluation, Retention, Review, and Promotion." (See bylaws, section XII Appendices, C.).

Each annual review is either a non-contract (non-voting) review or a contract review, depending upon the status of the academic librarian's current appointment. A contract review results in a vote on whether to recommend a new appointment contract. A decision on indefinite appointment must be made at least one year prior to the end of the probationary period (UWL 10.03(5)(a)), meaning the annual review conducted during the 6th year of a probationary period is normally the indefinite appointment decision review.

A merit evaluation using the criteria and categories specified at IV.A. shall be incorporated into each annual review.

Procedures

1. By early spring semester the chair of the Tenure and Promotion Committee verifies the Library Director's deadline for completed NIAS reviews, and plans the rest of the process accordingly. (The Director takes into account any HR deadline for NIAS contract decisions.)

2. At least 30 calendar days prior to the annual review meeting (UWL 10.03(5)(a)), the chair of the Tenure and Promotion Committee shall notify the academic librarian of the meeting and request in writing that

the academic librarian submit materials in support of her/his review at least 7 calendar days prior to the review. The communication shall also include an invitation to the academic librarian to optionally submit the name of one member of the Library department not on the Tenure and Promotion Committee who agrees to serve with the members of that committee on the Academic Librarian Review Committee. The name must be submitted within 7 days following the initial meeting notification.

Activities in terms of librarianship, scholarship, service and professional development entered from date of hire at UWL 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). Academic librarians may solicit additional written and signed commentary at their discretion and include them as teaching, scholarship, or service evidence in their electronic portfolio. All files should be uploaded to Digital Measures in pdf format.

Departmental DM guidance: https://murphystaff.uwlax.edu/dept/Using%20Digital%20Measures.pdf

3. The academic librarian will write a 1-2 page narrative summarizing the performance of his/her position responsibilities since the last review and add the document to his or her e-portfolio. If the review is an indefinite appointment decision review then the academic librarian will instead submit an essay no longer than five pages that encompasses the full length of service at UW-La Crosse.

   The academic librarian will then generate and submit via email to the committee chair the following two Digital Measures reports:

   a. The report titled "INDIV: Activities Report (Annual Faculty/IAS; Merit; Post-Tenure)", covering the time period since the last review. (This report is consulted for merit evaluation.)

   b. The report titled "INDIV: Personnel Report (Faculty/IAS Promotions/Retention/Tenure)". (This report includes a link to the uploaded narrative.) For academic librarian with FTT or probationary appointment, this report covers the entire time period of employment as an academic librarian. For academic librarian with FTR or indefinite appointment, this report covers the time period since the last review.

   Note: Reports can be submitted as either PDF or html (PDF is preferred; however the hyperlinks in pdfs may be less reliable depending on the computer platforms being used by reviewers).

4. The committee chair also will solicit written and signed commentary from Murphy Library staff not on the Academic Librarian Review Committee and from the Library Director. Any comments received shall remain confidential within the committee. All copies regarding academic librarians with FTT or probationary appointment are retained by the Department Chair in the individual's file. Copies regarding academic librarians with FTT appointment are destroyed upon the first granted FTR appointment; copies regarding academic librarians with probationary appointment are destroyed after the probationary period. Copies regarding academic librarians with FTR or indefinite appointment are

destroyed after the review process.

5. The Academic Librarian Review Committee will meet with the academic librarian to discuss his/her review materials. The meeting will consist of: (1) committee time without the academic librarian to discuss the submitted materials and potential questions; (2) opportunity for the academic librarian to meet with the committee to highlight accomplishments, discuss the submitted materials, and answer committee questions; and (3) committee time without the academic librarian for discussion, a formal vote if the review is a contract review, and to begin the process of writing a review letter regarding the candidate.

6. If the review was a contract review, immediately following the review meeting the Academic Librarian Review Committee Chair and the Library Department Chair will meet with the academic librarian to verbally share the outcome of the vote.

7. Within 14 calendar days of the review meeting, the committee will prepare a written review. The letter will include recommendation for a new appointment contract if applicable, along with the committee's review of the strengths and weaknesses of the academic librarian's librarianship, scholarship and service since the previous review. It will also include specific recommendations for the next review period.

8. The Committee Chair and the Library Department Chair will meet with the academic librarian to deliver a paper copy of the letter and to discuss the outcome of the review. Following the meeting, the committee chair will transmit an electronic copy of the signed letter to the candidate and to the department chair via email.

9. Once finalized, the committee's review is forwarded by the Department Chair to the Library Director and to Human Resources.

Reconsiderations and Appeals

An academic librarian who has a disagreement with the review should write a formal letter of complaint to the Academic Librarian Review Committee Chair within one week of receiving the review. Upon the request of the academic librarian, another meeting may be held to discuss, clarify, and reconsider the Academic Librarian Review Committee's review.

See UWL 10.04 for procedures regarding the formal appeal of a departmental decision of non-renewal of a probationary academic staff appointment.

B. **Career Progression Procedures**

Policies and procedure guiding career progression for NIAS are available at https://www.uwlax.edu/human-resources/nias-career-progression/

When an academic librarian 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

C. Appeal Procedures re: Annual Review

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

VIII. Governance

A. Department Chair

1. Election of the Department Chair
   See Faculty Senate Bylaws, Article V. revised 2008
   - a. Eligibility Requirements for Voting
     See Faculty Senate Bylaws, Article V.A. revised 2008
   - b. Eligibility Requirements for Serving as Chairperson
     See Faculty Senate Bylaws, Article V.B. revised 2008
     - i. All members with the rank of assistant professor or above who have served for at least three full semesters at this University shall be eligible to be elected as department chairperson. (Senate Bylaws, Article V. B.)
   - c. Term of Office
     See Faculty Senate Bylaws, Article V.C. revised 2008
   - d. Method of Selection
     See Faculty Senate Bylaws, Article V.D. revised 2008
   - e. Elastic Clause
     See Faculty Senate Bylaws, Article V.E. revised 2008
   - f. Removal of a Chairperson from Office
     See Faculty Senate Bylaws, Article V.F. revised 2008
     - i. In those cases where a chairperson cannot complete the term to which he or she was elected, the department shall hold another election to complete the term or request the Chancellor to appoint a chairperson for the remainder of the term. (Senate Bylaws, Article V. F.2.a.)
     - ii. In those cases where a chairperson takes a leave, procedures outlined in Senate Bylaws Article V. F.3. shall be followed.

2. Responsibilities and Rights of the Department Chair
   The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate By-Laws (revised 2006) http://www.uwlax.edu/facultysenate under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons " and "V. The Selection of Department Chairpersons" and "VI. Remuneration of Department Chairpersons." in addition references to chair-related duties are stated throughout the Faculty Handbook http://www.uwlax.edu/HR/F_Handbook.htm.
   - a. Shall preside over department meetings.
   - b. Shall prepare the agenda for departmental meetings and announce their time and place for occurrence.
   - c. Shall exercise leadership in all matters concerning the governance and welfare of the department.
   - d. Shall appoint a deputy if absent to carry out his or her duties (as chairperson) except as stipulated otherwise in the Senate Bylaws, Article VII. F.3.
   - e. Shall serve as ex-officio member of standing governance committees, appoint conveners of initial meetings, and attend meetings at his or her discretion.
   - f. Shall conduct department committee elections.

g. In accordance with "Library Department Search & Screen Procedures," supervise the recruitment of new faculty and academic staff.

h. Shall conduct orientation for new faculty and academic staff.

i. Shall report results of evaluation and review of faculty and academic staff to the Library Director.

B. Standing Departmental Committees

- The term of office shall be two years. While the department chair shall serve as a member of each standing committee every year, other committee members shall serve staggered terms to balance continuity with new perspective.

- Committee membership for the next academic year shall be determined by the Department chair before the end of the spring semester of the previous year, minimizing the number of standing and permanent department committees each member serves on at the same time. The chair will fill open slots using committee preferences solicited from department members. If there are more open slots than can be filled using preferences, then the chair will select department members at random to fill remaining positions.

- An alternate shall be elected to all committees except Tenure and Promotion, in addition to regular members. Alternates shall serve on a committee in the event of significant absence of a regular member, at the request of the remaining members of the committee. Resumption of this regular member's duties shall take place upon the return of the member, except when the committee shall successfully petition the Library Department to postpone this resumption. At the time that any regular member resumes full participation on a committee, the alternate member will relinquish active committee membership.

- Each committee shall keep a record of its activities and make it available to the department.

- Each committee shall give a report of its activities at each monthly department meeting and an annual written report by the committee chair to the Department chair due at the final Department meeting of the spring semester.

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

1. **Personnel.**
   a. Membership: Five members shall comprise this committee; one of these shall be the department chair.
   b. Duties:
      i. Recruitment.
         1. Shall determine, in consultation with the Library Director, the faculty and academic staff needs of the department.
         2. Given a vacant, or soon to be vacant, position in the department, shall develop or update the basic components of the position description (general area(s) of specialty) in consultation with the Library Director. (This information then helps the Library Director secure approval to commence a search.)
      ii. Shall recommend new or revised departmental position descriptions, using procedures at III.A.
      iii. Leaves and absences (including sabbaticals).
         1. Shall review and approve leave requests that are subject to supervisor/department

approval and are not otherwise covered by applicable departmental policies.

2. Shall coordinate contingency plans.

3. Shall recommend changes to applicable departmental policies.

iv. Shall develop and recommend plans for summer compensation allocations for department members with academic year (9-month) appointment.

v. Shall assist department members in addressing workload issues as requested.

vi. Shall award Supplementary Travel Funds and recommend changes to disbursement guidelines for these funds. For disbursement guidelines see: https://murphystaff.uwlax.edu/dept/person/supplementarytravelfund.html

vii. 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.

2. Tenure and Promotion.

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

b. Duties:

i. Shall advise the Chancellor regarding the renewal of probationary faculty and the granting of tenure by conducting retention reviews and tenure reviews.

1. A merit evaluation shall be incorporated into each retention and tenure review.

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. Shall form Academic Librarian Review Committees to conduct annual reviews of academic librarians and make recommendations for re-hiring, in accordance with university regulations.

1. A merit evaluation shall be incorporated into each academic librarian annual review.

v. A department member with designated administrative responsibilities ranking above that of a department chair, who does not have tenure, either in the Library Department or some other department within the University, must serve a negotiated probationary period, no shorter than one year, before tenure is granted.

vi. Review and approve recommended changes to probationary faculty position descriptions forwarded by the Personnel Committee.

3. Merit Evaluation.

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

b. Duties:

i. Oversee and make recommendations regarding merit evaluation criteria, categories, and processes.

ii. Conduct merit evaluations (annual reviews) for tenured department members.

4. Post-Tenure Review.

    a. Membership: All tenured faculty members, with a minimum of 3 tenured faculty members. In the event that there are not three tenured department members, the Department Chair, in consultation with the Library Director and the faculty member, shall meet to select outside members. If there is not a mutual agreement, the Library Director shall have the final say in the selection of the outside members.

    b. The Department Chair serves as a committee member and chair of the committee unless the department chair holds tenure in another department, or is being reviewed. In either of these two cases, the committee shall elect a chair to complete the administrative components of the process.

    c. Duties: Conduct a five-year post-tenure review of each tenured faculty member, in accordance with university regulations.

5. Assessment Committee

    a. Membership: Five members shall comprise this committee; one of these shall be the department chair.

    b. Duties:

        i. Recommend changes to the set of departmental-level student learning outcomes (SLOs). (Note: By definition, SLOs must be devised so as to be directly measurable.)

        ii. Assist library units with the development, adoption, and revision of unit-level SLOs as requested. Unit-level SLOs may be selected from the departmental SLOs, or they may complement the departmental SLOs.

        iii. Document unit-level SLOs currently in use, including their relation to the department-level outcomes.

        iv. Coordinate assessment projects for review by the University Program Assessment Committee (UPAC). (Note: Such projects assess student learning relative to SLOs.)

        v. Ensure the department meets its reporting obligations to UPAC. Per each assessment cycle, this includes submitting a departmental assessment plan, reporting on assessment results, reporting on action plans based on results, and reporting on improvement actions taken.

6. 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.

    b. Process.
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. **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 HR policy that "the activities of faculty and academic staff are not organized in terms of a specific number of hours and days in specified locations." See: https://www.uwlax.edu/human-resources/academic-year-definition/

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

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

3. **Sick leave**

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

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

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

4. **Vacation and Personal Holiday**

Faculty and academic staff with academic year (9-month) appointment are not eligible for vacation and personal holiday leaves. See HR policy defining the academic year and the contract year for such positions: https://www.uwlax.edu/human-resources/academic-year-definition/

Faculty and academic staff with annual basis (12-month) appointment will account for vacation and personal holidays in adherence to the most current UW System guidelines: https://www.wisconsin.edu/ohrwd/benefits/leave/vacation/ https://www.wisconsin.edu/ohrwd/benefits/leave/ph/

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

- The department encourages its members to utilize benefits they are entitled to. At the same time, per HR policies, vacation and personal holidays are subject to supervisor approval.
- Plans to use vacation or personal holidays shall be communicated in writing (email) to the department chair. The librarian planning to be away is expected to initiate and arrange for contingency plans for any scheduled departmental activities such as instruction sessions or reference shifts, and to notify coordinators of departmental committee meetings where attendance is expected. Vacations and personal holidays that meet these departmental expectations shall be considered supervisor-approved.

5. **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.

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

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

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

In cases where the number of members absent on a given occasion place library services in jeopardy, the Library Director and the personnel committee may determine who shall be permitted to attend that event.

The department will make special effort to support those members who must attend meetings and conferences to serve as officers or committee members, make presentations, serve on panels, or make other contributions in areas of service and expertise. Department members should consult with the Personnel

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

IX. Search and Screen Procedures

The department will follow recruitment and hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAO, UW System and WI state regulations.

A. Tenure-Track Faculty

The approved UWL tenure track faculty recruitment and hiring policy and procedures are found at https://www.uwlax.edu/human-resources/classification--recruitment/recruitment/#tab-recruitment-processes. Additionally, UWL's spousal/partner hiring policy can be found at http://www.uwlax.edu/Human-Resources/Spousal-and-partner-hiring/

Departmental policies/procedures

1. The department will use the UWL Search and Screen Committee process for the recruitment of tenure-track faculty, instructional academic staff, and academic librarians.

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

3. The first meeting of the committee will be convened by the department chair, and will include the charging meeting with the AAO and the election of a committee chair. The committee chair is appointed by a simple majority vote.

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

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

6. The Search & Screen Committee will meet to discuss the qualifications of the candidate(s) who have been interviewed and to determine which interviewee(s) to recommend to the Library Department for approval. The Library Department determines which interviewee(s) to recommend for hiring.

B. Instructional Academic Staff

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

The department uses the same procedures as for tenure-track faculty, see IX.A.

C. Pool Search

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

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

D. Non-Instructional Academic Staff

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

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

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

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

X. Student Rights and Obligations

A. Complaint, Grievance, and Appeal Procedures

B. Expectations, Responsibilities, and Academic Misconduct

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

C. Advising Policy

XI. Other

A. Emeritus Status

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

XII. Appendices

A. Definition of Scholarship

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

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

1. Research, publication, grants, and creative works
   a. Publication of scholarly books or chapters of books.
   b. Publication of articles in peer reviewed journals.
   c. Publication of articles in edited academic or professional journals.

d. Publication of papers in conference proceedings.

e. Publication of reviews of books or other information sources.

f. Publication of encyclopedia articles.

g. Publication on the web comparable to print publication.

h. Other professional or creative works that are considered by the Library Faculty as evidence of scholarship.

i. Securing grants for research or library programs from local or external sources.

j. Substantial Murphy Library publications, paper or web, whose content requires professional evaluation and knowledge, such as bibliographies, indexes, finding aids, or tutorials.

2. Contributions to the advancement of the profession and professionally relevant community activities

a. Evidence that publications are cited by other researchers.

b. Editing scholarly publications.

c. Presentations at state, regional, or national academic or professional conferences.

d. Panel member or paper discussant at an academic or professional conference.

e. Peer reviewer for conference papers or professional publications.

f. Presentations to local university and lay groups that require a level of expertise commensurate with presentations at academic and professional meetings.

g. Extensive service as a consultant that requires professional or discipline-focused expertise.

h. Designing and implementing professional or administrative surveys and studies.

3. Development of substantial processes, computer programs, or apparatus useful in organizing data and information and designing methods for information retrieval.

*Association of College and Research Libraries. *Academic Librarianship and the Redefining Scholarship Project: A Report from the Association of College and Research Libraries Task Force on Institutional Priorities and Faculty Rewards.* (1998) Available: http://www.ala.org/ala/mgrps/divs/acrl/publications/whitepapers/academiclibrarianship.cfm

B. Definition of Librarianship

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

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

COLLECTION DEVELOPMENT

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

ORGANIZATION AND ACCESS

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

INFORMATION LITERACY INSTRUCTION

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

PRESERVATION

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

RELEVANT STANDARDS INCLUDE:

Association of College and Research Libraries. *Academic Librarianship and the Redefining Scholarship Project: A Report from the Association of College and Research Libraries Task Force on Institutional Priorities and Faculty Rewards.* (1998) Available: http://www.ala.org/ala/acrl/acrlpubs/whitepapers/academiclibrarianship.cfm.18 Sept. 1998.

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.