Letter of Transmittal

Date: 15 May 2014

To:
Phyllis O’Connor
Interim Dean, University Libraries

From:
Karen A. Plummer
Chair, University Libraries RTP Revision Committee

The final bargaining unit faculty vote concerning the 5/7/2014 addendum to the University Libraries RTP Guidelines (approved 7/23/2010) document is as follows:

APPROVE: 13 votes
NOT APPROVE: 0 votes

This constitutes a unanimous vote in favor of the addendum and with this vote, we submit the final copies of the approved document (dated 7/23/2010, addendum 5/7/2014) for your approval.

APPROVAL SIGNATURES

Karen A. Plummer
Chair, UL RTP Revision Committee

May 15, 2014

Phyllis O’Connor
Interim Dean, University Libraries

May 20, 2014

William M. “Mike” Sherman
Provost and Chief Operating Officer of
The University of Akron

May 21, 2014
Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the University Libraries

Date: July 23, 2010

Introduction

The UA-Akron AAUP Collective Bargaining Agreement (CBA) contains processes, timelines and procedures for the Retention, Tenure and Promotion (RTP) of Bargaining Unit members, and should be referred to for such matters. This document serves to enumerate the minimum criteria for tenure/promotion relevant to the discipline(s) represented in the academic unit listed above. These criteria may include quantitative and/or qualitative measures, and meeting these minimum criteria does not guarantee a positive recommendation. Nothing contained in this document can conflict with the CBA or University rules.

1. Materials for the RTP file

Specific materials, other than those already specified in the CBA, that are to be included in the candidate’s RTP file. (If not applicable, please fill in this section with “N/A”).

N/A

2. Annual Reappointment

Clear and specific measures of performance and indications of progress toward tenure.

A. Work Performance:

The following four points broadly describe the core functions performed in University Libraries. Faculty generally will focus on one or two functional areas but may include activities in all areas.

1. Demonstrated competency in collection development, as indicated by: selecting and purchasing materials to support the curriculum; selecting and purchasing materials to support faculty research; selecting and purchasing materials to support student research; deselecting materials and appropriately determining locations for materials; making fiscally responsible retention and selection decisions including determination of appropriate material formats (electronic vs. print, etc.); and/or developing and periodic revision of collection development policies.

2. Demonstrated competency in providing access to information as indicated by: cataloging and classification of materials; developing print and electronic guides to information; and/or designing policies, procedures, and services to facilitate the delivery of information (including Interlibrary Loan, course reserves, document delivery, online request forms, etc.)

3. Demonstrated competency in providing instruction as indicated by: providing reference services; teaching for-credit courses in information competency; providing course-integrated library instruction; and/or providing formal instruction.
4. Demonstrated competency in administration and supervision as indicated by managing; planning; fiscal responsibility; and/or evaluating staff and services. This criterion may not apply to all candidates.

B. Research/Scholarly Activity:
The candidate is not expected to meet all criteria every year, though all criteria must be met by the time one applies for tenure. Previous Retention Committee requests regarding these criteria shall be addressed.

1. Demonstrated research resulting in publication of books, book chapters, journal articles, reviews, or creative works; and presentation of papers, poster sessions, or creative works. A variety of accomplishments are acceptable here, though not all are expected in any particular year. However, the candidate should be mindful of the cumulative requirements for tenure. Publications, in print or electronic format, must be completed and formally accepted for publication in order to be considered.

   a. Publications include reviews, newsletter contributions, journal articles, book chapters, books, and creative works.

   The weight that a publication is given is determined by a combination of factors, including the amount of effort or preparation that is required, the intensity of the screening (review) that the publication must pass before being accepted, and by the impact on the profession. For example, short reviews (under 500 words) and informal newsletter articles generally require less preparation than extensive reviews and journal articles, and authoring a book chapter or book generally requires more research than other publications. Publications accepted by a peer-review panel are weighted more heavily than those that are not reviewed. The impact of a publication can be measured by several indicators: the publisher, journal, citation studies, content, or awards.

   By the candidate's third year, he/she will have shown acceptable progress toward tenure if he/she has at least one substantial publication.

   b. Presentations include poster sessions; participation on panel discussions; formal, oral presentations to groups; the reading of professional papers, and creative works.

   The weight that a presentation is given is determined by a combination of factors, including the amount of effort or preparation that is required, the intensity of the screening (review) that the presentation proposal must pass before being accepted, and by the breadth and/or nature of the audience. For example, an anonymous presentation proposal that is accepted by a peer-review panel is weighted more heavily than one for which there is no review or which is in response to an informal call for proposals. Poster sessions and panel participation generally require less preparation than a formal presentation does, and the reading of professional papers generally requires more research and review than any of the other presentation opportunities. A presentation to a national audience is generally weighted more heavily than a presentation to a regional or statewide audience; a presentation to a group of higher-education professionals is weighted more than a presentation to an audience of other interest groups.
By a candidate's third year he/she will have shown acceptable progress toward tenure if he/she has made at least one oral presentation or any presentation to a national audience.

c. Grant funding and/or development activity.

2. Demonstrated participation in professional development activities designed to result in professional growth. Such activities may include attendance at meetings of professional organizations, advanced study in librarianship or other academic subjects, pursuit of additional degrees or certificates, etc. The candidate shall describe the nature and benefits of such activities to the candidate's professional growth.

3. Demonstrated participation in formal activities leading to skills and knowledge necessary for the effective performance of one's job responsibilities. Such activities may include workshops and demonstrations on new library systems and procedures, attendance at database training workshops, enrollment in continuing education courses, etc.

4. Professional recognition, though not required, will complement a candidate's application for reappointment.

C. Service:

A candidate's level of service may vary from year to year. However, all criteria must be met by the time one applies for tenure. Previous Retention Committee requests regarding these criteria shall be addressed.

1. Demonstrated service to The University of Akron is required. This may include active participation in University committees, activities, and organizations, including official campus committees, voluntary organizations, and substantial special events. One-time activities of a short duration (e.g., graduation, welcoming students, etc.) are not deemed substantial.

   The candidate shall describe his/her contribution in terms of the nature, extent, and value of his/her contributions to The University of Akron. University service shall be evaluated by those criteria and additional consideration will be given for depth and breadth of involvement.

   By the candidate’s third year, he/she will have shown acceptable progress toward tenure if he/she has been a contributing member of at least one committee.

2. Demonstrated contributions to the University Libraries as indicated by service on University Libraries committees, task forces and activities.

   By the candidate’s third year, the candidate will have served on several University Libraries committees that affect services, operation, or policies, such as search committees, planning committees, policy development, or application of policy.

3. Demonstrated service in professional organizations includes the holding of elected position or office, appointed position or office, or membership on a professional committee. The candidate shall describe the nature, extent, and value of his/her contributions to the organization.

   By the candidate’s third year, he/she will have shown acceptable progress toward tenure if he/she has been a contributing member of at least one committee.
4. Demonstrated discipline-related service to the community, though not required, will complement a candidate's application for reappointment. This service may include active participation in community activities, organizations, and projects. Merely holding a membership in an organization does not meet the criteria. Service may include holding office, volunteer duties, or representing or sharing professional skills in some capacity with the community. One-time activities of a short duration are not deemed substantial.

The candidate shall describe his/her contribution in terms of the nature, extent, and value to the community. Community service shall be evaluated by those criteria and additional consideration will be given for depth and breadth of involvement.

D. Professional conduct as specified in CBA

3. Indefinite Tenure and Promotion to Associate Professor

Clear and specific minimum criteria that a candidate must meet to be recommended for indefinite tenure and promotion to Associate Professor.

A. Work Performance:
   The following four points broadly describe the core functions performed in University Libraries. Faculty generally will focus on one or two functional areas but may include activities in all areas.

1. Demonstrated competency in collection development, as indicated by: selecting and purchasing materials to support the curriculum; selecting and purchasing materials to support faculty research; selecting and purchasing materials to support student research; deselecting materials and appropriately determining locations for materials; making fiscally responsible retention and selection decisions including determination of appropriate material formats (electronic vs. print, etc.); and/or developing and periodic revision of collection development policies.

2. Demonstrated competency in providing access to information as indicated by: cataloging and classification of materials; developing print and electronic guides to information; and/or designing policies, procedures, and services to facilitate the delivery of information (including Interlibrary Loan, course reserves, document delivery, online request forms, etc.)

3. Demonstrated competency in providing instruction as indicated by: providing reference services; teaching for-credit courses in information competency; providing course-integrated library instruction; and/or providing formal instruction.

4. Demonstrated competency in administration and supervision as indicated by managing; planning; fiscal responsibility; and/or evaluating staff and services. This criterion may not apply to all candidates.

B. Research/Scholarly Activity:
   1. Demonstrated research resulting in publication of books, book chapters, journal articles, reviews, or creative works; and presentation of papers, poster sessions, or creative works. Publications, in print or electronic format, must be completed and formally accepted for publication in order to be considered.
a. Publications include reviews, newsletter contributions, journal articles, book chapters, books, and creative works.

The weight that a publication is given is determined by a combination of factors, including the amount of effort or preparation that is required, the intensity of the screening (review) that the publication must pass before being accepted, and by the impact on the profession. For example, short reviews (under 500 words) and informal newsletter articles generally require less preparation than extensive reviews and journal articles, and authoring a book chapter or book generally requires more research than other publications. Publications accepted by a peer-review panel are weighted more heavily than those that are not reviewed. The impact of a publication can be measured by several indicators: the publisher, journal, citation studies, content, or awards.

For tenure, the candidate will have at least two substantial publications (articles or book chapters) or one book.

b. Presentations include poster sessions; participation on panel discussions; formal, oral presentations to groups; the reading of professional papers, and creative works.

The weight that a presentation is given is determined by a combination of factors, including the amount of effort or preparation that is required, the intensity of the screening (review) that the presentation proposal must pass before being accepted, and by the breadth and/or nature of the audience. For example, an anonymous presentation proposal that is accepted by a peer-review panel is weighted more heavily than one for which there is no review or which is in response to an informal call for proposals. Poster sessions and panel participation generally require less preparation than a formal presentation does, and the reading of professional papers generally requires more research and review than any of the other presentation opportunities. A presentation to a national audience is generally weighted more heavily than a presentation to a regional or statewide audience; a presentation to a group of higher-education professionals is weighted more than a presentation to an audience of other interest groups.

For tenure, he/she will have made at least two oral presentations or any presentation to a national audience.

c. Grant funding and/or development activity.

2. Demonstrated participation in professional development activities designed to result in professional growth. Such activities may include attendance at meetings of professional organizations, advanced study in librarianship or other academic subjects, pursuit of additional degrees or certificates, etc. The candidate shall describe the nature and benefits of such activities to the candidate's professional growth.

3. Demonstrated participation in formal activities leading to skills and knowledge necessary for the effective performance of one's job responsibilities. Such activities may include workshops and demonstrations on new library systems and procedures, attendance at database training workshops, enrollment in continuing education courses, etc.

4. Professional recognition, though not required, will complement a candidate's application for tenure and promotion.
C. Service:

1. Demonstrated service to The University of Akron is required. This may include active participation in University committees, activities, and organizations, including official campus committees, voluntary organizations, and substantial special events. One-time activities of a short duration (e.g., graduation, welcoming students, etc.) are not deemed substantial.

   The candidate shall describe his/her contribution in terms of the nature, extent, and value of his/her contributions to The University of Akron. University service shall be evaluated by those criteria and additional consideration will be given for depth and breadth of involvement.

   For tenure, he/she will have been a contributing member of at least two committees.

2. Demonstrated contributions to the University Libraries as indicated by service on University Libraries committees, task forces and activities.

   For tenure, the candidate will have served on at least four University Libraries committees that affect services, operation, or policies, such as search committees, planning committees, policy development, or application of policy.

3. Demonstrated service in professional organizations includes the holding of elected position or office, appointed position or office, or membership on a professional committee. The candidate shall describe the nature, extent, and value of his/her contributions to the organization.

   For tenure, he/she will have held an elected or appointed office, or shown leadership as a contributing member of at least one committee.

4. Demonstrated discipline-related service to the community, though not required, will complement a candidate's application for tenure. This service may include active participation in community activities, organizations, and projects. Merely holding a membership in an organization does not meet the criteria. Service may include holding office, volunteer duties, or representing or sharing professional skills in some capacity with the community. One-time activities of a short duration are not deemed substantial.

   The candidate shall describe his/her contribution in terms of the nature, extent, and value to the community. Community service shall be evaluated by those criteria and additional consideration will be given for depth and breadth of involvement.

   If the candidate performs discipline-related community service for tenure, the candidate will have shown continuing involvement in the activity, organization or project.

D. External Review

   See CBA and Section 6 below

E. Professional conduct as specified in CBA

4. Promotion to Professor

   Clear and specific minimum criteria that a candidate must meet to be recommended for promotion to Professor.
A. Work Performance:
The following four points broadly describe the core functions performed in University Libraries. Faculty generally will focus on one or two functional areas but may include activities in all areas.

1. Demonstrated competency in collection development, as indicated by: selecting and purchasing materials to support the curriculum; selecting and purchasing materials to support faculty research; selecting and purchasing materials to support student research; deselecting materials and appropriately determining locations for materials; making fiscally responsible retention and selection decisions including determination of appropriate material formats (electronic vs. print, etc.); and/or developing and periodic revision of collection development policies.

2. Demonstrated competency in providing access to information as indicated by: cataloging and classification of materials; developing print and electronic guides to information; and/or designing policies, procedures, and services to facilitate the delivery of information (including Interlibrary Loan, course reserves, document delivery, online request forms, etc.)

3. Demonstrated competency in providing instruction as indicated by: providing reference services; teaching for-credit courses in information competency; providing course-integrated library instruction; and/or providing formal instruction.

4. Demonstrated competency in administration and supervision as indicated by managing; planning; fiscal responsibility; and/or evaluating staff and services. This criterion may not apply to all candidates.

B. Research/Scholarly Activity:
Understanding that a candidate must show continuing progress after becoming an Associate Professor, the nature and number of the publications for promotion to Professor shall be not less than those specified under Associate Professor above, and these publications must be subsequent to the candidate having attained the rank of Associate Professor.

1. Demonstrated research resulting in publication of books, book chapters, journal articles, reviews, or creative works; and presentation of papers, poster sessions, or creative works. Publications, in print or electronic format, must be completed and formally accepted for publication in order to be considered.

   a. Publications include reviews, newsletter contributions, journal articles, book chapters, books, and creative works.

The weight that a publication is given is determined by a combination of factors, including the amount of effort or preparation that is required, the intensity of the screening (review) that the publication must pass before being accepted, and by the impact on the profession. For example, short reviews (under 500 words) and informal newsletter articles generally require less preparation than extensive reviews and journal articles, and authoring a book chapter or book generally requires more research than other publications. Publications accepted by a peer-review panel are weighted more heavily than
those that are not reviewed. The impact of a publication can be measured by several indicators: the publisher, journal, citation studies, content, or awards.

For promotion, the candidate will have at least two substantial publications (articles or book chapters) or one book since the last promotion.

b. Presentations include poster sessions; participation on panel discussions; formal, oral presentations to groups; the reading of professional papers, and creative works.

The weight that a presentation is given is determined by a combination of factors, including the amount of effort or preparation that is required, the intensity of the screening (review) that the presentation proposal must pass before being accepted, and by the breadth and/or nature of the audience. For example, an anonymous presentation proposal that is accepted by a peer-review panel is weighted more heavily than one for which there is no review or which is in response to an informal call for proposals. Poster sessions and panel participation generally require less preparation than a formal presentation does, and the reading of professional papers generally requires more research and review than any of the other presentation opportunities. A presentation to a national audience is generally weighted more heavily than a presentation to a regional or statewide audience; a presentation to a group of higher-education professionals is weighted more than a presentation to an audience of other interest groups.

For promotion, the candidate will have made at least two oral presentations or any presentation to a national audience.

c. Grant funding and/or development activity.

2. Demonstrated participation in professional development activities designed to result in professional growth. Such activities may include attendance at meetings of professional organizations, advanced study in librarianship or other academic subjects, pursuit of additional degrees or certificates, etc. The candidate shall describe the nature and benefits of such activities to the candidate's professional growth.

3. Demonstrated participation in formal activities leading to skills and knowledge necessary for the effective performance of one's job responsibilities. Such activities may include workshops and demonstrations on new library systems and procedures, attendance at database training workshops, enrollment in continuing education courses, etc.

4. Professional recognition, though not required, will complement a candidate's application for promotion.

C. Service:

1. Demonstrated service to The University of Akron is required. This may include active participation in University committees, activities, and organizations, including official campus committees, voluntary organizations, and substantial special events. One-time activities of a short duration (e.g., graduation, welcoming students, etc.) are not deemed substantial.

The candidate shall describe his/her contribution in terms of the nature, extent, and value of his/her contributions to The University of Akron. University service shall be
evaluated by those criteria and additional consideration will be given for depth and breadth of involvement.

For promotion, a candidate will serve as a contributing member of at least two committees since the last promotion.

2. Demonstrated contributions to the University Libraries as indicated by service on University Libraries committees, task forces and activities.

For promotion, the candidate will have served on at least four University Libraries committees that affect services, operation, or policies, such as search committees, planning committees, policy development, or application of policy, since the last promotion.

3. Demonstrated service in professional organizations includes the holding of elected position or office, appointed position or office, or membership on a professional committee. The candidate shall describe the nature, extent, and value of his/her contributions to the organization.

For promotion, he/she will have shown leadership in an elected or appointed office, or as a contributing member of at least one committee.

4. Demonstrated discipline-related service to the community, though not required, will complement a candidate’s application for promotion. This service may include holding office, volunteer duties, or representing or sharing professional skills in some capacity with the community. One-time activities of a short duration are not deemed substantial.

The candidate shall describe his/her contribution in terms of the nature, extent, and value to the community. Community service shall be evaluated by those criteria and additional consideration will be given for depth and breadth of involvement.

If the candidate performs discipline-related community service for promotion, the candidate will have shown continuing involvement in the activity, organization or project.

D. External Review
See CBA and Section 6 below

E. Professional conduct as specified in CBA

5. Supplemental Guidelines

Supplemental academic unit guidelines that do not contradict the CBA should be listed in this section.

General Introduction

The University Libraries provides state-of-the-art access to broad and diverse scholarly resources and innovative technologies to empower users to evaluate their information needs, identify and access reliable sources, and successfully transform information into knowledge. These guidelines
are intended to describe the process by which library faculty who demonstrate excellence in reaching these goals may be retained, tenured, and promoted.

In evaluating a member of the library faculty, the criteria outlined below are to be considered.

The duties and responsibilities of individuals vary greatly and some of the criteria may be more important than others. Regardless of one's specific faculty responsibilities, librarianship involves the provision of a unique set of library services in a timely and effective manner to University of Akron students, staff, and faculty.

- For reappointment: The objective is to determine whether a person has performed well at their job and has made progress toward tenure. While the Retention Committee does not expect a candidate to excel in all applicable criteria every year, it does expect the candidate to perform his or her job well, to contribute to University Libraries and to develop skills and knowledge appropriate to his/her job. The candidate is expected to respond to committee suggestions from previous years, and to cumulatively address all criteria by the time he/she applies for tenure.

- For tenure and promotion: The objective is to determine whether a person has reached and maintained or exceeded a level of performance that meets the requirements of the Library as a perquisite to attaining indefinite tenure and promotion to the rank of Associate Professor. All contributions made since appointment to the tenure track position will be considered.

- For promotion in rank: There must be evidence of professional growth and achievement beyond that reached at the time of attainment of present rank. This growth and achievement must be assessed against the criteria in Section 3 and 4, above.

Guidelines:

1. Associate Professor: The award of tenure and promotion to Associate Professor shall occur at the same time, except in rare and compelling circumstances. Advancement to this rank requires evidence of significant progress in professional competency beyond that required for retention at the rank of Assistant Professor.

2. Professor: Advancement to this rank normally requires possession of a second master's degree or possession of a doctorate, combined with demonstration of exceptional ability and outstanding performance. Advancement to this rank requires service as Associate Professor, usually for five years but the candidate may apply after a minimum of two years.

External Review

For each reviewer on the candidate's list, there should be a title, institutional affiliation, mailing address, telephone number and email address. There should also be a brief description (not to exceed 250 words) of each reviewer's qualifications and relevance for the purposes of the review.

Revision of the Guidelines and Procedures

At the request of 1/3 of the members of the library bargaining unit faculty with academic rank, of the Dean, or of the Provost, the Committee Chair shall appoint a subcommittee of three library faculty members with academic rank, which shall study any procedure in question and make recommendations regarding revision of these Guidelines and Procedures to the Promotion Committee.
Each revision approved by the Committee shall be submitted to the entire library bargaining unit faculty with academic rank and approved by a 2/3rds majority of those voting, then submitted for approval to the Dean and to the Senior Vice President and Provost before it becomes part of these written Guidelines and Procedures.

6. Materials for External Review

Specific materials that are to be sent to external reviewers for tenure and promotion cases and the bases by which these materials are assessed (if teaching and/or service are not assessed by external reviewers, please indicate this by noting “N/A”).

A. Work Performance:
- Cover letter
- Candidate’s current curriculum vitae
- Any supporting documentation (including articles, reviews, or other information) that the candidate wishes the reviewer to see
- A copy of the sections of the RTP guidelines applicable to the candidate (retention, promotion, tenure and external review).

B. Research/Scholarly Activity:
- Cover letter
- Candidate’s current curriculum vitae
- Any supporting documentation (including articles, reviews, or other information) that the candidate wishes the reviewer to see
- A copy of the sections of the RTP guidelines applicable to the candidate (retention, promotion, tenure and external review).

C. Service:
- Cover letter
- Candidate’s current curriculum vitae
- Any supporting documentation (including articles, reviews, or other information) that the candidate wishes the reviewer to see
- A copy of the sections of the RTP guidelines applicable to the candidate (retention, promotion, tenure and external review).

D. Bases of Assessment (e.g., a unit may include the language for their letter soliciting the external review):

Criteria for the Review

Each reviewer will be sent both a cover letter by the committee describing the tenure/promotion process and criteria, and relevant documentation supporting the candidate’s application.

The reviewer will be asked to review and evaluate the candidate’s performance in one or more of the professional areas designated by the candidate (i.e., professional activity; job performance; professional service). What the reviewer is asked will vary depending on the candidate and the reviewer’s relationship with said candidate. In most instances, this will be commentary on the candidate’s professional service as well as publishing activities.
Quality of professional activity includes not only scholarly activities, but also service to professional organizations and professional development. Quality of work performance may include effective instruction and effective administration and supervision, when applicable. The Committee request may also include some specific questions for the reviewer to address.
Supplemental Guidelines Addendum
Approved by Bargaining Unit Faculty May 7, 2014

Based on the C.B.A., the minimum number of members for a quorum is defined to be three (3) members minimum of appropriate rank. If there are fewer than three (3) eligible bargaining unit members of appropriate rank to form the reappointment or the tenure and promotion committee the following rules shall apply:

1. Identification of potential quorum pool:
   a. The candidate shall propose the names of five (5) or more eligible University of Akron bargaining unit members of appropriate rank from outside University Libraries. For each name on the candidate's list, there should be a title, departmental affiliation, mailing address, telephone number and email address. There should also be a brief description (not to exceed 250 words) of each person's qualifications and relevance for service on the committee. The candidate will submit this list of potential external committee members on the date specified in the C.B.A. for the candidate to submit their letter of intent to the academic unit director.
   b. The University Libraries bargaining unit faculty may propose additional names of eligible University of Akron bargaining unit members of appropriate rank from outside University Libraries. For each name on this list, there should be a title, departmental affiliation, mailing address, telephone number and email address. There should also be a brief description (not to exceed 250 words) of each person's qualifications and relevance for service on the committee.

2. The appropriate University Libraries Committee (reappointment or tenure and promotion) shall select sufficient external members from the candidate pool to ensure that the committee constitutes a quorum as defined by the current C.B.A. by the Friday of spring semester finals week.

3. The Chair of the respective committee (reappointment or tenure and promotion) shall contact the selected bargaining unit members and invite them to serve; providing them with the University Libraries' RTP guidelines.

4. If there are no University Libraries' bargaining unit faculty on the resulting committee, the elected University Libraries reappointment or tenure and promotion committee Chair shall serve as an ex-officio member with no vote. The Chair will provide information, clarification of academic unit guidelines, and explanations as needed for the members outside the academic unit.

5. Once the committee is formed, the reappointment or tenure and promotion process will follow the Criteria for Reappointment, Tenure and Promotion of Tenure Track Bargaining Unit Members in the University Libraries and the current C.B.A.