

## Unit Code of Operations for Laupus Health Sciences Library

### Section I PREAMBLE

This Code allows for Faculty participation in and establishes procedures for the Laupus Library's internal affairs and is consistent with the East Carolina University (ECU) [Policy Manual](#), the ECU [Faculty Manual](#), and all established university policies.

### Section II FACULTY

- A. The Laupus Library Faculty shall be defined as all individuals who hold regular academic rank and fixed-term Faculty with appointments in the Laupus Library (see ECU [Faculty Manual](#)).
- B. All full-time Faculty members shall be voting Faculty on any issue except where the ECU *Faculty Manual* defines the voting Faculty so as to limit eligibility to vote on a specific issue. In such instances voting Faculty shall be defined for that issue as defined in the [Faculty Manual](#). To cast a vote on issues listed in [Part II](#) or [Part IV](#), a Faculty member must meet the criteria listed in those respective parts. To cast a vote on issues listed in the current version of [Part IX](#) of the *ECU Faculty Manual*, a member must meet the criteria stipulated in Part IX. All issues shall be decided by a simple majority vote of those in attendance except where the [Faculty Manual](#) specifies that a different percent of those eligible for voting on the issue is required.
- C. The Laupus Library recognizes Emeritus status for a retired (including a Phased Retirement participant), permanently disabled, or deceased Faculty member who has made a significant contribution to the Library and the University through a long and distinguished record of scholarship, performance of professional duties, and/or service. Fixed-term Faculty who meet the same criteria may also be recognized with Emeritus status. A recommendation for Emeritus status must be initiated by the Personnel Committee, approved by the Director, and forwarded to the Vice Chancellor for Health Sciences for appropriate action (see [Part VIII](#) of the ECU [Faculty Manual](#)).

### Section III ADMINISTRATIVE ORGANIZATION OF THE UNIT

The Library has three administrative components: The Director, an Administrative Council, and an Operations Council.

- A. The Director is the chief administrative officer and a member of the Faculty of the Laupus Library. The Director shall be selected and evaluated in accordance with established University policies as described in [Part II](#) of the ECU [Faculty Manual](#). The Director, in consultation with library Faculty, is responsible for the administrative organization. Currently this includes an Associate Director, two Assistant Directors, and the Heads of Operational Services.

Duties and responsibilities of the Director, William E. Laupus Health Sciences Library, include but may not be limited to, the following:

- a. Creating a vision for Laupus Library, providing leadership for the library and overseeing services both traditional and innovative in synchronization with the vision, mission and strategic plans of the University and campus libraries.
- b. Preparing and effectively managing the library's budgets and accounts, ensuring that financial expenditures meet all the plans and reporting requirements of the University.
- c. Ensuring annual budgets are planned and managed with attention to the needs of Laupus Library and the Country Doctor Museum programs, demonstrating good stewardship without incurring deficits.
- d. Providing leadership in seeking extramural funding and library development

- opportunities.
  - e. Recruiting, leading, motivating, and developing staff in a way that fosters engagement and high performance. Creating and communicating clear performance measures, accountability and continuing education to develop staff.
  - f. Ensuring the organizational structure and operations of the Laupus Library are appropriate to meet the mission and health information needs of the Division of Health Sciences, the University and eastern North Carolina.
  - g. Leading the library's strategic planning process working with staff, students, Faculty and administration to identify strategic directions, goals and objectives aligned with the needs of the University.
  - h. Developing relevant assessment tools, strategies, classes and programs to continuously monitor and improve services and resources. Ensuring necessary and appropriate collaborations, memberships, internal university and external linkages are established and maintained, including close collaboration with Academic Library Services.
  - i. Maintaining awareness of emerging technologies and service trends, and their application to libraries. Developing and delivering information services that adapt innovations in technology.
  - j. Providing oversight of the web presence and marketing of library services and resources.
  - k. Developing research support services, resources, and facilitating implementation of the University's research initiatives, including data management and other scholarly communications activities. Developing library research initiatives at professional meetings and conferences as appropriate.
  - l. Developing interprofessional collaboration support services, resources, and facilitating implementation of the University's interprofessional education initiatives.
  - m. Providing leadership and oversight in developing and maintaining relationships with Vidant Medical Center and Eastern Area Health Education Center (Eastern AHEC), and other similar entities.
  - n. Providing leadership and oversight in negotiating with vendors and vendor contacts.
  - o. Promoting and representing Laupus Library to the University and community, including innovative marketing outlets such as social media, websites and newsletters.
- B. An Administrative Council, chaired by the Director and comprised of all Associate and Assistant Directors and other key personnel as recommended by the Director, will serve as the chief internal advisory and decision-making group. The Administrative Council is designated by and reports to the Director.
- C. An Operations Council, chaired by the Associate Director and comprised of heads of operational services, and other key personnel as recommended by the Administrative Council, will serve as the group responsible for addressing issues related to day-to-day operations, strategic planning, and committee charges and assignments. The Operations Council reports to the Administrative Council.

## **Section IV COMMITTEES OF THE UNIT**

All committee meetings shall be open to all Faculty and Exempt from the Human Resources Act (EHRA) non-Faculty of the Library, except meetings of the Personnel Committees dealing with confidential personnel matters.

### **A. Standing Committees**

#### **1. Faculty Affairs Committee**

The quorum shall be a majority of the members, excluding the ex officio member.

##### **a. Membership:**

- 1) The Faculty Affairs Committee shall be composed of three EHRA members, preferably one of whom is permanently tenured, in addition to the Director who shall

serve as an ex officio member.

2) All Faculty and EHRA non-Faculty who have been employed by the Library for at least twelve consecutive months shall be eligible to vote for and serve on the Faculty Affairs Committee.

3) Members of the Faculty Affairs Committee shall be nominated and elected at the June Faculty meeting. Election is by secret ballot by a simple majority of the Library Faculty and EHRA non-Faculty present.

b. Terms of Office:

1) The terms of office of the elected members of the Faculty Affairs Committee shall be three years and be staggered so as to allow for rotation of at least one member annually.

2) Terms of appointment shall begin on July 1.

3) The Committee shall annually elect a chair.

c. Duties:

1) Make recommendations to the Director concerning policy and procedure changes.

2) Review the Unit Code periodically and make recommendations to the Library Faculty and then the permanently tenured Faculty for its revision as specified in the ECU [Faculty Manual Part IV](#) and the Amendment Procedures section of the *Laupus Library Code* (Section IX of this code).

3) Review the "Guidelines for Evaluation of Laupus Faculty" (see Appendix A) periodically and make recommendations to the Library Faculty and then the permanently tenured Faculty for final approval.

4) Present recommendations to the full Faculty in the above-mentioned areas or in any other areas of library concern.

## B. Personnel Action Committees

All committees must be in compliance with ECU [Faculty Manual Part IX](#).

### 1. Personnel Committee

a. Membership

1) The Personnel Committee shall be composed of four members. All full-time Faculty members in at least the twelfth consecutive calendar month of appointment to the Faculty of the Unit, shall be eligible to serve on the Unit Personnel Committee, and to serve as Chair of the Unit Personnel Committee. It is preferable that one member of the committee be permanently tenured. Fixed-term Faculty serving on the committee may not be up for subsequent appointment during the upcoming year. Election and membership of the Personnel Committee shall comply with the requirements of [Part IX](#) of the ECU [Faculty Manual](#).

2) The committee shall annually elect a chair.

b. Terms of Office

1) The terms of office of the members of the Personnel Committee shall be three years and be staggered so as to allow for rotation of at least one member annually.

2) Terms of appointment shall begin on July 1.

3) Upon request for Advancement in Title by a fixed-term Faculty member, it is preferred that a fixed-term Faculty member at or above the title sought be included in the committee. For this purpose, an additional fixed-term Faculty member with appropriate title may be added to the Personnel Committee meetings related to the evaluation of the advancement in title request.

c. Duties

The duties of the Personnel Committee shall be those defined in [Part IX](#) of the ECU [Faculty Manual](#) and include the following additional duties:

- 1) The Laupus Personnel Committee shall make recommendation to the Director regarding subsequent appointments of fixed-term library Faculty members.
- 2) Approve ad hoc search committees and the chairs of search committees for Faculty positions. At least one member of the Personnel Committee shall serve on each search committee.
- 3) Receive the results of ad hoc search committees and make recommendations regarding appointments to the Director.
- 4) Consult with the Director on the appointment or removal of heads of operational services.

**d. Ad Hoc Search Committee**

1) Membership:

The Personnel Committee shall approve the chair and additional members of each *ad hoc* search committee. Each search committee shall be comprised of sufficient members to accomplish the logistical needs of the specific search (a minimum of five members). At least one member of the Personnel Committee must serve on the committee. The search committee may include a maximum of two Library employees who are subject to the North Carolina State Human Resources Act. Depending upon the expertise required in the position being filled, other ECU personnel may be invited to serve. See [Part IX](#) of the ECU [Faculty Manual](#).

2) Duties:

- 1) Prepare the advertisement for an open position in consultation with the Director and appropriate head(s) of operational service(s).
- 2) Solicit and review applications for positions.
- 3) Select candidates for interview.
- 4) Arrange interview schedules.
- 5) Solicit input concerning the suitability of the candidates.
- 6) Submit results of the search and the recommendations of the search committee to the Personnel Committee.

**2. Tenure Committees**

The composition and duties of the Tenure Committee shall be those prescribed in [Part IX](#) of the ECU [Faculty Manual](#).

**3. Promotion Committees**

The composition and duties of Promotion Committees shall be those prescribed in [Part IX](#) of the ECU [Faculty Manual](#).

**Section V. EVALUATION OF FACULTY**

In accordance with the policy of the Association of College and Research Libraries (ACRL, a division of the American Library Association (ALA)), the typical requirement for appointment to the library Faculty is the master's degree in library science or information science from an ALA-accredited program. The master's degree in library or information science is defined by the ACRL as the "appropriate terminal professional degree for academic librarians" (approved by the ACRL Board of Directors on January 23, 1975; Reaffirmed June 2001). Variations in the discipline of the terminal degree may be made by the Director to allow for the hiring of a candidate with a graduate degree in a field other than library science, provided the working title does not include the term "Librarian."

Each library Faculty member will be assigned a working title based on primary responsibilities.

Newly hired Faculty members to Laupus Library must be fixed term, but a tenured or probationary-term Faculty member currently employed at ECU could transfer to Laupus.

If a tenured or probationary-term Faculty member currently employed at ECU transfers to a Laupus Library Faculty position, then the Laupus Director and the Faculty member's Unit Administrator, after appropriate formal consultations with their respective personnel and/or tenure committees, with their respective Vice-Chancellors, and with the Office of Equity and Diversity, will agree to the terms of the Faculty member's continuing employment, including, but not limited to, which Unit's Code s/he becomes subject to for purposes of promotion and tenure.

The "Guidelines for Evaluation of Laupus Library Faculty" follow the ECU [Faculty Manual, Part IV](#) and are included in Appendix A of this document.

*ECU is committed to recruiting, retaining, and developing Faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution's mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary tenure track Faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions.*

- A. Current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured and probationary-term (tenure-track) Faculty members annually and otherwise for all personnel actions, including recommendations for raises, merit awards, reappointment, promotion and the award of permanent tenure (Refer to ECU [Faculty Manual, Part VIII, Part IX, Part X, and Part XI.](#)).
1. Appointment of Tenured and Probationary-Term Faculty
  - a. Assistant Professor  
Appointment at the Assistant Professor rank may be made for those candidates who meet the qualifications as defined in the *Faculty Manual* and have a minimum of two years of relevant professional library experience.
  - b. Associate Professor  
Appointment at the Associate Professor rank may be made for those candidates who meet the criteria for the previous rank, and, in addition, offer evidence of superior performance of professional duties, active and productive scholarship, a minimum of 5 years of experience relevant to the position, and a record of relevant professional activities and service commensurate with this professorial rank.
  - c. Professor  
Appointment at the rank of Professor is reserved for those candidates who meet the criteria for the previous rank and, in addition, hold a second Master's degree or earned doctorate in an area relevant to their appointment to the Laupus Library Faculty, have a minimum of 10 years of experience relevant to the position, and who present a record of professional performance, active and productive scholarship, and professional activities and services commensurate with this senior professorial rank.
2. Reappointment of Probationary-Term Faculty  
Reappointment for probationary-term Faculty shall follow policies and procedures in the [Faculty Manual, Part IX.](#)

The suggested timelines below shall be used by those evaluating probationary-term Faculty and shall also be used in preparing the progress toward tenure letters. These

are guidelines, not mandates, for measuring performance.

- a. Years One through Four
  1. Demonstrate performance of professional duties at least at the “meets expectation” level on the annual evaluation.
  2. Serve as a contributing member of Laupus Library committees.
  3. Regularly attend Faculty meetings.
  4. Maintain membership in the Medical Library Association or a comparable national or international professional organization. Maintain eligibility for certification in a nationally recognized credentialing organization.
  5. Provide evidence of progress towards tenure consistent with the relative weights selected for performance of professional duties and continuing professional development, scholarship, and service to the University, the profession and community for each year served.
- b. Years Five through Seven
  1. Demonstrate performance of professional duties at least at the “meets expectation” level on the annual evaluation.
  2. Continue to contribute to Laupus Library committees at a progressively higher level of leadership.
  3. Attend and contribute to Faculty meetings on a regular basis.
  4. Maintain membership in the Medical Library Association or a comparable national or international professional organization. Maintain eligibility for certification in a nationally recognized credentialing organization.
  5. Have additional cumulative evidence of progress towards tenure consistent with the relative weights selected for performance of professional duties and continuing professional development, scholarship, and service to the University, the profession and community for each year served.

3. Annual Evaluation Criteria

Specific weights for each library Faculty member will be agreed upon by that Faculty member, the Faculty member’s head of service, and the Director. The Faculty member shall prepare an annual report which will be reviewed by the head of service (the Assistant or Associate Director to whom the Faculty member reports) who may make recommendations to the Director. Annually, by July 1, each Faculty member, in consultation with his/her head of service, and the Director, will select relative weights to be applied to the criteria that are used in the annual evaluation of the individual’s performance for the following year. The Director or the direct supervisor if designated by the Director will conduct the Faculty member’s annual evaluation following established University procedures. Generally, the Director will conduct the annual evaluation for the Associate Director and any Faculty who directly report to the Director. The direct supervisor will generally be designated to perform the annual evaluation for all Faculty in the department the direct supervisor manages. If a faculty member wishes to meet with the Director regarding their evaluation, they will request the meeting in writing. All Faculty will receive an annual evaluation done in consultation between his/her head of operational service and the Director and based upon the relative weights determined by the previous July 1.

a. Performance of Professional Duties and Continuing Professional Development

Performance and professional development shall be evaluated based on:

1. Quality of job performance
2. Understanding and application of contemporary library methods
3. Effectiveness of judgment in the planning and performance of job duties as evidenced in monthly reports submitted to direct supervisors throughout the evaluation cycle (See Appendix A for clarification)
4. Effectiveness of interpersonal interactions

5. Evidence of continuing education activities and/or completion of academic courses related to Faculty assignments.

b. Scholarship

Scholarship shall be evaluated based on:

1. The nature and success of scholarship undertaken shall be considered in evaluating scholarship.
2. Types of publications shall include but not be limited to books, book chapters, journal articles, major bibliographic projects, and book reviews. Greater weight shall be given to first and/or senior authorship and to refereed over non-refereed publications.
3. Presentations at professional meetings via oral presentation or poster session. Greatest weight shall be given to solo presentations at international or national meetings.
4. Types of grant activities may include but not be limited to proposal writing, funded and non-funded projects, principal investigator, co-investigator and other activities. Greater weight shall be given to funded over non-funded projects.

c. Service to the University, the Profession and the Community

Service shall be demonstrated by active participation in the following:

1. Laupus Library committees
2. University service including university committees, service within the Division of Health Sciences, and/or committees jointly sponsored by Laupus and Joyner Libraries
3. Professional association service
4. Community service

Greater weight shall be given for leadership roles in any of the above activities.

4. Weighted Values for Annual Evaluation

Evaluation of Faculty is a continuous process. It is designed to assist Faculty members in their professional progress by recognizing and reinforcing appropriate activities and identifying areas in need of improvement.

Criteria and procedures used for evaluation shall be consistent with those specified in [Part VIII](#) of the [Faculty Manual](#); however, for Laupus Library Faculty, "Performance of Professional Duties and Continuing Professional Development" shall be considered equivalent to "Teaching," and the evaluation of the "Performance of Professional Duties and Continuing Professional Development" shall be used in lieu of the "Evaluation of Teaching."

Additional criteria specifically relating to reappointment, promotion, and conferral of tenure can be found in later parts of this Section and in [Part IX](#) of the [Faculty Manual](#).

Written evaluations shall take into account the following components with relative weight ranges as indicated:

- a. Performance of Professional Duties and Continuing Professional Development (60-90%)
- b. Scholarship (5-30%)
- c. Service to the University, the Profession, and the Community (5-20%)

In no case, however, shall Service be weighted more heavily than either Performance of Professional Duties and Continuing Professional Development or Scholarship.

5. Award of Permanent Tenure

Conferral of permanent tenure shall follow the policies and procedures in the [Part IX](#) of the [Faculty Manual](#).

- a. General Criteria for Award of Permanent Tenure:
  1. Have evidence of consistent performance of professional duties at least at the “meets expectation” level on annual evaluations.
  2. Have evidence of active, productive scholarship.
  3. Have a record of activity and leadership on Laupus Library and Division/University committees that demonstrates a breadth of activities and depth of contribution to these committees.
  4. Be a member of the Medical Library Association or a comparable national or international professional organization and have a minimum of 5 years of experience in academic health sciences libraries.
  5. Have established a history of leadership activities and positions in a variety of professional organizations.
  
- b. Specific Criteria for Performance of Professional Duties and Continuing Professional Development, Research, and Service:
  1. Criteria for Performance of Professional Duties and Continuing Professional Development.  
The Faculty member must:
    - a. Have an established pattern of performance of professional duties at least at the “meets expectation” level on annual evaluations.
    - b. Demonstrate commitment to expanding his/her capacity for serving the University and the Laupus Library.
    - c. Be an active participant in Laupus Library affairs including willingly serving on committees and executing committee responsibilities effectively, attending meetings and participating in discussions as appropriate.
    - d. Maintain/enhance his/her professional competence by holding membership in the Medical Library Association or a comparable national or international professional organization; maintain eligibility for certification in a nationally recognized organization; and by attending appropriate meetings, seminars, and/or workshops.
  
  2. Criteria for Scholarship:  
The Faculty member must:
    - a. Identify scholarly topics and conduct scholarly projects to completion.
    - b. Present the results of scholarship via oral presentation or poster session at professional meetings.
    - c. Prepare and publish the results of scholarship in peer-reviewed journals, book chapters, etc.
  
  3. Criteria for Service to the University, the Profession and the Community:  
The Faculty member must:
    - a. Have served on professional association committees and/or have held office in such associations.
    - b. Volunteer for university service, accept university service assignments and execute responsibilities effectively.
  
6. Promotion of Tenured and Probationary-Term Faculty  
Promotion for probationary-term and tenured Faculty shall follow the policies and procedures in the [Part IX](#) of the ECU [Faculty Manual](#).
  - a. Criteria for Promotion from Assistant to Associate Professor  
The Faculty member must:

1. Have evidence of consistent performance of professional duties at least at the “meets expectation” level on annual evaluations.
2. Have evidence of active, productive scholarship.
3. Have a record of activity and leadership on Laupus Library and Division/University committees that demonstrates a breadth of activities and depth of contribution to these committees.
4. Be a member of the Medical Library Association or a comparable national or international professional organization and have a minimum of 5 years of experience in academic health sciences libraries.
5. Have established a history of leadership activities and positions in a variety of professional organizations.

c. Criteria for Promotion from Associate Professor to Professor

The Faculty member must:

1. Have evidence of consistent performance of professional duties at least at the “meets expectation” level on annual evaluations.
2. Have an active and productive record of scholarship commensurate with that of a senior member of the Faculty.
3. Have a record of continued contribution to Laupus Library/Division/University committees including having chaired at least one committee.
4. Have maintained membership in the Medical Library Association or a comparable national or international professional organization and have at least 10 years of experience in an academic health sciences library.
5. Have a second Master’s degree or an earned doctorate in a field related to or complementing the candidate’s work in the Laupus Library.

7. Recommendations for Raises and Merit Awards

Subject to ECU and UNC salary policies, performance, as evaluated using the Laupus Library’s criteria and “Guidelines for Evaluation of Laupus Faculty” previously approved by the Faculty and posted on the Library’s Intranet, will be the primary determinant of eligibility for raises and merit salary awards, although other factors such as salary inequities and the availability of salary increase funds in the recent past may be considered as well.

Participation in any merit increases will be determined by the Director based upon the above guidelines, but in no case will a Faculty member who fails to receive an evaluation of at least “meets job performance expectations” receive a merit increase.

B. Guidelines, criteria, and weights governing the evaluation of Fixed-Term Faculty members annually and otherwise for all personnel actions, including new or subsequent appointments, performance evaluations and advancement in title (Refer to ECU [Faculty Manual, Part VIII, Part IX, and Part XI.](#))

1. Initial appointment of Fixed-Term Faculty

- a. The initial term of appointment, title, position assignment, and salary of each library Faculty member are determined by the Director in accordance with established University procedures and are based upon the successful candidate’s experience, education, and skills, as well as the needs of the library.
- b. Whenever feasible, appointments are made on a fiscal year basis. An initial appointment shall normally be for a period of one year, but the Director has the discretion to recommend a one-, three-, or five-year initial appointment. The term of the initial or a subsequent appointment may be amended so that the contract ends on June 30.

- c. The criteria and procedures used for appointment of Faculty shall meet the requirements specified in the ECU [Faculty Manual](#).
2. Subsequent Appointment of Fixed-Term Faculty  
All recommendations for subsequent appointments are subject to the availability of position, funding, administrative approval, and continued effective performance (ECU [Faculty Manual](#), [Part IX](#)).

Subsequent term appointments will begin, when possible, on July 1 and end on June 30. The second appointment for a library Faculty member successfully completing an initial one-year appointment shall normally be for a one-year period. After two one-year appointments, a library Faculty member shall be appointed for a term of three years whenever possible. Subsequent appointments for a library Faculty member completing a three-year or five-year appointment shall be for five years whenever possible.

Advice to the Director on all subsequent appointments is received from the Personnel Committee.

Subsequent appointments with counseling and/or warning shall normally be for a one-year term, at the discretion of the Director. Counseling shall consist of specific, constructive feedback on the behaviors and actions that the employee needs to address in order to improve performance and increase the likelihood of a contract renewal at the end of the following term of appointment. Warning shall include counseling, with the express direction that if behavioral and performance improvements are not met, no contract renewal will be offered at the end of the following term of appointment.

The Director and the Personnel Committee will make every attempt to notify Fixed-Term Faculty of their recommendations.

The following are procedures for considering subsequent appointments:

- a. The Director notifies the Personnel Committee Chair of the persons eligible for a subsequent appointment in a timely manner, according to the notification timeline outlined in [Part IX](#) of the ECU [Faculty Manual](#)
- b. The Personnel Committee Chair notifies the Fixed-Term Faculty eligible for subsequent appointments
- c. The library Faculty member writes a letter requesting subsequent appointment, submitting it to the Director and also requests a memo be written by their supervisor to the Personnel Committee within the timeframe specified in [Part IX](#) of the ECU [Faculty Manual](#).
- d. The library Faculty member's supervisor submits a memo for review by the Personnel Committee with a recommendation for or against the offer of a subsequent appointment. The recommendation shall be based on the quality of the person's work to date and his/her compliance with the statement on professional ethics.
- e. The library Faculty member submits a portfolio to the Personnel Committee including the following items:
  1. Copy of letter requesting subsequent appointment
  2. Copies of annual reports covering the appointment period
  3. Copies of evaluations during the appointment period
  4. Updated CV
- f. The Personnel Committee reviews the memo from the supervisor and the portfolio and issues a recommendation to the Director.
- g. The Director completes the recommendation.
- h. The Fixed-Term Faculty member is notified of this recommendation by the Personnel Committee in writing, and then the Director's written recommendation is forwarded along with the Personnel Committee recommendations to the next higher

administrator.

3. Annual Evaluation Criteria

Specific weights for each library Faculty member will be agreed upon by that Faculty member, the Faculty member's head of service, and the Director. The Faculty member shall prepare an annual report which will be reviewed by the head of service (the Assistant or Associate Director to whom the Faculty member reports) who may make recommendations to the Director. Annually, by July 1, each Faculty member, in consultation with his/her head of service, and the Director, will select relative weights to be applied to the criteria that are used in the annual evaluation of the individual's performance for the following year. The Director or the direct supervisor if designated by the Director will conduct the Faculty member's annual evaluation following established University procedures. Generally, the Director will conduct the annual evaluation for the Associate Director and any Faculty who directly report to the Director. The direct supervisor will generally be designated to perform the annual evaluation for all Faculty in the department the direct supervisor manages. If a faculty member wishes to meet with the Director regarding their evaluation, they will request the meeting in writing. All Faculty will receive an annual evaluation done in consultation between his/her direct supervisor and the Director and based upon the relative weights determined by the previous July 1.

a. Performance of Professional Duties and Continuing Professional Development  
Performance and professional development shall be evaluated based on:

1. Quality of job performance
2. Understanding and application of contemporary library methods
3. Effectiveness of judgment in the planning and performance of job duties as evidenced in monthly reports submitted to direct supervisors throughout the evaluation cycle (See Appendix A for clarification)
4. Effectiveness of interpersonal interactions
5. Evidence of continuing education activities and/or completion of academic courses related to Faculty assignments.

b. Scholarship

Scholarship shall be evaluated based on:

1. The nature and success of scholarship undertaken shall be considered in evaluating scholarship.
2. Types of publications shall include but not be limited to books, book chapters, journal articles, major bibliographic projects, and book reviews. Greater weight shall be given to first and/or senior authorship and to refereed over non-refereed publications.
3. Presentations at professional meetings via oral presentation or poster session. Greatest weight shall be given to solo presentations at international or national meetings.
4. Types of grant activities may include but not be limited to proposal writing, funded and non-funded projects, principal investigator, co-investigator and other activities. Greater weight shall be given to funded over non-funded projects.

c. Service to the University, the Profession and the Community

Service shall be demonstrated by active participation in the following:

1. Laupus Library committees
2. University service including university committees, service within the Division of Health Sciences, and/or committees jointly sponsored by Laupus and Joyner Libraries
3. Professional association service
4. Community service

Greater weight shall be given for leadership roles in any of the above activities.

4. Weighted Values for Annual Evaluation

Evaluation of Faculty is a continuous process. It is designed to assist Faculty members in their professional progress by recognizing and reinforcing appropriate activities and identifying areas in need of improvement.

Criteria and procedures used for evaluation shall be consistent with those specified in the [Faculty Manual](#); however, for Laupus Library Faculty, "Performance of Professional Duties and Continuing Professional Development" shall be considered equivalent to "Teaching," and the evaluation of the "Performance of Professional Duties and Continuing Professional Development" shall be used in lieu of the "Evaluation of Teaching."

Additional criteria specifically relating to subsequent appointment can be found in later parts of this Section and in [Part IX](#) of the ECU [Faculty Manual](#).

Written evaluations shall take into account the following components with relative weight ranges as indicated:

a. Library Assistant Professor:

1. Performance of Professional Duties and Continuing Professional Development (60-95%)
2. Scholarship (0-20%)
3. Service to the Library, University, and the Profession (5-20%)

b. Library Associate Professor & Library Professor:

1. Performance of Professional Duties and Continuing Professional Development (60-90%)
2. Scholarship (5-30%)
3. Service to the Library, the University, and the Profession (5-20%)

5. Assignment or Advancement of Academic Title

Appointment to the title of Library Assistant Professor, Library Associate Professor, or Library Professor is dependent upon the individual's qualifications. Initial appointment as a library Faculty member may be at any title. A library Faculty member with the title of Library Assistant Professor may elect not to seek advancement in title during his/her career at East Carolina University.

Criteria for title Library Assistant Professor

1. holds the appropriate terminal degree, or alternate professional qualifications, as evaluated by the academic Unit and affirmed by the appropriate vice chancellor
2. has demonstrated evidence of, or potential for, the following: effective teaching and/or other professional responsibilities; collegiality and professional integrity; continued professional growth; service to the Library; service to the University, and/or to the profession; a record of contributions to scholarship/creative activity, if applicable

Criteria for the title Library Associate Professor

1. has qualifications of the previous title
2. has demonstrated: substantive accomplishments in professional performance; collegiality and professional integrity; substantial and

continued professional growth; sustained institutional; and professional service

3. has a record of regular contributions to scholarship/creative activity

Criteria for the title Library Professor

1. has qualifications of the previous title
2. has demonstrated: sustained and substantive accomplishments in professional performance; collegiality and professional integrity
3. has demonstrated: superior knowledge and mastery of assigned area of specialization; and exemplary institutional and professional service;
4. has attained national or international recognition as an authority and leader in the assigned area of specialization;
5. has a sustained and substantive record of scholarship/creative activity

6. Advancement in Title of Fixed-term Faculty

A library Faculty member normally requests advancement in title concurrently with consideration for subsequent appointment. When that occurs, the portfolio submitted as part of the request for subsequent appointment is sufficient. If a Faculty member requests advancement in title at a time other than subsequent appointment review, that library Faculty member's portfolio must receive a response from the Director and the Personnel Committee within two months of the Faculty member's submitting the initial letter. Please refer to Section V, Subsection B, Part 5 of this code (Assignment or Advancement of Academic Title) for the criteria for advancement in title.

Following are the procedures for considering advancement in title:

- a. The library Faculty member writes a letter requesting advancement in title to the Director. If the request for advancement in title occurs at the same time as the Faculty request for subsequent appointment, one letter containing both requests may be sufficient.
- b. The library Faculty member's supervisor submits a memo to the Personnel Committee with a recommendation for or against advancement in title. The recommendation shall be based on the quality of the person's work to date and their compliance with the statement on professional ethics. See Section V, Subsection B, Part 5 of this code (Assignment or Advancement of Academic Title) for the criteria for the title requested.
- c. The library Faculty member submits a portfolio to the Library Personnel Committee including the following items:
  1. Copy of letter requesting advancement in title
  2. Copies of annual evaluations for the most recent appointment period
  3. Updated CV
  4. Copies of scholarly products, evidence of service, and evidence of substantive professional performance, with a brief narrative describing the ways in which these activities were meaningful contributions to the library, the university, and the profession
- d. The Personnel Committee reviews the portfolio and issues recommendations to the Director.
- e. The Director completes the recommendation.
- f. The Fixed-Term Faculty member will be notified by the Personnel Committee and the Director in writing.

In the case of a dispute, university grievance procedures shall be followed (see ECU [Faculty Manual, Part XII](#)).

The recommended minimum professional experience for advancement in title to Library Associate Professor is 5 years; the recommended minimum professional experience for advancement in title to Library Professor is 10 years. Subject to availability, Fixed-Term library Faculty should receive an increase in salary at the time of advancement in title, in line with the recommendation in [Part VIII](#) of the ECU [Faculty Manual](#).

Process for Incorporating Current Fixed-term Faculty Librarians:

Once the Laupus Unit Code is granted permanent status, all Fixed-Term Faculty will be cross-walked into the equivalent title.

#### 7. Recommendations for Raises and Merit Awards

Subject to ECU and UNC salary policies, performance, as evaluated using the Laupus Library's criteria and "Guidelines for Evaluation of Laupus Faculty" previously approved by the Faculty and posted on the Library's Intranet, will be the primary determinant of eligibility for raises and merit salary awards, although other factors such as salary inequities and the availability of salary increase funds in the recent past may be considered as well.

Participation in any merit increases will be determined by the Director based upon the above guidelines, but in no case will a Faculty member who fails to receive an evaluation of at least "meets job performance expectations" receive a merit increase.

#### **C. Standards for Performance Review of Tenured Faculty**

The "Post Tenure Review Process at Laupus Library" follows the ECU [Faculty Manual, Part IX](#) and is included in Appendix C of this code.

### **Section VI. PROCEDURES FOR MEETINGS WITHIN THE UNIT**

Meetings of the Laupus Library Faculty shall be held in conformity with University policy. Either the Director or a majority of the members in residence shall have authority to call special meetings of the Library Faculty. Regular meetings shall take place monthly, hereafter referred to as the Faculty Assembly Meeting.

At the June Faculty Assembly Meeting, the Faculty shall elect a convener to preside over the meetings. The term of office is one year beginning in July. The convener may be re-elected.

The preliminary agenda for Faculty Assembly Meetings shall be circulated no less than five calendar days in advance of each meeting. The agenda shall include all matters of Library policy recommended by the Faculty or any standing or special committee.

Requests to place items on an agenda should be made in time for inclusion of the item at the next scheduled Faculty meeting.

EHRA (non-Faculty) personnel may participate in Faculty meetings and vote, except where otherwise specified in this Code or the ECU [Faculty Manual](#).

A quorum shall consist of a simple majority of the Faculty members. Proceedings will be conducted according to *Robert's Rules of Order, Newly Revised*. Minutes will be kept and distributed after the meeting.

## **Section VII. VOTING BY FACULTY MEMBERS**

The Laupus Library procedures for voting are described in this Code and are in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*. The Director shall enlist Faculty participation and cooperation in preparation of major planning documents, assessment documents, program review, and other major reports. (See ECU [Faculty Manual](#), [Part IV](#).)

### **A. Distribution of Documents**

Documents shall be distributed to the appropriate group for review no less than five calendar days prior to discussion in the Faculty meeting.

### **B. Voting on Documents**

1. The Faculty shall review recommendations relative to program processes and procedures. Approval is by a simple majority vote, except where otherwise stipulated.
2. The Faculty will vote their approval or disapproval of major planning documents, assessment documents, program review, and other major reports before the final version is sent to any person(s) outside the Library. Such votes may be taken in a regular or specially called Faculty Meeting. The outcome of the vote will be reported along with the submission of the document.

### **C. Program Review**

The Laupus Library program review shall be conducted according to established University policies and procedures as described in the University Policy Manual, [Unit Academic Program Review](#) and in the ECU [Faculty Manual](#), [Part IV](#).

## **Section VIII. BUDGET**

### **A. Annual Budget Request**

The Director shall solicit annual budget requests from library employees prior to development of the budget. The Director will discuss the annual budget with library Faculty in a regularly scheduled Faculty meeting.

### **B. Annual Report**

The Director shall prepare an annual report based on collected reports from library employees. The report will be shared with the Faculty.

## **Section IX. AMENDMENT PROCEDURES**

The Faculty Affairs Committee shall be responsible for reviewing the Laupus Library Unit Code. Whenever revisions are considered necessary, the Faculty Affairs Committee will request suggestions from the entire Faculty, and it will recommend to the Faculty appropriate revisions. Proposed revisions must be submitted to the Faculty at least seven university business days in advance of the vote to approve the Code amendment. See *Robert's Rules of Order, Newly Revised* "Bylaws," #55, Article IX and the ECU [Faculty Manual](#), [Part IV](#).

# **APPENDIX A**

## **GUIDELINES FOR EVALUATION Of LAUPUS LIBRARY FACULTY**

**2019 edition**

Approved by Laupus Library Faculty on February 28, 2019

Approved by Laupus Library Tenured Faculty  
on February 28, 2019

Approved by Vice Chancellor Stacy on Month, day, year

## GUIDELINES FOR EVALUATION OF LAUPUS LIBRARY FACULTY

### Appendix A GUIDELINES FOR EVALUATION OF LAUPUS LIBRARY FACULTY

#### INTRODUCTION

These guidelines will be employed for the 2019-2020 evaluation cycle. The evaluation cycle ending March 31, 2019 will follow the processes described in the 2011 Laupus Library Faculty Evaluation guidelines.

New EHRA Faculty members hired to work for the Laupus Library will generally be employed on an initial one-year contract. The ending date of such an initial contract will be timed to coincide with the annual (spring) evaluation cycle and commencement of any new contract for the new fiscal year beginning on July 1. For personnel with significant prior professional experience, scholarship, and service beyond that of entry level, the requirement of an initial one-year contract may be waived in favor of a multi-year appointment on the recommendation of the Search Committee with the concurrence of the Personnel Committee. The Personnel Committee must make a recommendation on all fixed term appointments. Terms of appointment for transferring ECU Faculty with tenured or probationary-term appointments will follow guidelines described in the ECU [Faculty Manual](#) and Section V of the Unit Code.

#### THE EVALUATION PROCESS

Laupus Library Faculty are evaluated on the following three categories of work responsibility:

- A. Performance of Professional Duties and Continuing Professional Development
- B. Scholarship
- C. Service to the University, the Profession, and the Community

The annual evaluation cycle for Laupus Library Faculty covers the period April 1 - March 30. Annual evaluations take place during the month of April based upon work performed in the previous 12 months.

The evaluation process begins with the collaborative setting of annual goals and weighted values. Each Faculty member will submit monthly reports summarizing activities in support of the performance of professional duties, scholarship, and service to his/her supervisor. The March data may be

incorporated into his/her annual report. On or before April 1, the Director will confirm specific deadlines for submitting annual evaluation documents and communicate these to the Faculty.

Throughout the evaluation cycle, Faculty members are responsible for the following:

- Reporting activities and professional progress in Faculty180. The Faculty180 documentation will include the following:
  - Goals and objectives, with statements on the progress toward each
  - Continuing Education information
  - Scholarship
  - Committee service
  - Professional organization activities, including Conferences
- Communicating with supervisors on progress towards annual goals and objectives, with discussions about any needed changes in the case of unforeseen changes in workload or library, division-wide, or institutional priorities or projects.
- Communicating with supervisors when questions about the relevance of instances of research and service arise.
- Providing all documents by the deadline set by the supervisor for the evaluation cycle

Throughout the evaluation cycle, supervisors are responsible for the following:

- A. Regular, open communication with Faculty members regarding the Faculty member's work
- B. Timely communication of upcoming deadlines for evaluation activities
- C. Consulting with the Director as needed during the preparation of each Faculty evaluation

### WEIGHTED VALUES

At the beginning of each evaluation cycle, each Faculty member will work with his/her supervisor to establish weighted values for professional duties, scholarship, and service. (Ref: Laupus Library Code, Section V, Subsection A, Part 4 for tenured and probationary-term Faculty and Section V, Subsection B, Part 4 for fixed term Faculty Weighted Values for Annual Evaluation.) In no case will Service be rated higher than Research.

### PROFESSIONAL DUTIES AND CONTINUING PROFESSIONAL DEVELOPMENT

Library Faculty members are dedicated to supporting university- and division-wide research and

instruction needs. This includes a wide range of activities throughout the library, based upon each Faculty member's role and responsibilities. Each Faculty member's job description serves as the primary basis for determination of their professional duties. The individual Faculty member's professional efforts should also align with the library's strategic plan.

Professional development is critical to personal professional growth and enhancement of library, division, and university services and strategic efforts. Professional development encompasses a range of education and engagement that might include continuing education credits, conference attendance, and less formalized learning.

The following guidelines elaborate upon the considerations and documentation that inform the evaluation criteria described in the Unit Code.

#### *Evaluation of Performance of Professional Duties*

1. Department-specific end-of-year statistics may be used to help estimate workload; although statistics can be an imperfect measure of workload, it is important to consider the quantity of work for the employee during the evaluation cycle.
2. Qualitative standards for work will be discussed with the Faculty member at the start of the evaluation cycle. Generally, high-quality work is work that reflects sound critical and creative thinking; the ways in which this can be assessed will depend upon the nature of the employee's current position description.
3. The Medical Library Association Competencies for Lifelong Learning and Professional Success may be used as a measure or standard for professional excellence.
4. Any feedback from students, staff or Faculty who have attended programs or used services provided by the Faculty member may be provided as evidence of performance.

#### *Evaluation of Professional Development*

1. Professional development is expected of every library Faculty member.
2. Credit for professional development should be primarily based upon the relevance of the learning to the individual's role and responsibilities.

3. Credit for professional development that did not grant continuing education credits may be counted for professional development; the Faculty member must document the education to the best of their ability.
4. Excellence may be based upon either direct, proven application of the learning to their performance of professional duties, or extension of the benefits of their professional development to their colleagues.
5. To provide enough information to allow a supervisor to assess the relevance of the education and its contribution to professional duties and colleagues, Faculty members will document in Faculty180 how the knowledge gained from professional development was disseminated or applied in professional practice.

### SCHOLARSHIP

Research and scholarship contribute to both the university's intellectual landscape as well as to the enrichment of the information and library science profession's knowledge. Faculty members are encouraged to engage in research and creative activities leading to scholarly output; however, those Faculty with research and scholarship as part of their weighted duties are responsible for engaging in research and creative activities leading to scholarly output.

The following guidelines elaborate upon the considerations and documentation that inform the evaluation criteria described in the Unit Code.

#### *Evaluation of Research and Creative Activities*

1. Only scholarship related to the work of Laupus Library shall be considered.
2. Each Faculty member must provide evidence to support the evaluation of their scholarship with regards to both quality and quantity (number of publications).
3. Faculty coauthors should provide information about the nature and extent of their contribution to the manuscript.
4. Original or primary research will be given greater consideration.

### SERVICE

ECU has a strong tradition of service to the region and to the state. Laupus Faculty members are expected to uphold that tradition by engaging in service within the library, their profession, and at the

university level.

The following guidelines elaborate upon the considerations and documentation that inform the evaluation criteria described in the Unit Code.

#### *Evaluation of Service*

1. Committee work and community service may both be considered as forms of service.
2. The frequency of meetings and workload of committees should be considered as part of the evaluation. Evidence of workload may be requested; annual reports from the committees may serve as evidence.
3. Other forms of service include but are not limited to:
  - a. Editing and refereeing professional journals
  - b. Serving as a Doody's Core Titles reviewer
  - c. Consulting for or participating in groups and organizations outside the University, provided the service relates to library and information science.

#### RATING SCALE

A numerical rating system is utilized along with weighted values to arrive at a score for each of the three categories and the cumulative assessment. The conversion of performance of professional duties, research, and service into a numerical system requires judgment and some subjectivity. The general criteria for evaluation are specified in the Laupus Library Unit Code, Section V, Subsection A, Part 3 and Subsection B, Part 4. The individual scores for each category will be based upon the matrix provided in the Faculty Evaluation Guidelines Chart.

A five-point rating scale is used to indicate the level of performance for each of the three categories and the cumulative assessment as follows:

- 5 = Outstanding
- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Below Expectations
- 1 = Fails to Meet Expectations

Scores for Performance of Professional Duties/Professional Development, Scholarship and Service are entered into the Individual Faculty Evaluation worksheet for the Division of Health Sciences. Scores

entered into the worksheet will be rounded off to the nearest hundredth (rounding up for .50 and above). (See also the “Cumulative Assessment” section below.)

### CUMULATIVE ASSESSMENT

The cumulative assessment evaluation should be the formal mechanism to document communications that have occurred throughout the year between the Faculty member and his/her supervisor as appropriate.

At the end of each evaluation cycle, each Faculty member documents performance of professional duties, professional development, progress in scholarship, and service in Faculty180. Each Faculty member also documents progress towards annual Goals and Objectives in Faculty180. The Faculty member then sends the annual report generated from Faculty 180 to the immediate supervisor on or before the date specified by the supervisor. Each Faculty member also provides the Health Sciences Individual Faculty Evaluation document.

Additional documentation, if required or requested by the individual’s immediate supervisor, or submitted voluntarily by the Faculty member, may include a document containing individual annual statistics as appropriate. The individual Faculty member may also provide a brief narrative to describe any details of progress on research, and any extenuating circumstances that may have impacted the individual’s progress on specific goals or other areas of their professional performance. The statistics and brief narrative may be combined in a single document.

Each Faculty member will send the following documents to his/her supervisor in electronic format:

- A. The Health Sciences Individual Faculty Evaluation form
- B. The Faculty180 annual report
- C. Any additional documents, as appropriate

The supervisor reviews the submitted documents and completes the Individual Faculty Evaluation worksheet. The scores the supervisor assigns to the areas of Performance of Professional Duties and Professional Development, Scholarship, and Service will be assigned based on the values and criteria enumerated in the Faculty Evaluation Guidelines Chart. The supervisor will return the completed evaluation worksheet to the Faculty member at least 48 hours before the final evaluation conference

between the supervisor and Faculty member. Supervisors should allow sufficient time to complete evaluations so that the scores and feedback are well-reasoned, accurate, and fair.

The immediate supervisor conducts the final evaluation conference in person. The Director may attend this conference. During the evaluation conference, the Faculty member and his/her supervisor discuss the evaluation scores and the supervisor's qualitative feedback on the Faculty member's performance. The Faculty member may express their disagreement with the evaluation score during the evaluation conference. A final score will be determined during this conference. Only these final scores will be used to calculate the Cumulative Scores for Performance of Professional Duties, Scholarship, and Service and used for the Individual Faculty Evaluation totals. If the Faculty member disagrees with the final score, the process for formally documenting disagreement is described in the [Faculty Manual \(Part VIII\)](#). To calculate the Cumulative Score, the Supervisor's scores for Professional Duties, Scholarship, and Service are multiplied by their respective weighted values. Scores should be rounded off to the nearest tenths. The resulting scores are then added together to arrive at the Cumulative Score. The range of scores and corresponding assessments are as follows:

4.5 - 5.0 = Outstanding  
3.5 - 4.4 = Exceeds Expectations  
2.5 - 3.4 = Meets Expectations  
1.5 - 2.4 = Below Expectations  
0 - 1.4 = Fails to Meet Expectations

In considering cumulative scores and qualitative feedback, it is critical to remember:

- a. Each evaluation should be based solely on the current evaluation year, rather than viewed as an evaluation of the Faculty member's continuous performance; an outstanding employee may still receive an evaluation score of 'Meets Expectations' in a single evaluation cycle
- b. Supervisors should avoid the permanent halo or permanent doghouse effects by focusing solely on the current evaluation year
- c. Evaluations are meant to be honest assessments of a Faculty member's performance, and clearly address significant weaknesses. In all cases, feedback and the Faculty member's response to the feedback should be undertaken in a respectful and tactful manner

## Appendix B

### PORTFOLIO for Advancement in Title

The following outline is the suggested structure for the portfolio for Fixed-Term Faculty requesting Advancement in Title. The portfolio may be submitted to the Chair of the Personnel Committee in electronic format.

#### A. General Information

- a. Name
- b. Department
- c. Date of first appointment to ECU
- d. Present title and date at which present title was established
- e. Curriculum Vitae
- f. Copy of request for advancement in title
- g. Copies of annual evaluations for the most recent appointment period

#### B. Scholarly Activity:

- a. A brief statement describing the ways in which these activities were meaningful contributions to the library, the university, and the profession
- b. A complete list of publications in print, arranged in order of the following categories beginning with the most recently published scholarly works, such as:
  - i. Books and monographs
  - ii. Journal articles
  - iii. Chapters in books
  - iv. Book reviews in professional journals
  - v. Sound/video recordings
  - vi. Articles or abstracts in proceedings
  - vii. Websites
  - viii. Editorships of professional journals or books
  - ix. Software development

- x. Other (e.g., entries in encyclopedias)
- c. Papers, creative works, etc. accepted for publication but not yet in print (attach a copy of letter of acceptance)
- d. Other research publications: list title(s) and publication dates and publisher
- e. Research presentations and posters: list organization, date, and title of presentation(s)
- f. Participation in expert panels (include topics, meeting, date(s)).
- g. Grants (listed by year in reverse chronological order) in support of research/creative activity. Provide a list of all grants applied for, listing for each the source, amount requested, title, Principal investigator and co-investigators. Designate status: awarded (including amount awarded if different from request), pending, rejected.

C. Professional and University Service (in reverse chronological order)

- a. A brief statement of describing the ways in which these activities were meaningful contributions to the library, the university, and the profession
- b. University Service: Committee and special assignments
  - i. Laupus Committees or joint Library Committees: name of committee(s), role on committee(s) (member, chair, etc.), include dates of service
  - ii. University-wide: name of committee(s), role on committee(s), inclusive dates of service
  - iii. UNC system: name of committee(s), role on committee(s), inclusive dates of service
- c. Professional Organization Service
  - i. Memberships in professional organizations: list memberships
  - ii. Committee service in professional organizations
  - iii. Offices held or other official functions
  - iv. President/Chair: list organization(s)
  - v. Other office(s): list office and organization(s)
  - vi. Organization of meetings, workshops, and symposia: list organization(s)
  - vii. Presentations (other than research) at meetings, workshops, and symposia: list organization, date, and title of presentation(s)

- viii. Service as editor or editorial board member: list board(s), list role(s)
- ix. Items reviewed, refereed, or juried for scholarly publications: list publication(s)
- x. Items reviewed, refereed, or juried for granting agencies: list agency(ies)
- xi. External review of Faculty for other universities (peer review): list institution(s)
- xii. Other professional service

D. Honors and other noteworthy activity not covered above

E. Other: Include additional information deemed pertinent to this portfolio

## APPENDIX C

### Performance (PTR) Review Standards for Laupus Library Revised Nov. 1, 2017

Each Academic Unit (College, School, Department or Area within a Code Unit that has its own Tenure Committee) must establish performance standards/criteria for the Performance Review of Tenured Faculty

Performance review of tenured Faculty is governed by UNC Policy 400.3.3. and by the policy entitled *Performance Review of Tenured Faculty of East Carolina University*, contained in the *East Carolina University Faculty Manual Part IX.*, The overriding goal of the review is stated in the Preamble: “This review, defined as the comprehensive, formal, periodic evaluation of cumulative Faculty performance, has the purposes of ensuring Faculty development and promoting Faculty vitality.” The Preamble further states, “This policy does not create a process for the reevaluation or revalidation of tenured status. . . . Furthermore, the policy is created with the widespread presumption of competence on the part of each tenured Faculty member.”

General Considerations: Guided by the [Faculty Manual](#) requirements, the initial review shall be conducted by the Unit administrator after reviewing the Faculty member’s 5-year plan, current curriculum vitae, annual reports and annual evaluations for the years under review (not to exceed five years), and any other materials that the Faculty member provides in support of his/her professional performance over the review period.

Using the “Form: Report on Performance Review of Tenured Faculty” the Unit administrator prepares a performance review report which shall consist of a narrative evaluation of the overall performance of the Faculty member that takes into account the relative weights assigned to each duty during each of the years being reviewed and the amount of reassigned time from teaching to the performance of other duties for each year under review. This evaluation shall conclude with an overall ranking that categorizes each Faculty member’s performance as “meets,” “exceeds,” or “does not meet” expectations.

Each performance review must be comprehensive, including all assigned responsibilities as these duties were weighted for the individual Faculty member at the time. It must examine the individual Faculty member’s contributions to departmental, school/college, and university goals. Reviews must be consistent with the Faculty member’s 5-year plan.

Standards shall not be based exclusively on annual Faculty evaluations and should not simply average annual evaluation scores as a measure of Faculty performance during the review period. Rather, standards should incorporate annual evaluations into a comprehensive five-year review as ongoing measures of overall performance based on Unit criteria, relative Unit and disciplinary norms, and expectations from individual Faculty annual and five-year plans.

The evaluative report, together with the Faculty member’s annual reports and annual performance evaluations for the period under review, a copy of the Faculty member’s 5-year plan, a copy of the Faculty member’s current curriculum vita, and any other material the Faculty member provided in support of his/her professional performance over the review period, shall be forwarded to the Performance Review Committee and shall become part of the permanent personnel file.

For each Faculty member, the Performance Review Committee shall either agree or disagree with the review findings of the Unit administrator. PRC discussion will address all aspects of the Faculty member's professional performance, including all duties actually assigned to the Faculty member during the period covered by the review, as these duties were weighted for the individual Faculty member at the time.

The review shall reflect the nature of the Faculty member's field or work and shall conform to fair and reasonable expectations as recognized by Faculty peers in the discipline.

The review shall be conducted in a manner free of arbitrary, capricious, or discriminatory elements and shall adhere to the requirements of the ECU [Faculty Manual](#) and the Unit code.

Evaluation Criteria: The PRC shall apply the following criteria in determining whether to agree or disagree with the findings of the Unit administrator:

1. [ECU Faculty Manual, Part VIII](#), Section I (III.) Evaluations, and
2. *The Unit Code of Operations for Laupus Health Sciences Library* Section V

General Standards for finding of "exceeds," "meets," or "does not meet" expectations:

Exceeds expectations: during the period under review, the Faculty member discharged conscientiously and with professional competence the duties associated with his or her position in such a way as to constitute a model for others that represents the best of its kind. (Overall score of 3.5 – 5.0)

Meets expectations: during the period under review, the Faculty member discharged conscientiously and with professional competence the duties associated with his or her position. (Overall score of 2.5-3.4)

Does not meet expectations: during the period under review, the Faculty member failed to discharge conscientiously and with professional competence the duties associated with his or her position. (Overall score of 0.0 – 2.4)

Laupus Faculty are reviewed in the following manner:

A. Performance of Professional Duties and Continuing Professional Development (Teaching)

Performance and professional development shall be evaluated based on:

1. Quality of job performance
2. Understanding and application of contemporary library methods
3. Effectiveness of judgment
4. Effectiveness of interpersonal interactions
5. Evidence of continuing education activities and/or completion of academic courses related to Faculty assignments.

B. Scholarship

Scholarship shall be evaluated based on:

1. The nature and success of scholarship undertaken shall be considered in evaluating scholarship.
2. Types of publications shall include but not be limited to books, book chapters, journal articles,

major bibliographic projects, and book reviews. Greater weight shall be given to first and/or senior authorship and to refereed over non- refereed publications.

3. Presentations at professional meetings via oral presentation or poster session. Greatest weight shall be given to solo presentations at international or national meetings.
4. Types of grant activities may include but not be limited to proposal writing, funded and non-funded projects, principal investigator, co-investigator and other activities. Greater weight shall be given to funded over non-funded projects.

#### C. Service to the University, the Profession and the Community

Service shall be demonstrated by active participation in the following:

1. Laupus Library committees
2. University service including university committees, service within the Division of Health Sciences, and/or committees jointly sponsored by Laupus and Joyner Libraries
3. Professional association service
4. Community service

It is expected that all tenured Faculty participate in service at both the Unit and division/university level.

Greater weight shall be given for leadership roles in any of the above activities.

Both the Research/Creative Activity and Service to the Profession and University ratings are based on a point scale of: 11-15+ Exceeds expectations, 7-10 Meets expectations, and 1-6 Does not meet expectations.

#### Other Considerations:

The performance review will address misconduct only if the misconduct is documented in the Faculty member's personnel file and the Faculty member's due-process rights were respected (the right to appeal a finding or sanction to the relevant committee and the right to include in the personnel file a letter expressing disagreement with a finding).

The review may consider any performance of duties judged supererogatory (relative to the [Faculty Manual](#), the Unit's mission, and the Unit's criteria; specific duties assigned and not assigned; and the like).