

Faculty Senate Resolution #16-12

Approved by the Faculty Senate: February 23, 2016

Approved by the Chancellor: April 18, 2016

## **Provisional 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 the current version of [Part II](#) of the *ECU Faculty Manual*, a member must meet the criteria stipulated in Part II. To cast a vote on issues listed in the current version of [Part IV](#) of the *ECU Faculty Manual*, a member must meet the criteria stipulated in Part IV. 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 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.

The Director shall perform all duties included in but not limited to those described in his/her job description.

The Director, in consultation with library faculty, may establish the administrative organization and designate an Associate Director, Assistant Director(s), and/or heads of operational services as program needs require in accordance with established University policies.

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.

An Operations Council comprised of Associate and Assistant Directors, 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 is designated by and reports to the Administrative Council.

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

All committee meetings shall be open to all faculty and 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 [Part IX](#) of the *Laupus Library Code*.
- 3) Review the "Guidelines for Evaluation of Laupus Faculty" 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 Manual* [Part IX](#).

#### **1. Personnel Committee**

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

- 1) The Personnel Committee shall be composed of three members. Two members must be elected from the permanently tenured faculty. One member must be elected from the permanently tenured or probationary-term voting faculty. 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) If the number of permanently tenured faculty drops below three, permanently tenured members will serve continuously until the number of permanently tenured faculty permits the resumption of rotation of permanently tenured members.
- 3) Terms of appointment shall begin on July 1.

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 meet concurrently with the Fixed-Term Faculty Appointment Committee on matters related to the selection of and the initial and 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.
- 5) Until there are enough fixed-term faculty with the titles of Library Associate Professor and Library Professor to form the appropriate Fixed-term Faculty Advancement Committees, the Personnel Committee shall meet concurrently with the Advancement Committees to review portfolios and make recommendations related to the advancement in title of fixed-term library faculty.

**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*.

**4. Fixed-Term Faculty Appointment Committee<sup>1</sup>**

a. Membership

The committee shall consist of three fixed-term faculty who have been employed as Laupus faculty members for at least twelve months.

b. Terms of Office

- 1) Members are elected on an annual basis from fixed-term faculty who are not up for subsequent appointment during the upcoming year.
- 2) Elections are held at the June faculty meeting.
- 3) Terms shall begin on July 1.

c. Duties

The Fixed-Term Faculty Appointment Committee shall meet concurrently with the Laupus Personnel Committee on matters related to the selection of and the initial and subsequent appointments of fixed-term library faculty members.

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<sup>1</sup> The creation of special committees for fixed term appointment and fixed term advancement has been deemed necessary to accommodate the changing operational framework of Laupus Library, as charged to representatives for Laupus Library and Joyner Library by the Vice Chancellor for Health Sciences and the Provost in the spring of 2014.

## 5. Fixed-Term Faculty Advancement Committees<sup>1</sup>

The ECU *Faculty Manual* specifies the role of the unit Personnel Committee in considering advancement in title for fixed-term faculty. The Fixed-Term Faculty Advancement Committees make recommendations to the Laupus Personnel Committee. Until there are enough fixed-term faculty with the titles of Library Associate Professor and Library Professor to form the appropriate Fixed-term Faculty Advancement Committees, the Advancement Committees shall meet concurrently with the Personnel Committee to review portfolios and make recommendations related to the advancement in title of fixed-term library faculty.

### a. Membership

Each committee shall consist of all full-time faculty who hold a title or equivalent rank at least equal to the title for which the candidate is being considered (e.g., Library Associate Professor, Associate Professor).

### b. Terms of Office

If Laupus Library does not have three members qualified to serve on a candidate's Advancement Committee, additional members (up to a total of three) will be selected by a secret vote of the full faculty from qualified Academic Library Services faculty members who are willing to serve.

### c. Duties

- 1) The committees shall be responsible for making recommendations for advancement in title and for recommending the titles of initial appointments at the Library Associate Professor or Library Professor level.
- 2) The Library Professor Fixed-Term Faculty Advancement Committee selects the external reviewers for Library Associate Professors requesting advancement in title to Library Professor.

## 6. Ad Hoc Search Committee

### a. 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*.

### b. 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.

## 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 minimum 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.

Laupus Library only hires fixed-term faculty, 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 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.

**A. Current, updated, and approved guidelines, criteria, and weights governing the evaluation of tenured and 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 level 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 level 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 level 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, library, and who present a record of professional performance, active and productive scholarship, and professional activities and services commensurate with this senior professorial rank.

**2. 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 reappointment, promotion, and conferral of tenure can be found in later parts of this Section and in 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 Performance of Professional Duties and Continuing Professional Development or Scholarship.

### 3. 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 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. 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
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. Reappointment of Probationary-Term Faculty  
Reappointment for probationary-term faculty shall follow policies and procedures in the *Faculty Manual*.

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 and Two
  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. Have 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. Year Three
  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. Have 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.
- c. Years Four and Five
  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 and contribute to 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. 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.
- d. Years Six and 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. Regularly attend and contribute to 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. 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.
5. Award of Permanent Tenure  
Conferral of permanent tenure shall follow the policies and procedures in the *Faculty Manual*.
- a. Criteria for Performance of Professional Duties and Continuing Professional Development  
The faculty member must:
1. Have an established pattern of performance of professional duties at least at the “meets expectation” level on annual evaluations.
  2. Demonstrate commitment to expanding his/her capacity for serving the University and the Laupus Library.
  3. 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.
  4. 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.
- b. Criteria for Scholarship  
The faculty member must:
1. Identify scholarly topics and conduct scholarly projects to completion.
  2. Present the results of scholarship via oral presentation or poster session at professional meetings.
  3. Prepare and publish the results of scholarship in peer-reviewed journals, book chapters, etc.
- c. Criteria for Service to the University, the Profession and the Community  
The faculty member must:
1. Have served on professional association committees and/or have held office in such associations.
  2. 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 *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.

b. 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

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. 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. Assignment 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 Assistant Professor.

Appointment to the title of Library Assistant Professor requires evidence of potential for:

1. Successful performance of duties in assigned areas of responsibility.
2. Collegiality and professional integrity.
3. Continued professional growth.
4. Service to the Library

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.

### b. Library Associate Professor.

Appointment or advancement to the title of Library Associate Professor requires evidence of:

1. Substantive accomplishments in professional performance.
2. Collegiality and professional integrity.
3. Substantial and continued professional growth.
4. Sustained service to the Library, the University, and the profession.
5. Regular contributions to scholarship/creative activity.

A library faculty member with the title of Library Associate Professor may elect not to seek advancement in title during his/her career at East Carolina University.

### c. Library Professor.

Appointment or advancement to the title of Library Professor requires evidence of:

1. Sustained and substantive accomplishments in professional performance.
2. Collegiality and professional integrity.
3. Superior knowledge and demonstrated mastery of assigned area of specialization.
4. National or international recognition as an authority and leader in the assigned area of specialization.
5. Exemplary service to the Library, the University, and the profession.
6. Sustained and substantive record of scholarship/creative activity.

## 3. 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 the *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%)
4. 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 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. 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
    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.

**5. 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 and the Fixed-Term Faculty Appointment Committee.

Subsequent appointments with counseling or warning shall normally be for a one-year term, at the discretion of the Director.

The Director, the Personnel Committee, and the Fixed-Term Faculty Appointment Committee will make every attempt to notify fixed-term faculty of their respective recommendations according to the notification timeline outlined in the ECU *Faculty Manual*.

The following are procedures for considering subsequent appointments:

- a. The library faculty member writes a letter requesting subsequent appointment, submitting it to the Director within the timeframe specified by the ECU *Faculty Manual*.
- b. The library faculty member's supervisor submits a memo for review by the Personnel Committee and the Fixed-Term Faculty Appointment 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.
- c. The library faculty member submits a portfolio to the Personnel Committee and the Fixed-term Faculty Appointment 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
- d. The Personnel Committee and the Fixed-term Faculty Appointment Committee review the letter from the supervisor and the portfolio and issue a recommendation to the Director.
- e. The Director completes the recommendation.
- f. The fixed-term faculty member is notified of this recommendation by the Personnel Committee and the Fixed-term Faculty Appointment Committee in writing, and then the Director's written recommendation is forwarded along with the Personnel Committee and the Fixed-term Faculty Appointment Committee recommendations to the next higher administrator.

In the case of a dispute, university grievance procedures are available (see *ECU Faculty Manual* [Part IX](#)).

**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, a cumulative report is sufficient, and the fixed-term faculty member need not insert copies of annual reports for the appointment period. 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, Personnel Committee, and Fixed-term Faculty Advancement Committee within six months of the faculty member's submitting the initial letter.

Following are the procedures for considering advancement in title:

- a. The library faculty member writes a letter requesting advancement in title to the Director.
- b. The library faculty member's supervisor submits a memo to the Personnel Committee and Fixed-term Faculty Advancement 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.
- c. The library faculty member submits a portfolio to the Library Personnel Committee and the Fixed-term Faculty Advancement Committee including the following items:
  1. Copy of letter requesting advancement in title
  2. Cumulative report
  3. Updated CV
  4. Copies of scholarly products, evidence of service, and evidence of substantive professional performance
- d. The Personnel Committee and Fixed-term Faculty Advancement Committee review the portfolio and issue recommendations to Director.
- e. The Director completes the recommendation.
- f. The fixed-term faculty member will be notified by the Personnel Committee, the Fixed-term Faculty Advancement Committee, and the Director in writing.

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

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 the ECU *Faculty Manual*.

Advancement in title from Library Associate Professor to Library Professor also requires two external reviews, written by reviewers selected by the Personnel Committee from a list provided by the Library Associate Professor who requests advancement in title.

The external reviewers must possess the credentials and experience to provide an objective and knowledgeable assessment of the candidate's work. No explicit weight will be assigned to external reviews, and they should not be regarded as more authoritative or accurate than internally generated evaluations. These external reviews are for additional information only and will be added to the portfolio by the Personnel Committee and the Fixed-term Faculty Advancement Committee prior to their reviews and recommendations to the Director.

Process for Incorporating Current Fixed-term Faculty Librarians:

Current fixed-term faculty members will convert to the new employment provisions when their current appointment expires. The subsequent appointment process described in this document will be followed, and appointment lengths of one or three years may be considered. If granted subsequent appointments, the initial title will be Library Assistant Professor. If the faculty member requests consideration for a higher title, the advancement process as described in this document will be followed.

## 7. Recommendations for Raises and Merit Awards

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 B 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 Meeting.

At the June Faculty 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 Meetings shall be circulated in a timely manner 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.

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

Documents shall be distributed in a timely fashion to the appropriate group for review 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.

## **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 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](#). This Code MUST be approved by a majority of the permanently tenured faculty of the unit.



# **APPENDIX A**

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

### **2011 edition**

Approved by Laupus Library Faculty on Sept. 12, 2011

Approved by Laupus Library Tenured Faculty by secret ballot  
on Sept. 12, 2011

Approved by Vice Chancellor Horns on Sept. 15, 2011

“EPA” changed to “EHRA” on January 29, 2016

References to “Faculty Manual” Appendices “D” and “B” changed to references to “Faculty Manual  
Part IX” on April 7, 2016

# GUIDELINES FOR EVALUATION OF LAUPUS LIBRARY FACULTY

## Preface to the 2011 Edition

Many changes have been made to the 2004 edition of the Guidelines; the document has been updated and reorganized. This preface has been added to help with the transition. The changes have been listed in the order in which they occur in the Guidelines and the worksheets.

- Changes made to conform to the 2008 revision of the Laupus Library Unit Code:
  - Title changed from “Guidelines for Appointment, Promotion, Tenure and Evaluation of Laupus Library” to “Guidelines for Evaluation of Laupus Library Faculty”
  - ⊖ Changed name of the three categories of work
  - Expanded the range of the weighted values for probationary track and tenured faculty
- Addition of an Introduction containing:
  - Contract length for newly hired faculty
  - Role of the Personnel Committee (*Faculty Manual* Part IX)
- The Evaluation Process includes the following additions and changes:
  - Since each faculty member is evaluated by his/her supervisor who is not necessarily the Director, the phrase “the supervisor and the Director” has been shortened to “the supervisor”
  - Reference to Sedona, the annual ECU Faculty Productivity Report
  - Annual professional development goal, required beginning in evaluation year 2011/2012
- Professional Duties contains the following additions:
  - Automatic performance element “Performs primary job duties as described in their contract letter and current position description”
  - A specific reference to the Medical Library Association’s Academy of Health Information Professionals (AHIP) point index and changed and re-arranged the research and service lists
  - Added “Collegiality” to the performance of professional duties attributes
- Research and Service contains the following additions and changes:
  - Edited and revised the research and service tables
  - No distinction is made between print and electronic formats

- Added “Exhibit Curation” to Research.
- Changes to the assessment sheets:
  - Converted the Evaluation Worksheet from a Word Document to an Excel Document with internal computation features. The new Excel document has tabs for Instructions, Faculty Evaluation Worksheets, Individual Faculty Evaluation, Fixed Term, Probationary Term, and Tenured.
  - Continue to have separate sections for conference speakers and poster presenters although AHIP combines them.

# GUIDELINES FOR EVALUATION OF LAUPUS LIBRARY FACULTY

## INTRODUCTION

New (1110) EHRA faculty members hired to work for the Laupus Library will generally be employed on an initial one-year contract. The actual term of this contract may be as short as 7 months or longer than 12 months. The contract period must be of sufficient length for the employee to become familiar with his/her job duties and the general operation of the library. 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.

For personnel on fixed-term contracts, subsequent appointments will be for no more than three years unless a shorter term is requested by the employee. The Personnel Committee must make a recommendation on all fixed term appointments. Terms of appointment for faculty requesting tenure-track appointments will follow guidelines described in the ECU *Faculty Manual*.

## THE EVALUATION PROCESS

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

- Performance of Professional Duties and Continuing Professional Development
- Creative Activity/Research
- 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 professional activities, research, 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.

The evaluation process includes three documents:

- Annual report summarizing monthly reports to supervisor
- Evaluation worksheets and the summary “Individual Faculty Evaluation” (IFE). Each completed line on an evaluation worksheet should include the page numbers of the relevant activities in the annual report.
- ECU’s annual faculty productivity (Sedona) report

Supervisors consult with the Director as needed during the preparation of each faculty evaluation.

In the areas of research and service, and to the extent allowed by ECU requirements, the evaluation worksheets correspond to the Medical Library Association’s Academy of Health Information Professionals (AHIP) point index <http://www.mlanet.org/academy/pointindex.html> .

Although AHIP applies specifically to health sciences librarians, these guidelines are used to evaluate all Laupus Library EHRA personnel who qualify for faculty status. A faculty member who engages in creative activity/research or service which is not specifically included in the guidelines should discuss this with his/her supervisor.

### 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, research, and service. The Laupus Library Unit Code specifies that Performance of Professional Duties and Continuing Professional Development should be weighted at 60-90%, Creative Activity/Research should be weighted at 5-30%, and Service to the University, the Profession, and the Community should be weighted at 5-20%. (Ref: Laupus Library Code, Section IV. B.: Annual Evaluation). In no case will Service be rated higher than Research.

The relative weights for fixed term faculty may range from 70% Professional Duties with 30% Research/Service to 90% Professional Duties with 10% Research/Service.

### 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. While the conversion of performance of professional duties into a numerical system requires judgment and some subjectivity, the assessment of service and research is

based on an objective scoring system with the number of points awarded directly related to the impact of each accomplishment.

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

All faculty members are evaluated using three assessment work sheets. Scores will be rounded off to the nearest hundredth (rounding up for .50 and above). (See also the "Cumulative Assessment" section below.)

### MULTI-CATEGORY ACTIVITIES

Some activities could be counted in more than one category of responsibility (e.g. as both research and service.) Activities that are part of a faculty member's job are normally counted under professional duties. A faculty member who chairs a section of a professional association and whose job description includes writing a column in the section newsletter would count this only under service rather than research since the major responsibility of the position's job description is service. On the other hand, the editor of a newsletter for a section of an association (although a member of the executive committee of that section) would count this only as research. If either person became a member of another committee of the same section or association, this committee would be counted separately. The final determination under which a particular activity falls is made in consultation with the supervisor.

### PROFESSIONAL DUTIES

Each year, after April 1 and no later than July 1, each faculty member in conjunction with his/her supervisor will develop annual goals. There is no set maximum or minimum limit on the number of annual goals. The individual annual goals are to be based on the faculty member's position description and annual departmental/Library goals. During this conference those job description elements and annual goals that will receive emphasis in the evaluation will also be determined.

For example, one goal may read as follows:

*Provides reference services with emphasis on implementing and teaching the use of evidence based information.*

The faculty member's goals and objectives may be revised to reflect any changes related to duties, responsibilities and goals that occur throughout the year.

Each faculty member should send a memo with the list of goals and weighted values to his/her supervisor with a copy to the Director. If the goals are revised, the faculty member should send them an updated memo.

All faculty members are expected attend Library Faculty Meetings unless on leave or excused for an appropriate reason.

Each faculty member will include an annual goal related to professional development beginning in evaluation year 2011/2012. Credit for professional development activities is based on relevance to the individual faculty member's job responsibilities and goals and is negotiated on a case-by-case basis with the supervisor. Faculty involved in teaching "for credit classes" will have a separate goal related to this activity.

The Supervisor's Assessment of Performance of Professional Duties is based on an evaluation of the faculty member's success in meeting his/her individual goals established at the beginning of the evaluation cycle or as revised during the year. Factors that are considered include a review of the monthly reports; the faculty member's self-assessment; reports of any extenuating circumstances, opportunities, or any other changes related to expectations that may have occurred throughout the year; and supervisor observations and documented feedback from staff/clients/others. Attributes such as technical/professional skills, personal skills, teamwork skills, collegiality, and leadership skills are also taken into consideration and addressed where appropriate. These attributes may be useful in a mentoring context as well as in the evaluation process.

## RESEARCH AND SERVICE

Only research related to the work of the Laupus Library will count on evaluations. If the faculty member has any questions on whether a particular project will be considered relevant, he/she should speak to his/her supervisor.

"Exhibit curation" comprises the preparation of exhibits based on the Library's assets. Typically these exhibits will be on display for extended periods of time and should be viewed as a specialized form of research.

Activities may include research, exhibit planning and design, staging, labeling, and providing exhibit explanations to library visitors.

Community Service is defined by the “Policy Manual of the UNC” section 300.2.10

<http://intranet.northcarolina.edu/docs/legal/policymanual/300.2.10.pdf> If community service is taken during work hours, a leave form is required. Documentation of service is also required.

**Fixed Term Faculty**

Laupus Library fixed term faculty are expected to participate in research and/or service. In the case of fixed term faculty, these two categories will be considered as one category, Research/Service. In addition, the relative weights of the two categories, Professional Duties and Research/Service, will be established on a case-by-case basis at the beginning of each contract period through negotiation between the faculty member and supervisor. These relative weights may range from 70% Professional Duties with 30% Research/Service to 90% Professional Duties with 10% Research/Service.

<b>Research/Service Fixed Term Faculty</b>			
<b>Points</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3 + of employment</b>
<b>15+</b>	Outstanding (5)	Outstanding (5)	Outstanding (5)
<b>11-14</b>	Outstanding (5)	Outstanding (5)	Exceeds (4)
<b>7 - 10</b>	Exceeds (4)	Exceeds (4)	Meets (3)
<b>4 - 6</b>	Meets (3)	Meets (3)	Below (2)
<b>1 - 3</b>	Below (2)	Below (2)	Fails (1)

**Probationary Term (Tenure Track) Faculty**

For probationary term (tenure track) faculty Research and Service ratings are based on a seven-year sliding point scale.

There are many options for meeting the annual Laupus Library requirements for research and service. However, to meet the University requirements for tenure and promotion, all probationary term faculty are expected to (1) conduct research that results in peer reviewed publications, and (2) in addition to service on



ECU committees, participate in professional association committees and/or hold office in such associations.

Personnel Action Dossier (PAD) and reappointment reviews occur at the end of years 2, 4, and 6.

**Research  
Probationary Term Faculty**

Points	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
15+	Outstanding(5)	Outstanding(5)	Outstanding(5)	Outstanding(5)	Outstanding(5)	Outstanding(5)	Outstanding(5)
11-14	Outstanding(5)	Outstanding(5)	Outstanding(5)	Exceeds (4)	Exceeds (4)	Exceeds (4)	Exceeds (4)
7 - 10	Outstanding(5)	Exceeds (4)	Exceeds (4)	Meets (3)	Meets (3)	Meets (3)	Meets (3)
4 - 6	Exceeds (4)	Meets (3)	Meets (3)	Below (2)	Below (2)	Below (2)	Below (2)
1 - 3	Meets (3)	Below (2)	Below (2)	Fails (1)	Fails (1)	Fails (1)	Fails(1)

**Service  
Probationary Term Faculty**

Points	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
15+	Outstanding(5)	Outstanding(5)	Outstanding(5)	Outstanding(5)	Outstanding(5)	Outstanding(5)	Outstanding(5)
11-14	Outstanding(5)	Outstanding(5)	Outstanding(5)	Exceeds (4)	Exceeds (4)	Exceeds (4)	Exceeds (4)
7 - 10	Outstanding(5)	Outstanding(5)	Exceeds (4)	Meets (3)	Meets (3)	Meets (3)	Meets (3)
4 - 6	Exceeds(4)	Meets(3)	Meets (3)	Below (2)	Below (2)	Below (2)	Below (2)
1 - 3	Meets (3)	Meets (3)	Below (2)	Fails (1)	Fails (1)	Fails (1)	Fails (1)

Tenured Faculty

Research and service ratings for tenured faculty are based on recurring five-year sliding point scales. It is expected that all tenured faculty participate in service at both the unit and division/university level.

While there are many options for meeting the internal Laupus Library requirements for research and service, tenured faculty are expected to (1) continue to conduct research, and (2) in addition to service on ECU committees, continue participation in professional association committees and/or hold office in such associations. Tenured faculty members are also subject to performance reviews every five years (*Faculty Manual*, Part IX). Annual and cumulative performance should be at a level which will result in a favorable cumulative review.

**Research  
Tenured Faculty**

<b>Points</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>15+</b>	Outstanding (5)	Outstanding (5)	Outstanding (5)	Outstanding (5)	Outstanding (5)
<b>11-14</b>	Exceeds (4)	Exceeds (4)	Exceeds (4)	Exceeds (4)	Exceeds(4)
<b>7 - 10</b>	Meets (3)	Meets (3)	Meets (3)	Meets (3)	Meets(3)
<b>4 - 6</b>	Below (2)	Below (2)	Below (2)	Below (2)	Below(2)
<b>1 - 3</b>	Fails (1)	Fails (1)	Fails (1)	Fails (1)	Fails(1)

**Service  
Tenured Faculty**

<b>Points</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>15+</b>	Outstanding (5)	Outstanding (5)	Outstanding (5)	Outstanding (5)	Outstanding (5)
<b>11-14</b>	Exceeds (4)	Exceeds (4)	Exceeds (4)	Exceeds (4)	Exceeds (4)
<b>7 - 10</b>	Meets (3)	Meets (3)	Meets (3)	Meets (3)	Meets (3)
<b>4 - 6</b>	Below (2)	Below (2)	Below (2)	Below (2)	Below (2)
<b>1 - 3</b>	Fails (1)	Fails (1)	Fails (1)	Fails (1)	Fails (1)

**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 and the Director as appropriate.

At the end of the evaluation cycle, each faculty member completes a self-assessment to indicate his/her perceived success in meeting the annual goals for professional duties and the requirements for research and service. Accomplishments, including specifics on research and service, should be documented in the faculty members' annual reports. Any extenuating circumstances that have delayed progress on specific goals should be described. Additional supporting documentation may be requested as necessary, for example to verify the status of in-process publications.

Each faculty member forwards his/her annual report, evaluation worksheets, IFE, and annual faculty productivity (Sedona) report electronically to his/her immediate supervisor for review. The supervisor adds

his/her evaluation to the evaluation worksheets and returns them electronically to the faculty member at least 48 hours before their final evaluation conference.

The immediate supervisor conducts the final evaluation conference in person. The Director may attend this conference. During this conference the faculty member and his/her supervisor discuss any differences between the self and supervisor assessments. A final score will be determined and entered electronically into the worksheet. Only these final scores will be used to calculate the Cumulative Scores and the IFE totals.

To calculate the Cumulative Score for probationary term and tenured faculty, the Supervisor's Scores for Professional Duties, Research, 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 (rounding up for .5 and above). 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

A slightly different procedure is used to calculate the Cumulative Score for fixed term faculty:

1. The Supervisor's Score for Professional Duties is multiplied by its weighted value. Scores should be rounded off to the nearest hundredth.
2. The Supervisor's Score for Research/Service is multiplied by the Research/Service weighted value. Scores should be rounded off to the nearest hundredth.
3. The Supervisor's Final Scores for Professional Duties and Research/Service are added together and the final score calculated. This score is then rounded up for .5 and above.

The range of scores and corresponding assessments are the same as listed above.

## **APPENDIX B**

### **Post Tenure Review Process at Laupus Library**

*Draft revised December 5, 2013*

The five-year performance review of tenured faculty is governed by the *Performance Review of Tenured Faculty of East Carolina University*, Part IX, Section II, *East Carolina University Faculty Manual*  
<http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part9section2.pdf>

Other important information is either linked or is posted on Gladiator\Faculty Affairs\Post Tenure Review and

on the Laupus Intranet with other faculty documents:

- Faculty Senate Resolution #13-25 from the February 26, 2013 Faculty Senate Meeting:  
<http://www.ecu.edu/cs-acad/fsonline/customcf/facultysenate/fulltextfsresolutionsx4.pdf>  
Or see the PDF of “FW: Post Tenure Review Checklist and Sample Format Documents” (e-mail memo, March 21, 2013) [Includes the checklist and format documents from #13-25]
- *Faculty Manual* VIII. Section I. III. Annual Evaluation  
<http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part8.pdf>
- Laupus unit code Section IV.B. Annual Evaluation, p. 10-12  
<http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/healthsciencelibrary.pdf>  
[This 2008 code does not mention post tenure review; codes approved starting in fall 2012 must include it]
- Laupus Library – Post Tenure Review Policies (approved by Tenure Committee and Director on April 19, 2013)
- Post Tenure Review Process at Laupus Library [this document]
- Standards for the Cumulative Review of Tenured Faculty (September 30, 1998 letter that translates the five point annual evaluation scale into the three point post tenure review scale) – a PDF

The Laupus tenured faculty members are all reviewed in the same year. “A faculty member granted permanent tenure shall be reviewed within five years of the granting of tenure.” The next reviews are expected in 2013/2014 and 2018/2019. (*Faculty Manual* Part IX, Section II. II.A.)

“A review leading to promotion in rank qualifies as a performance review.” (*Faculty Manual* Part IX, Section II. II.A.) (If a person is promoted in rank, the Library should check on whether that person is to be included in the upcoming review.)

The Library reviews its post tenure performance standards: “Laupus Library – Post Tenure Review Procedures” (approved April 19, 2013) (Also see *Faculty Manual* Part IX, Section II. II.B.).

According to the ECU schedule (but probably in the fall), the Tenure Committee will elect the Performance Review Committees (PRC) in accordance with *Faculty Manual* Part IX, Section II. II.C. Since there are not enough tenured faculty members to meet the requirements, the Tenure Committee must submit a list of potential members to the Vice Chancellor for Health Sciences.

According to the ECU schedule (but probably in the early spring), each tenured faculty member must submit a portfolio to the Director (*Faculty Manual* Part IX, Section II. II.D.):

- Preliminaries
  - Title page – “William E. Laupus Health Sciences Library / Cumulative Review of Permanently Tenured Faculty” // Name, academic initials, & AHIP (if desired) / Academic rank // Date
  - Laupus Library – Post Tenure Review Policies (approved by Tenure Committee and Director on April 19, 2013)
  - Standards for the Cumulative Review of Tenured Faculty (letter, September 30, 1998)
  - Post Tenure Review Process at Laupus Library [this document]
- Tab 1: “Self Evaluation” – to cover the review period
- Tab 2: “Curriculum Vitae” – may include current AHIP certificate
- Tab 3 “Annual Evaluations” – to cover the review period from oldest to newest (narrative written by supervisor plus Individual Faculty Evaluation page)
- Tab 4: “Cumulative Review” – “Report on Performance Review of Tenured Faculty” will be put here by

the Director (and added to by the Cumulative Review Committee)

Note: The portfolio may contain “any other material the faculty member wishes to provide ... in support of his/her professional performance over the review period”. (*Faculty Manual* Part IX, Section II. II.D)

The Director conducts the initial review (*Faculty Manual* Part IX, Section II. II.D.) and prepares the “Report on Performance Review of Tenured Faculty” using the Part IX, Section II. III. Form. (The “Standards for the Cumulative Review of Tenured Faculty” from September 30, 1998 is used to translate the five point scale into the three point scale.)

The Performance Review Committee either agrees or disagrees with the Director’s Report (*Faculty Manual* Part IX, Section II. II.D.). Section II. II.D. explains how any disagreements are to be handled.

Copies of the reports (and the faculty member’s written response, if any) are put in the faculty member’s personnel file and sent to the Vice Chancellor for Health Sciences. (*Faculty Manual* Part IX, Section II. II.D.)

Rewards for exemplary performance, reconsideration of deficient performance, faculty development plan, and subsequent evaluation are in *Faculty Manual* Part IX, Section II. II. E. – H.

Approved by the Laupus Tenure Committee on *DATE 2013*

Approved by the Laupus Library Interim Director on *DATE 2013*