

CALIFORNIA STATE UNIVERSITY, HAYWARD

LIBRARIAN

PROMOTION, TENURE, AND RETENTION POLICY AND PROCEDURES

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PROMOTION, TENURE, AND RETENTION POLICY AND PROCEDURES

1.0 INTRODUCTORY STATEMENT

The promotion, tenure, and retention policy of the University is designed to assure, within the policies of the trustees of the California State University, that (1) excellence in the educational function will be recognized and rewarded, and that (2) the quality of the Faculty of the University will be maintained at the highest possible level.

Promotion, tenure, and retention decisions are based on excellence; they are not automatic. The librarian candidate must clearly satisfy the appropriate criteria. Unless otherwise specified, the term "librarian" in this document means "member of the Library Faculty." Achievement, as it is demonstrated, should be appropriately rewarded. Administrative and executive employees shall not acquire tenure or academic rank without prior consultation with the department concerned (see Section 42701, Article 2, Title 5, Consultative Procedures).

A profile approach shall be used in the evaluation of a candidate for retention, tenure, or promotion. Exceptional ratings on one or more of the criteria may offset minor deficiencies with respect to other criteria.

Promotion, tenure, and retention decisions are separate, and the standards which govern them, while similar, are not identical. A probationary librarian shall normally be considered for promotion at the same time he or she is considered for tenure. Promotion during the probationary period is to be considered only in special circumstances, except for librarians in the rank of Assistant Librarian, who may be considered for promotion after completing one year of service. In no case shall a probationary librarian be promoted beyond the rank of Associate Librarian except when tenure and promotion to Librarian are granted simultaneously (see 8.2). When a candidate does not have tenure, a recommendation to promote does not entail an obligation to recommend for tenure; neither does the according of tenure entail an obligation later to recommend for promotion.

The policies, procedures, and criteria described herein, which conform to provisions of the collective bargaining agreement between the Trustees of the California State University and the California Faculty Association, to other operative provisions of Title 5 of the California Administrative Code, Education, and to the Librarian Personnel Plan (FSA 78-64) of the Office of the Chancellor, shall apply to all recommendations relating to promotion, tenure, and retention. This policy supersedes all previous Library policies on promotion, tenure, and retention and shall become effective on the date on which the President of the University approves it.

2.0 NOTIFICATION TO NEW FACULTY REGARDING PROMOTION, TENURE, AND RETENTION POLICIES AND PROCEDURES

In order to ensure that every new librarian is aware of his or her responsibility for maintaining a dossier for use in decisions regarding his or her promotion, tenure, and retention, it is the University Librarian's responsibility within the first four weeks of the librarian's initial appointment to bring to the attention of the new librarian the then-current University documents describing the policies, procedures, and deadline dates governing promotion, tenure, and retention, and to provide him/her with the appropriate policy document. The University Librarian shall inform the new librarian of the need to maintain a dossier and the kinds of materials to be included in it. Finally, the University Librarian shall place in the new librarian's personnel folder the following signed statement:

"I hereby affirm that I have been informed by the University Librarian about the Promotion, Tenure, and Retention Policy and Procedures of California State University, Hayward. I understand that I am required to create and maintain a dossier of evidence documenting my library service, professional achievements, and other contributions to the University. I understand it is my responsibility to know the provisions governing any instance of retention, tenure, or promotion for which I may come under review, and to adhere to stipulated timetables for such reviews."

3.0 GENERAL PROVISIONS

3.1 Sequence of Evaluation

Librarians considered for promotion, tenure, and retention shall be evaluated by their colleagues. This judgement shall be rendered by elected Promotion, Tenure, and Retention Committees at appropriate levels. The recommendations of Promotion and Tenure Committees, together with the separate recommendation of the University Librarian, shall be forwarded to the President of the University. The President of the University shall make the final decision in each case.

3.1.1 Evaluation of librarians for promotion, tenure, and retention shall begin at the Library level. The general sequence of recommendations shall be from the Library to the University level.

3.1.2 In retention cases the Library Promotion, Tenure, and Retention Committee shall first make its recommendation, which will be transmitted to the University Librarian. The University Librarian shall forward the Committee's recommendation, together with his or her own, to the President. The University Promotion and Tenure Committee shall be

consulted in retention cases only where bias is charged, according to procedures specified in Sections 9.2.7 and 10.2.4(b).

- 3.1.3 The sequence of evaluations shall be identical at all levels for candidates for tenure and promotion, and shall consist of the following stages: (1) separate evaluations first by the Library Promotion, Tenure, and Retention Committee and then by the University Librarian, these recommendations to be forwarded by the University Librarian to the University Promotion and Tenure Committee, Library Subcommittee via the Office of the Vice President for Academic Affairs; and (2) evaluation by the University Promotion and Tenure Committee, Library Subcommittee which shall make its recommendations to the President of the University via the University Promotion and Tenure Committee.
- 3.1.4 Having received the documentation and recommendations from lower levels, the President shall notify the candidate, in writing, of his / her decision. The President's notification shall be made in conformity with the appropriate deadline date as specified on the final page of this document (Section 13.0).

3.2 Conflict of Interest

No member of a Promotion, Tenure, and Retention Committee shall participate in deliberations regarding his or her own case or any case involving a contender for promotion to a position for which he or she is also a candidate.

3.3 The Candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF) and Dossier

- 3.3.1 In this policy document, "Personnel Action File" (PAF) refers to the one official personnel file containing employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee. "Working Personnel Action File" (WPAF) refers to that portion of the Personnel Action File used during the time of periodic evaluation or performance review of a faculty unit employee. It shall include all required forms and documents; all information specifically provided by the employee being evaluated; and information provided by faculty unit employees, students, and academic administrators. It shall also include all faculty and administration level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted. In this document, "dossier" is equivalent to the

~~Working Personnel Action File (WPAF) as defined in the Collective Bargaining Agreement, which includes evaluative materials prepared by the candidate, evaluations, the record of actions by reviewing bodies, and other appropriate personnel documents refers to that portion of the WPAF provided by the candidate being evaluated. Thus the dossier is part of the WPAF. In accordance with Section 2.0 it is the responsibility of the candidate for promotion, tenure, or retention to prepare and maintain a dossier containing materials which shall provide a basis for informed judgement on his or her qualifications. It is the responsibility of the University Librarian to advise the candidate on the proper selection, organization and presentation of the material in the dossier according to the relevant index to the material in the dossier.~~

- 3.3.2 Materials for evaluation submitted by the candidate shall be deemed incorporated by reference in the Personnel Action File, but need not be physically placed in the file. An index of those materials shall be prepared by the candidate at the beginning of the cycle and submitted with the materials. That index shall be permanently placed in the Personnel Action File and appropriately updated to reflect any material added to the file during the course of the evaluation cycle. Materials incorporated by reference in this manner shall be considered part of the Personnel Action File. Indexed materials shall be returned to the candidate.~~An index of materials submitted for evaluation by the candidate must be submitted along with the materials prior to the deadline for closure of the dossier. That index shall be permanently placed in the dossier and appropriately updated to reflect any material added to the file during the course of the evaluation cycle. Materials referenced in the index shall be considered part of the dossier even when the indexed materials are returned to the candidate and are not physically in the dossier.~~
- 3.3.3 The dossier must ~~henceforth~~ document teaching performance according to evaluation techniques appropriate to the candidate's discipline and using impartially administered student evaluation forms. Written student questionnaire evaluations shall be required for all faculty unit employees who teach. A minimum of two (2) classes annually for each faculty unit employee shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty unit employee's teaching assignment. The documentation must include for each class or other instructional assignment evaluated a statement which specifies the class, date, number of students in the class and number of respondents, and which summarizes the results of the evaluation. The evaluation forms

approved by each department shall be distributed under the general supervision of another faculty member while the instructor is absent. Someone other than the instructor shall collect the forms. The instructor, ~~however,~~ may also include in his or her dossier analyses of the data and evaluation forms of a different type and may include reports of classroom visits by other faculty members and other appropriate material.

- 3.3.4 It is intended that for tenure, and for each successive instance of retention and promotion, a candidate's PAF and dossier will be augmented by evidence of intervening achievement appropriate to the instance at hand, and that outdated or otherwise superfluous documentation will be removed. Prior to the award of tenure, letters of recommendation on retention shall remain in the ~~dossier~~ PAF. After the award of tenure, no letters of recommendation pertaining to earlier considerations for retention, tenure, or promotion shall be placed in the ~~dossier~~ PAF unless the candidate himself or herself chooses to do so. Library Offices shall not maintain a cumulative file of copies of past letters of recommendation; such copies of letters of recommendation as are kept by Library Offices shall be destroyed by the University Librarian at the end of the academic year in which they were written. The original letters of recommendation in promotion and tenure actions shall be disposed of by the Provost and Vice President of Academic Affairs according to the provisions of Section 10.2.13. All student evaluation materials for each course evaluated more than five academic years before the current consideration shall be returned to the candidate. This shall not preclude the candidate from adding these evaluations to the dossier.

3.4 Maintenance of a Uniform ~~Dossier~~ WPAF

In making recommendations neither the Promotion, Tenure, and Retention Committee nor the University Librarian, nor the President shall take into account documentary materials which have not been available to each of the reviewing bodies.

- 3.4.a Ideally, a candidate's appeal at any level should be finished before the transmittal of the ~~dossier~~ WPAF to the next level. In the event a deadline requires that the ~~dossier~~ WPAF be sent forward before an appeal is concluded, the written responses to the appeal reconsideration shall follow the ~~dossier~~ WPAF as soon as possible.

- 3.4.b The deadline for insertion of documentation into the PAF and dossier will be October 23 for candidates for promotion or tenure. For first and second year retention candidates the deadline will be November 15. The deadline for third, fourth and fifth year retention candidates will be February 1. Such documentation may include information provided by the candidate, faculty unit employees, students, academic administrators and the President. Faculty unit employees and academic administrators may submit statements and opinions about the qualifications and work of the candidate provided by other persons identified by name.
- 3.4.c. Any new evidence submitted after the deadline for submission of the PAF and dossier shall be limited to items that became accessible after the deadline must have the approval of the Library Promotion, Tenure, and Retention Committee for inclusion. This new evidence will be submitted in proper sequence to each reviewing body so that each body in turn may indicate the extent, if any, to which the new evidence has modified its previous recommendation. WPAFs Dossiers will not be returned for such reviews.

3.5 Committee Operation at All Levels

- 3.5.1 The University Promotion and Tenure Committee, Library Subcommittee shall serve for a term of one year, from July 1 through June 30. ~~During this period no person shall serve simultaneously on more than one Promotion and Tenure Committee, including those at the Department or Library Level.~~ During this period those eligible may not serve at more than one level simultaneously. The Library Promotion, Tenure, and Retention Committee provisions are in Section 9.1.4.
- 3.5.2 Those librarians eligible to serve on the Library Promotion, Tenure, and Retention Committee and the University Promotion and Tenure Committee, Library Subcommittee are the regular tenured members of the Library Faculty who hold the rank of Librarian. Those eligible may not serve on promotion and tenure committees for more than two departments simultaneously. The University Librarian and other library administrators (Management Plan Positions), are not eligible to serve on Promotion and Tenure Committees. Eligibility for service on Promotion and Tenure Committees will reflect the faculty members' status as of September of the succeeding academic year.

- 3.5.3 Those librarians eligible to vote for members of the Library Promotion, Tenure, and Retention Committee, and University Promotion and Tenure Committee, Library Subcommittee are the probationary and tenured Regular Faculty of the Library as defined by the By-laws of the Library Faculty. No person not a member of the faculty unit under provisions of the Collective Bargaining Agreement shall be eligible to vote in elections for Promotion and Tenure Committees.
- 3.5.4 Each member of a Promotion and Tenure Committee shall vote on every case before the Committee. A majority of the total Committee membership must vote in favor of the candidate to be an affirmative one, except as provided in Section 9.1.2.
- 3.5.5 A Promotion and Tenure Committee's recommendation shall be in written form, as a letter to be included in the ~~personnel file~~ WPAF. Every member of the Committee shall sign the letter.
- 3.5.6 A Promotion and Tenure Committee's letter shall state the Committee's recommendation. Ordinarily, the letter will also summarize favorable and unfavorable views according to each of the criteria. However, the letter may be organized in the form of separate majority and minority views, provided that members shall sign only the single letter of the Committee as a whole, with no separate indications of which viewpoint any individual member favors.
- 3.5.7 Members of Promotion and Tenure Committees and administrators at all levels shall maintain the confidentiality of all substantive business of the Committee. Inquiries from other faculty members about the work of the Committee should be directed to the Committee Chairperson.
- 3.6 Rights of the Candidate
- 3.6.1 The Candidate is entitled to be informed of and to read all materials in his or her ~~personnel file~~ WPAF as it goes forward from one level to another.
- 3.6.2 The candidate shall be informed of the recommendation in his or her case at each stage of the reviewing process, and of the reasons for the recommendation. The candidate shall, therefore, receive copies of the letters of the Promotion, Tenure, and Retention Committee and of the University Librarian, regardless of whether the recommendation is positive or negative. The University Librarian has the responsibility for providing the

candidate with such letters in accordance with Section 9.2.5 of this document.

- 3.6.3 The candidate shall have the right to request reconsideration of a negative decision from the Library Promotion, Tenure, and Retention Committee or the University Librarian, or both, in accordance with provisions of Section 9.2.5 of this document. Following a negative decision, the candidate may at that point add to the ~~personnel file~~ WPAF a letter of rebuttal.
- 3.6.4 Any candidate for promotion to any rank may withdraw his or her candidacy at any stage of consideration by requesting this action in writing of the University Librarian, who shall take immediate steps to stop all further consideration.
- 3.6.5 When all provisions of this document have been exhausted, a candidate for retention, tenure, or promotion who has received a negative decision from the President may then appeal his case in accordance with existing University Grievance Procedures. In retention cases, this shall not be interpreted to mean that the candidate must first have requested an investigation of bias under provisions of Section 9.2.7 of this document.

3.7 Coping with Bias

All reviewing bodies are charged with making their recommendations without bias. Nevertheless, it is recognized that personal prejudice may occasionally insert itself into personnel decisions. Section 10.2.4 (b) of this document provides, with regard to tenure and promotion cases, that the University Promotion and Tenure Committee be especially alert for this problem, and empowers the University Committee to undertake whatever special investigation may be necessary to evaluate the degree of bias at lower levels of review, and to make appropriate recommendations to the President. A candidate for retention, notwithstanding the fact that his or her case does not ordinarily go to the University Promotion and Tenure Committee, may have similar recourse to that Committee on charges of bias, as specified in Section 9.2.7.

3.8 Deadline Dates

Deadline dates for retention, tenure, and promotion proceedings are listed on the final page of this document (see 13.0). These deadlines are established not only for administrative conveniences and legal requirements, but also to ensure equitable consideration of all cases. The candidate must submit the dossier to the University

Librarian by the specified deadline date. Upon written request of the candidate, the University Librarian may extend the deadline, but only for the most compelling reasons, and for no more than two weeks. A candidate for promotion who submits the dossier after the established deadline will not be considered for promotion that year, and the University Librarian shall so notify the Provost and Vice President, Academic Affairs in writing, with a copy to the candidate. ~~Dossiers~~ WPAFS shall be transferred to the next level of review or administrator as soon as possible, and in no case later than the deadline date. If a recommendation is unfinished by the deadline, the candidate shall be so notified, and a copy of the notification shall be attached to the ~~dossier~~ WPAF. At any stage of the review process, if there are omissions of documentation, information or recommendations, it may be returned for amplification. Such amplification shall be provided in a timely manner.

4.0 DEFINITION OF CRITERIA

4.1 All librarians, whatever their rank, experience or assignment shall be evaluated by the same criteria for all personnel actions covered by this document: retention, the according of tenure, and the several levels of promotion. In judging performance relative to the criteria, the structure and development opportunities of the assignment shall be considered. These criteria, and the kinds of conditions or activities by which achievement under each of them is to be measured, are listed below.

4.1.1 Degree

Possession of the master's degree in library science from a library school accredited by the American Library Association, or a degree of equivalent quality, is required prior to the initial appointment. This degree is also the normal terminal degree. The Library shall maintain with the Office of the Vice President for Academic Affairs a memorandum of understanding that will define equivalency for librarians.

4.1.2 Achievement in Academic Assignment

Academic achievement may be demonstrated by documentary evidence of the proficiency, independence, and initiative shown in the performance of the assignment. Such documentary evidence may consist of written statements or evaluations from students, faculty, or library users, samples of student work evaluated by the candidate, and samples of work produced by the candidate. The candidate may also include evidence of any of the following:

- a. creativity in coursework and other instructional activities as demonstrated by, for example, adapting instructional content and material to changes in knowledge, information resources, and instructional methods;
- b. ability to develop and present new courses, instructional activities, or instructional materials as demonstrated by, for example, content outlines, learning activities, assignments, or guides to information resources in the appropriate presentation media;
- c. ability to develop collection resources in support of the curricular and academic mission of the University;
- d. ability to relate library resources and services to relevant departments and disciplines and to interpret department and disciplinary needs to the library as demonstrated by, for example, course-related library instruction, discipline-based guides, or working with department-based faculty to improve library resources and services;
- e. ability to advise students and to provide effective research assistance to students and faculty;
- f. ability to plan, organize, operate, or supervise activities which enhance library resources and services or that are in support of the Library's academic mission.

4.1.3 Professional Achievement

Professional achievement is demonstrated by material documenting meritorious contributions and recognition within the field(s) of the candidate's competence. This may be shown by any of the following (this list is not in priority order nor is it intended to be comprehensive or exhaustive):

- a. publications in the form of contributions to professional journals or in the form of works published by publishing houses of national or international reputation together with the pertinent review of the published works if available;

- b. critical, review, or other contributions to periodicals such as journals, magazines, newspapers, newsletters, or to other communication media;
- c. presentations at professional conferences, seminars, workshops, institutes or special programs;
- d. planning, organizing, or participating in professional meetings at the regional, state, national, or international level;
- e. service on committees or boards of professional societies or organizations;
- f. continuing education that maintains and enhances professional knowledge or skills by courses, additional advanced degrees, or attending workshops, conferences, seminars, or similar meetings;
- g. an active program of scholarly or creative work in progress relevant to the discipline or to the academic assignment;
- h. receipt of awards, prizes, fellowships, or grants;
- i. professional consulting, showing the nature of the consulting and the nature of the organizations requesting the consulting service.

4.1.4 Internal University Contributions

Internal University contributions may be demonstrated by documentary material showing service to the University in such areas as:

- a. faculty government;
- b. committee service at the Department, School, or University levels;
- c. activities that enhance the University's ability to serve the needs of a multiethnic and non-traditional student body;
- d. assistance in student activities;
- e. University administrative assignments.

4.1.5 External Representation

External representation may be demonstrated by documentary material to show achievement and recognition in community service which enhances the community well-being and the relationship between the University and the community. The term "community" may be seen to be local, regional, state, national, or international in character. Evidence may also be included of achievement as a University representative in local, regional, state, national or international organizations.

- 4.2 Ordinarily a faculty member will be eligible to apply for promotion after he or she has (a) served a minimum of five (5) years as an senior assistant librarian or four (4) y ears as an associate librarian, or, (b) reached the maximum salary for his or her rank/classification, or, (c) met any of the other criteria established as sufficient by the current CBA. Before receiving tenure, a faculty member shall not normally be promoted and cannot be promoted beyond the rank of Associate Professor. ~~Ordinarily a librarian will be considered for promotion when he or she has (a) been granted four (4) MSAs under the salary schedule in effect prior to July 1, 1995, eight (8) Service Salary Step Increases under the current salary schedule, or a combination of both which does not exceed the total of eight (8) Service Salary Step Increases on the existing salary schedule, (b) has served four (4) years in the same rank/classification, or, (c) has reached the maximum salary for a given rank/classification.~~ However, in accordance with provisions of Section 8.2 and 9.2, if none of the above conditions are met, a consideration of promotion may be initiated by a written request from the faculty member to the University Librarian. Recommendations of advancement of this sort must be reserved for candidates whose qualifications clearly exceed the ordinary expectations contained in the promotion criteria. To be considered for promotion under these circumstances, a candidate's dossier must contain evidence of extraordinary achievement or recognition under either the instructional or professional criteria (see Sections 4.1.2 and 4.1.3), while also satisfying the other criteria appropriate to that promotional level. Such a promotion shall not be considered beyond the University Library level unless a positive recommendation is received from the Library Promotion, Tenure, and Retention Committee and/or from the University Librarian. (The criteria and procedures for early tenure are discussed in Sections 6.2.2.)

5.0 RETENTION

5.1 Application of Retention Policy

- 5.1.1 In the reappointment of full-time librarians in the rank of, Senior Assistant Librarian, Associate Librarian, or Librarian not involving a decision to

accord tenure, the policy and procedure below shall be followed. The policy does not apply to part-time librarians or to full-time temporary librarians.

- 5.1.2 Reappointment of an untenured librarian is not routine; and an untenured librarian must demonstrate to the University that he or she is worthy of retention. A recommendation for retention carries no obligation for the future award of tenure. However, it assumes that the candidate meets not only criteria in Section 5.2, but also shows promise of satisfying the criteria for tenure and promotion as described in Sections 6.3, 7.3, and 8.3. There shall be greater evidence of achievement the closer the candidate is to being considered for tenure.
- 5.1.3 A librarian whose is serving in a terminal "notice" year may request that the previous negative decision on reappointment be reconsidered. The Library Promotion, Tenure, and Retention Committee shall evaluate new evidence provided by the librarian and shall recommend that the request be granted or denied; it shall forward the ~~personnel file and dossier~~ WPAF, with the new evidence, to the University Librarian. The University Librarian shall recommend that the request be granted or denied; he or she shall then forward both the recommendations to the President. If the President grants the request, reconsideration shall be accomplished on the same basis and according to the same criteria as if it were a regular consideration for reappointment. A request for reconsideration will be denied if a grievance has been filed on the matter of reappointment and has not been withdrawn.

5.2 Criteria

The candidate's dossier shall contain documentary evidence to substantiate performance and promise under criteria 5.2.1, 5.2.2, 5.2.3, and 5.2.4, and may also contain evidence substantiating performance under criterion 5.2.5. First and highest priority shall be accorded to 5.2.1. Next highest priority shall be accorded to 5.2.2, followed by 5.2.3. Lower priority shall be accorded to 5.2.4 and lowest priority to 5.2.5.

- 5.2.1 Degree (see 4.1.1)
- 5.2.2 Achievement in Academic Assignment (see 4.1.2)
- 5.2.3 Professional Achievement (see 4.1.3)
- 5.2.4 Internal University Contributions (see 4.1.4)
- 5.2.5 External Representation (see 4.1.5)

5.3 Procedures

Each untenured probationary librarian shall be evaluated for retention each year, in accordance with the procedures specified in Section 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 9.2, 10.2.4(b), and 10.2.12 of this document.

6.0 TENURE

6.1 Expectation of Tenure

Tenure constitutes more than recognition of past performance in the academic assignment and scholarly work. It is a judgment by colleagues that the individual will contribute in the future to the development of the University. Tenure is a commitment (into the future) in anticipation of the contributions to the University and should only be granted within this framework.

6.2 Librarians are covered by the same academic tenure regulations that apply to teaching faculty. Eligibility for tenure is governed by the Agreement, Article 13. The major provision follows:

6.2.1 A probationary librarian is subject to review according to these procedures for the purpose of the award of tenure.

6.2.2 For librarians appointed October 1, 1983, or later, the normal period of probation shall be six years full-time probationary service and credited service, if any. Any deviation from the normal six year probationary period shall be the decision of the President following his/her consideration of recommendations from the University Librarian and the Library Promotion, Tenure and Retention Committee. The President may award tenure to a faculty member before the normal six year probationary period.

6.2.3 The President shall officially notify the probationary librarian of the final decision on the award or denial of tenure no later than June 1. The lack of official notice shall result in the award of tenure. If tenure is denied, the President shall notify the librarian by June 1 of a subsequent probationary appointment or a terminal year appointment. Terminal year appointments shall be limited to probationary faculty members who have served a minimum of three years.

6.2.4 A librarian who is serving in a terminal "notice" year may request that the previous negative decision on tenure be reconsidered. The Library Promotion, Tenure, and Retention Committee shall evaluate new evidence

provided by the librarian, and shall recommend that the request be granted or denied; it shall forward the ~~entire dossier~~ WPAF, with the new evidence, to the University Librarian. The University Librarian shall recommend that the request be granted or denied; he/she shall then forward both of the recommendations to the President. If the President grants the request, reconsideration shall be accomplished on the same basis and according to the same criteria as if it were a regular consideration for tenure. A request for reconsideration will be denied if a grievance has been filed on the matter of tenure and has not been withdrawn.

6.3 Criteria

The candidate's dossier shall contain documentary evidence to substantiate performance and promise under criteria 6.3.1, 6.3.2, 6.3.3, and 6.3.4, and may also contain evidence substantiating performance under criterion 6.3.5. Lower priority shall be accorded to 6.3.4 and lowest priority to 6.3.5. First and highest priority shall be accorded to 6.3.1. Next highest priority shall be accorded to 6.3.2, followed by 6.3.3. Lower priority shall be accorded to 6.3.4 and lowest priority to 6.3.5.

6.3.1 Degree (see 4.1.1)

6.3.2 Achievement in Academic Assignment (see 4.1.2)

6.3.3 Professional Achievement (see 4.1.3)

6.3.4 Internal University Contributions (see 4.1.4)

6.3.5 External Representation (see 4.1.5)

6.4 Procedures

Tenure determination are those specified in Section 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8., 9.2, and 10.2 of this document.

7.0 PROMOTION FROM SENIOR ASSISTANT LIBRARIAN TO ASSOCIATE LIBRARIAN

7.1 Expectations at this Promotional Level

Persons at the Senior Assistant Librarian rank, with several years of experience and continuing education and training, performs full range of librarian activities within a particular function of service with considerable independence. The Senior Assistant Librarian seeking promotion shall demonstrate a high quality of accomplishment according to the criteria. Promotion to the Associate rank is not automatic upon

obtaining eligibility. Promotion before consideration for tenure may be considered in special cases. Normally librarians will not be considered for promotion before completion of the second year of service at California State University, Hayward.

7.2 Eligibility

The Senior Assistant Librarian must hold the normal terminal degree, or the equivalent thereof, to be eligible for promotion to Associate Librarian. If this condition is met, he or she is entitled to be considered for promotion to Associate Librarian when the Senior Assistant Librarian has attained eligibility as provided in Section 4.2 (a), (b), or (c). Promotion from Senior Assistant Librarian to Associate Librarian prior to attaining eligibility is exceptional (see 4.2). A Senior Assistant Librarian who has not completed the probationary period but has completed at least one year of full-time service to the University and has demonstrated exceptional professional value to the University may request in writing to the University Librarian consideration for promotion. Such a promotion shall not be considered beyond the University Library level unless a positive recommendation is received from the Library Promotion, Tenure, and Retention Committee and/or the University Librarian.

7.3 Criteria

The candidate's dossier shall contain documentary evidence to substantiate performance and promise under criteria 7.3.1, 7.3.2, 7.3.3, and 7.3.4, and may also contain evidence substantiating performance under criterion 7.3.5. First and highest priority shall be accorded to 7.3.1. Next highest priority shall be accorded to 7.3.2, followed by 7.3.3. Lower priority shall be accorded to 7.3.4 and lowest priority to 7.3.5.

7.3.1 Degree (see 4.1.1)

7.3.2 Achievement in Academic Assignment (see 4.1.2)

7.3.3 Professional Achievement (see 4.1.3)

7.3.4 Internal University Contributions (see 4.1.4)

7.3.5 External Representation (see 4.1.5)

7.4 Procedures

Evaluation for promotion at this level shall take place according to procedures specified in Sections 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 9.2, and 10.2 of this document.

8.0 PROMOTION FROM ASSOCIATE LIBRARIAN TO LIBRARIAN

8.1 Expectations at this Promotional Level

The Associate Librarian rank is that in which librarians with typically at least seven years of experience and considerable professional achievement serve as specialists in a given subject area or as recognized authorities in a broad range of activities using initiative, judgment and independence in solving unique problems and developing innovative approaches and recommendations. The Associate Librarian will typically be a librarian who has already demonstrated a high quality of effectiveness in the academic assignment and in professional achievement. The general criteria for this promotional step is, therefore, whether the accomplishments of the Associate Librarian are of outstanding merit. Promotion to Librarian is not automatic.

8.2 Eligibility

The Associate Librarian must hold the normal terminal degree, or the equivalent thereof, to be eligible for promotion to Librarian. Tenure must have been awarded either previously or simultaneously before promotion to Librarian is possible. If this condition is met, a person may be considered for promotion to Librarian when he or she has attained eligibility as provided in Section 4.2 (a), (b), or (c). Promotion to Librarian prior to attaining eligibility is exceptional and is reserved for those individuals who have demonstrated exceptional professional value to the University (see 4.2). Such a promotion shall not be considered beyond the University Library level unless a positive recommendation is received from the Library Promotion, Tenure, and Retention Committee and/or the University Librarian.

8.3 Criteria

The candidate's dossier shall contain documentary evidence to substantiate performance and promise under criteria 8.3.1, 8.3.2, 8.3.3, and may also contain evidence substantiating performance under criterion 8.3.4. Highest priority shall be accorded to 8.3.1, followed by 8.3.2. Lower priority shall be accorded to 8.3.3 and lowest priority to 8.3.4.

8.3.1 Achievement in Academic Assignment (see 4.1.2). The evidence must demonstrate sustained and superior performance in the academic assignment.

8.3.2 Professional Achievement (see 4.1.3). The evidence must demonstrate a record of sustained professional achievement.

8.3.3 Internal University Contributions (see 4.1.4).

8.3.4 External Representation (see 4.1.5).

8.4 Procedures

Evaluation for promotion at this level shall take place according to procedures specified in Sections 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 9.2, and 10.2 of this document.

9.0 LIBRARY PROMOTION, TENURE, AND RETENTION COMMITTEE AND LIBRARY RECOMMENDATIONS

9.1 Formation

9.1.1 The Promotion, Tenure, and Retention Committee shall consist of three members and one alternate member who satisfy the eligibility requirements of Section 9.1.2. The member receiving the fourth largest number of votes in the election specified in 9.1.3 will be the alternate.

9.1.2 Those eligible to serve shall be Regular Members of the Library Faculty, in accordance with provisions of Section 3.5.2. In the event that there are fewer than three Library Faculty eligible to serve, the membership of the committee shall be brought up to three in the following manner:

- a. The University Librarian shall obtain a list from the Deans of the other four Schools of faculty who are willing to serve and who satisfy the eligibility requirements of Section 3.5.2 of the University Promotion, Tenure, and Retention Policy and Procedures document;
- b. Nominations from this list shall be made by the Library Faculty. At least two nominations from the list are required for each remaining vacancy on the Library Promotion, Tenure, and Retention Committee;
- c. Elections shall be conducted according to provisions of Section 9.1.3 below.

- 9.1.3 The Committee members shall be elected annually by secret written ballot. Those eligible to vote shall be the Regular Members of the Library Faculty, in accordance with provisions of Section 3.5.3.
- 9.1.4 Term of service shall be one year and members may serve consecutive terms. Members of the Committee shall hold office from July 1 through June 30.
- 9.1.5 Members of the Committee on leave may be replaced for the duration of the leave for the term of service by an election which satisfies the provisions of Section 9.1.1, 9.1.2, and 9.1.3.

9.2 Functions

- 9.2.1 The University Librarian shall have the responsibility for:
 - a. providing the Committee with a list of candidates for promotion, tenure, and retention from within the Library, and notifying the candidates of this action;
 - b. ~~providing the dossier~~ collecting the WPAF in support of each candidacy.
- 9.2.2 The Library Promotion, Tenure, and Retention Committee shall have responsibility for:
 - a. electing one of their members as Chairperson at the first meeting no later than the first week of Fall Quarter;
 - b. electing an acting Chairperson in the absence of the Chairperson;
 - c. evaluating cases and making recommendations in accordance with the procedures described herein.
- 9.2.3 The Promotion, Tenure, and Retention Committee shall carefully examine all the documentation supporting each candidacy, and may seek additional relevant evidence. The Committee shall make a recommendation, which shall be expressed in the form of a vote. The voting option shall be "yes" or "no."

The Committee's recommendation shall be deemed favorable only if a majority of "yes" votes is obtained. The total membership of the Committee, rather than those present, is to form the basis for determining a majority. All qualified members of the Committee must vote on each candidate.

- 9.2.4 The Promotion, Tenure, and Retention Committee shall thereafter return each ~~dossier~~ WPAF to the University Librarian. A single letter from the Committee shall be included in the ~~personnel file~~ WPAF stating the recommendation. Ordinarily, the letter will also summarize favorable and unfavorable views according to each of the criteria. However, the letter may be organized in the form of separate majority and minority views, provided that members shall sign only the single letter of the Committee as a whole; with no separate indications of which viewpoint any individual member favors. The letter must be signed by each member of the Committee. These signatures shall be obtained only after completion of the procedures described in Section 9.2.1 and 9.2.3 above.
- 9.2.5 The Library Promotion, Tenure, and Retention Committee shall notify the librarian of its recommendation and provide the librarian with a copy of the Committee's letter of recommendation no later than the deadline date (see 13.0) for transmittal of ~~dossiers~~ WPAFs to the University Librarian. Official date of receipt of the letter shall be defined as the deadline date ~~for transmittal of dossiers to the University Librarian~~. If the recommendation is unfavorable, the candidate may request reconsideration, may submit a rebuttal letter, and is entitled to meet with the Committee to discuss the recommendation. The request for reconsideration and submission of the rebuttal letter must be made within seven calendar days after the date of the receipt of the letter of recommendation. The meeting will be held as soon as possible, but normally not later than ten academic working days after the Committee has received the request from the candidate. A rebuttal letter shall be read by the members of the Library Committee. If a meeting has been held and/or a rebuttal letter submitted, the Committee shall send, as soon as possible, a memorandum containing its subsequent recommendations to the University Librarian. This memorandum shall be forwarded to join the dossier, with a copy to the candidate.
- 9.2.6 The University Librarian shall make a separate recommendation, and provide the librarian with a copy of the letter no later than the deadline date for transmittal of ~~dossiers~~ WPAFs to the University Promotion and Tenure Committee, Library Subcommittee. Official date of receipt of the letter shall

be defined as the deadline date. If the recommendation is unfavorable, the candidate may request reconsideration, may submit a rebuttal letter, and is entitled to meet with the University Librarian. The request for reconsideration and submission of the rebuttal letter must be made within seven calendar days after the date of receipt of the letter. The meeting will be held as soon as possible, but normally not later than five academic working days after the University Librarian has received the request from the candidate. A rebuttal letter shall be read by the University Librarian. A copy of the rebuttal letter shall be sent by the University Librarian to the Library Promotion, Tenure, and Retention Committee. If there has been a meeting and/or submission of a rebuttal letter, the University Librarian shall write a subsequent recommendation to be forwarded as soon as possible to the University level, with copies to the Library Committee and the candidate.

The candidate who has received an unfavorable recommendation on promotion may request in writing to the University Librarian that his or her case be withdrawn from consideration and that the ~~dossier~~ WPAF not be forwarded; on receipt of such a request the University Librarian shall take the necessary action to withdraw the candidate's case from further consideration during the academic year.

- 9.2.7 A candidate for retention who has received a unfavorable recommendation from the University Librarian and who believes that the decision has been influenced by bias on the part of any of the reviewing bodies, may request the University Promotion and Tenure Committee to review the Case and make its own recommendations to the President, according to the procedures specified in Section 10.2.4(b). The request for review by the University Committee must be in writing, must specify in detail the evidence supporting a charge of bias, and must be made within five working days of receipt of the University Librarian's unfavorable recommendations. Copies of the request must be provided to all persons against whom charges of bias are brought.
- 9.2.8 After the completion of action, the Committee shall, at the last meeting before dissolution, gather together the records of its work, including vote tallies, drafts of summary letters, and similar working materials. The Committee shall transmit these materials to the Provost and Vice President for Academic Affairs for safekeeping for a period of three years. During these three years, the documents shall not be made available to anyone for any subsequent personnel decision except to a grievant to whom the

documents apply. After that time the Provost and Vice President for Academic Affairs shall destroy these materials, together with all original letters of recommendation received from all reviewing bodies. Records accumulated by individual members of the Committee shall be destroyed immediately after the Committee concludes its work.

10.0 THE UNIVERSITY PROMOTION AND TENURE COMMITTEE, LIBRARY SUBCOMMITTEE

10.1 Formation

10.1.1 The University Promotion and Tenure Committee, Library Subcommittee shall be a regular subcommittee. The Chair of the University Promotion and Tenure Committee shall appoint two of the three regular faculty members of the Subcommittee, at least one of who shall be an elected member of the University Promotion and Tenure Committee. The Third member of the Subcommittee shall be elected by the Library Faculty. All three shall be tenured faculty members.

10.1.2 The University Librarian shall arrange for the nomination and election of the third member of the University Promotion and Tenure Committee, Library Subcommittee. There shall be at least two nominees. Balloting shall be secret and conducted over a period of at least five academic days. The election shall be held no later than May 1. The University Librarian shall exercise proper security measures over the ballots.

If only one librarian is eligible to serve on the University Promotion and Tenure Committee, Library Subcommittee in accordance with the provisions of sections 10.1.4 and 10.1.5, that librarian shall serve as the third member of the Subcommittee.

If no librarian is eligible to serve on the University Promotion and Tenure Committee, Library Subcommittee, at least two nominees shall be selected in the following manner:

- a. The University Librarian shall obtain from the Provost and Vice President for Academic Affairs the names of those faculty who have served on the University Promotion and Tenure Committee, Library Subcommittee within the last five years.
- b. Nominations from this list shall be made by the Library Faculty.

- 10.1.3 Those eligible to vote shall be the Regular Members of the Library Faculty, in accordance with provisions of Section 3.5.3.
- 10.1.4 Those eligible to serve shall be Regular Members of the Library Faculty, in accordance with provisions of Section 3.5.2. and Section 10.1.5 below.
- 10.1.5 The following shall not be eligible to serve on the University Promotion and Tenure Committee, Library Subcommittee.
- a. those librarians who have served two previous terms on the University Promotion and Tenure Committee, Library Subcommittee, during the preceding five years, including the year in which the election is being held.
 - b. those librarians who have served on the University Promotion and Tenure Committee, Library Subcommittee in the previous term.
 - c. those librarians who currently serve on the Library Promotion, Tenure, and Retention Committee.
- 10.1.6 The Library shall elect an alternate, after the election for the University Promotion and Tenure Committee, Library Subcommittee has been completed, provided that the election of an alternate shall not be later than October. The names of the member and alternate elected by the Library shall be reported to the Office of the Provost and to the Office of the Academic Senate.
- If no librarian is eligible to serve as alternate, the alternate nominations shall be made in accordance with Section 10.1.2.
- 10.1.7 An alternate shall serve on the University Promotion and Tenure Committee, Library Subcommittee only if the respective Library member becomes ineligible or is unable to serve by reason of disqualification, illness, death, or resignation. (Section 3.2, 9.1.2)
- 10.1.8 Chair of the University Promotion and Tenure Committee shall act as convener of the Subcommittee and shall convene its first meeting no later than February 15 if there are candidates for promotion or tenure. The Chair shall at that time review with the Subcommittee its responsibilities as herein detailed.

10.1.9 Acting on behalf of the President, the Vice President for Academic Affairs shall transmit the ~~dossiers and personnel files~~ WPAFs to the Subcommittee; he or she shall not serve as a member of the Subcommittee nor participate in its deliberations.

10.2 Functions

10.2.1 At its first meeting, the Subcommittee shall elect one of its members to serve as Chairperson and another to serve as Secretary.

10.2.2 The Secretary shall keep such internal records as the Subcommittee may require and shall record the vote on each candidate.

10.2.3 The responsibilities of the Chairperson of the Subcommittee shall be to:

- a. review, together with the Subcommittee, the criteria for tenure and each promotional step;
- b. receive the ~~dossiers~~ WPAFs of documentation and personnel files accompanying each candidacy and to arrange, so far as possible, for their grouping and consideration by types of candidacy;
- c. examine, together with the Subcommittee, all of the documentation in the candidate's ~~dossier and personnel file~~ WPAF; and, should the Subcommittee so desire, seek additional oral or written statements from the candidate or other members of the faculty and make all materials available to the Subcommittee;
- d. encourage full and frank discussion, in Subcommittee session, of the strengths and weaknesses of each candidacy before voting takes place on that candidacy;
- e. transmit via the University Promotion and Tenure Committee to the President the final recommendation on each candidacy; no recommendations will be transmitted until all the ~~dossiers~~ WPAFs have been evaluated or until the established deadline date for recommendation to the President;

- f. accept candidacy ~~dossiers and personnel files~~ WPAFs after the deadline, but only with a letter of explanation for such delay from the University Librarian on approval by the University Subcommittee.

10.2.4 The primary functions of the Subcommittee shall be to:

- a. ensure consistency and appropriateness in the application of criteria and procedures within the Library;
- b. determine whether either professional or personal bias has played a part in the making of recommendations at lower levels. In order to make such a determination the Subcommittee may undertake a special review of the case to obtain such additional information as it deems necessary. If the Subcommittee finds bias it may so note in making its own substantive recommendation to the President. Alternatively, the Subcommittee may recommend to the President that the case be reconsidered at lower levels in such a way as to eliminate the source of bias, provided such reconsideration is possible under applicable deadlines. If the Subcommittee determines, following receipt of a request for investigation under Section 9.2.5, that there is not sufficient evidence of bias to justify an investigation, it shall so inform the candidate, the University Librarian, and the President;
- c. carefully examine all documentation supporting each candidacy and to make a recommendation in the form of a vote. In making its recommendation, the Subcommittee shall decline to pass on the specialized professional qualifications of the candidate but, rather, shall accept the judgement of those in the disciplines regarding these qualifications. Members of the University Promotion and Tenure Committee, Library Subcommittee shall act as representatives of the entire University, rather than of a department or a school.

10.2.5 Each member of the Subcommittee, including the Chairperson shall vote. The voting option shall be "yes" or "no." The Subcommittee's recommendation will be read as a favorable one only if a majority of the total membership of the Subcommittee shall vote on each candidacy.

10.2.6 The Subcommittee may return to any ~~dossier~~ WPAF and reopen discussion and voting up to five working days before the deadline date when final recommendations must reach the President.

- 10.2.7 A single letter from the Subcommittee shall be included in the personnel file stating the recommendations and summarizing both favorable and unfavorable views relative to the recommendation (see Section 3.5.6). The letter must be signed by each member of the Committee.
- 10.2.8 If he or she does not endorse the recommendation of the Subcommittee, the President may return a ~~the dossier and personnel file~~ WPAF to the Subcommittee for its reconsideration, and will meet with the Subcommittee to discuss his or her reservations.
- 10.2.9 Following receipt of a ~~the dossier and personnel file~~ WPAF returned by the President and discussion with him or her, the Subcommittee shall submit a final recommendation, via the University Promotion and Tenure Committee, to the President in the same form as specified in Section 10.2.7.
- 10.2.10 If the President's decision is adverse to the Subcommittee's final recommendation, the President shall inform the Subcommittee of the decision and the basis for it.
- 10.2.11 The President shall notify each individual whose recommendation for promotion and tenure has been considered by the University Committee, Library Subcommittee of his or her decision in the case. Such notification shall be in writing, shall include the reasons for the decision, shall be accompanied by a copy of the letter of the University Committee, Library Subcommittee. A copy of the President's letter only shall be provided to the Provost and Vice President, Academic Affairs, the University Librarian, and the Chairperson of each of the Promotion and Tenure Committees which make a recommendation in the case.
- A candidate denied promotion or tenure may request and shall receive from the President a copy of any request the President may have addressed to the Subcommittee relative to the given case, and the Subcommittee's response to such a request.
- 10.2.12 Within fifteen working days after notification by the President, a candidate denied reappointment as a probationary faculty member, or denied promotion or tenure, may request, in writing, that the President reconsider his or her decision. However, a request for reconsideration will be denied if a grievance has been filed in this matter and has not been withdrawn. The request for reconsideration shall be forwarded to

the President. In promotion or tenure cases, a copy shall be sent to the University Committee, Library Subcommittee, and in retention cases, to the University Librarian. In the event that the President declines to reconsider, or after reconsideration reaffirms his or her original decision, the candidate may then appeal his or her case in accordance with existing University grievance procedures.

- 10.2.13 After the completion of action at the University Committee, Library Subcommittee, and Presidential levels, the Subcommittee shall, at its last meeting before dissolution, gather together the records of its work, including vote tallies, drafts of summary letters and similar working materials. The Subcommittee shall transmit these materials to the Vice President for Academic Affairs for safekeeping for a period of three years. During these three years, the documents shall not be made available to anyone for any subsequent personnel decision except to a grievant to whom the documents apply. After that time the Vice President for Academic Affairs shall destroy these materials, together with all original letters of recommendation received from all reviewing bodies. Records accumulated by individual members of the Subcommittee shall be destroyed immediately after the Subcommittee concludes its work.
- 10.2.14 Action under 10.2.13 terminates current year promotion and tenure procedures and any further action shall be considered a grievance or other appropriate procedure.
- 10.2.15 After the President's decision and final action on the candidacy, the ~~dossier and personnel file~~ WPAFs shall be returned to the University Librarian's office, where their contents will be dealt with in a manner consistent with the provisions of Section ~~3.3.2~~ 3.3.4.

11.0 CONSULTATION WITH STUDENTS

11.1 Notification to Students

- 11.1.1 The University Librarian shall post the following notice on departmental bulletin boards:

"It is the policy of California State University, Hayward that students may consult with the Library Promotion, Tenure, and Retention Committee on the promotion, tenure, or retention of departmental faculty. If any student

desires to meet with the Library Promotion, Tenure, and Retention Committee to discuss the performance of a librarian being considered by the Committee, arrangements can be made with the Chair at extension_____."

11.1.2 The Library may adopt any procedure by which the names of librarians being considered are made known to students but in any case the names shall be available to students, upon request, from the University Librarian. Students desiring to testify shall make arrangements with the Chair before January 15.

11.1.3 The Chair of the Library Promotion, Tenure, and Retention Committee shall arrange the time and place of the meeting(s) of the Committee for the purpose of hearing students.

11.2 Consultation Procedures

11.2.1 Promotion, Tenure, and Retention Committee meetings at which student consultation is to take place shall not include any librarians not on the Committee and must include at least a quorum of the Committee.

11.2.2 Whenever possible, each student requesting consultation shall be heard individually. The Committee, however, may make exceptions when circumstances warrant.

11.2.3 The Committee shall keep a written summary of the comments of each student. Such summary shall specify the student's professional involvement with the librarian. In addition, an alphabetical list of the students who have testified before the Committee shall be kept.

These summaries shall be retained in the University Librarian's Office until the expiration of the period during which a grievance could be filed. A candidate has the right to see the summaries related to his or her case.

11.2.4 In its written recommendation on the faculty member, the Committee shall note that student comments have been received and shall include a summary of comments received and the Committee's evaluation of such comments.

12.0 INTERPRETATION OF THIS POLICY DOCUMENT

Because no policy statement can cover all possible contingencies and all possible circumstances of individual cases, questions will inevitably arise about the meaning or applicability of provisions of this Policy and Procedures document. Promotion and Tenure Committees and administrators involved in promotion, tenure, and retention decisions shall refer all such questions of interpretation or clarification of the document to the Committee on Library Faculty Affairs.

13.0 LIBRARY PROMOTION, TENURE, AND RETENTION DEADLINES DATE SUMMARY

	TENURE	PROMOTION	RETENTION	
			1st year, 2nd year	3rd year, 4th year, 5th year
Submission of Candidate's Dossier	Oct. 1	Oct. 1	Nov. 10	Jan. 15
Insertion of Documentation into Dossier	Oct. 23	Oct. 23	Nov. 15	Feb. 1
Library Committee	Feb. 15	Feb. 25	Jan. 25	April 25
University Librarian	March 1	March 10	Feb. 5	May 10
University Sub- Committee	April 15	May 5	-	-
Notice	June 1	June 15	Feb. 15	June 1
TYPE OF NOTIFICATION	GRANTED OR DENIED	GRANTED OR DENIED	REAPPOINTED to another academic year or terminated at the end of the current year	REAPPOINTED to an additional probationary year or to be terminated at the end of subsequent college year; or is to receive tenure