

# The Assessment of Tenured Librarians in Connection with the Career Development Program

## Preamble

The parties to this agreement recognize that the William Paterson University program of assessment of tenured librarians in connection with the Career Development Program set forth in Appendix II of the State-Union agreement should be positive in nature and is best achieved in an atmosphere of trust and cooperation.

Assessment shall be based on the evidence of an individual's professional performance as reflected in the librarian's comprehensive folder and interviews. Furthermore, this assessment should be utilized solely for the purpose of enhancing professional performance.

The primary responsibilities of the Library DAC shall be consistent with the criteria specified in the librarian retention, tenure, and promotion policies (professional performance, professional growth, and potential contribution to the Library and the University with respect to present and future programs.)

## I. Implementation

1. Beginning with the Spring 2019 semester, and each succeeding year thereafter, one-fifth of the tenured librarians shall be reviewed by the process described herein beginning with the most senior fifth in the first year and continuing in order of seniority for each succeeding year. The process shall take place and be completed by the end of the spring semester.
2. Librarians who are scheduled for assessment while on approved leave will be included with the next group scheduled for assessment, after returning to service.
3. A librarian who indicates intent to retire within three (3) years shall be exempt from the review. In the event that such librarian withdraws the application for retirement, he/she will be included in the next group scheduled for review.

## II. Department Assessment Committees (DACs)

### A. Structure

1. The librarians, at a departmental meeting, shall annually elect a DAC. The DACs shall consist of no fewer than three (3) tenured librarians who are not being assessed and are a part of the bargaining unit.
2. The librarian, if he/she so chooses, shall have the right to substitute one tenured faculty member librarian for one of the members elected as set forth above.

3. The committee elects its own chairperson. The librarian's immediate supervisor, if not already an elected member of the committee, will serve as a member of the DAC if he/she is elected, or selected as a substitute by the librarian.

4. Members of DACs shall serve one year.

#### B. Selection

1. DACs shall be elected on or before October 1st of each academic year by all the full-time librarians.

2. In cases where the department does not have sufficient tenured librarians to compose a committee, tenured faculty members from other departments may be nominated. In such cases, the librarian, after consultation with the Library Dean, shall nominate tenured faculty members from other departments in related fields. This case will require Faculty Senate review and approval.

#### III. Scope of assessment of librarians

The scope of assessment as established by the University is appended to this document as Attachment I. The activities listed in Attachment I shall not be used as checklist. The contribution of each librarian will be considered on his/her own merits rather than against a fixed standard. In addition, the librarian is not expected to fulfill each and every activity listed under the various categories on the scope of assessment.

#### IV. Assessment documentation

The scope of assessment is based on librarian retention, tenure, and promotion policy. The librarian undergoing assessment review will submit to the Department Assessment Committee a folder, which shall include, the librarian's self-assessment. The librarian shall prepare a self-assessment statement which consists of an overview of his/her professional performance in regard to the instructional experience.

#### V. Interview with the DAC

If the DAC, or the individual, requests an interview, the DAC shall meet with the individual being assessed to discuss the materials in the assessment folder submitted and to solicit from the individual such additional evidence, information and materials as may be deemed necessary to the DAC's deliberations. The faculty member may add any supporting materials if he/she so desires.

#### VI. DAC report

1. The preliminary DAC report shall be due by April 15.

2. The DAC report shall be comprehensive and shall include:
  - a. A review of the librarian's professional performance according to the scope of assessments established.
  - b. An identification of the individual's strengths and areas suggested as appropriate for career development.
3. Review and transmittal of the DAC report
  - a. At least seven (7) days prior to forwarding of the DAC report to the Library Dean, the DAC Committee shall provide the librarian with a draft copy of the proposed assessment report.
  - b. Within five (5) days of the receipt of the report, the individual may request a conference with the DAC. Such a request shall be honored no later than April 30. The report may be modified as a result of the conference.
  - c. The final DAC report will be forwarded to the Library Dean and the librarian by May 10. The librarian may forward to the Library Dean a written response to the DAC report which may include materials submitted to the DAC. Such responses shall be attached to the DAC report.

#### VII. Library Dean's Review

Upon receipt of the DAC recommendations and any response to the DAC report, the Library Dean shall:

1. Review the assessment report for the individual librarian.
2. Confer with the librarian, only if the individual or the Library Dean requests a meeting, or if clarification is needed prior to preparing a written statement. This process shall be completed no later than May 20.
3. Prepare a written statement setting forth areas of agreement with the DAC report. In the case of disagreement, the Library Dean shall provide the reason(s) for such disagreement(s). This statement shall go to the librarian.
4. If there is a disagreement, subsequent to receiving the Library Dean's written report, the librarian may request an interview with the Library Dean to address the record and/or provide additional information. Such request, if made, shall be honored. If the librarian so desires, he/she can be accompanied to this interview by another librarian of his/her choosing. In all such cases, the librarian will inform the Library Dean of that desire at least five (5) days prior to the interview. The Library Dean, at his/her option may also have an individual of his/her choosing at the interview. At his/her option, the Library Dean may then modify his/her position in a new written statement to the librarian.
5. The Library Dean shall submit a copy of his/her final statement to the individual for his/her information. The librarian may submit a written response, which will be appended to the Library Dean's report.

#### VIII. Use of documents generated in assessment process

1. If the librarian does not apply for Career Development Award, all the

documentation shall be kept in the Library Dean's Office. At the request of the faculty member, copies of documents shall be made available to him/her.

2. If the librarian applies for Career Development Award, he/she may submit the relevant assessment documentation, or any part hereof to the Career Development Committee.

IX. State/Union agreement – Appendix II

The procedures outlined in Appendix II of the State/Union Agreement will apply, except where such procedures have been modified by this agreement.

Agreed on 1/17/19