



# FLORIDA STATE UNIVERSITY

## **6C2R-4.0485 Criteria and Procedures for Promotion for In-Unit General Faculty Librarians.**

(1) Purpose and Scope. This rule establishes criteria and procedures relating to opportunities for promotion of in-unit General Faculty librarians in The Florida State University Libraries. The rule addresses the opportunities for advancement in rank within the librarian class titles to which one may be promoted, including in ascending order of rank, Assistant University Librarian, Associate University Librarian, and University Librarian.

(2) Criteria.

(a) General.

1. Recommendations for promotion are at the discretion of the Promotion Committee, which shall in its considerations utilize the criteria and procedures contained in this rule. Among the criteria, demonstrated effective performance of duties shall be considered of primary importance. Promotion shall not be automatic, nor may it be regarded as guaranteed upon completion of a given term of service nor solely on the fulfillment of any other or all of the criteria.

2. To be eligible for consideration for promotion by the Promotion Committee, a candidate must have been appointed in rank for at least twelve months at The Florida State University by October 1 of the year in which the candidate wishes to be considered for promotion for the next contract year.

3. Time in rank transferred from another library, or in appropriate professional non-library experience, or in appropriate non-professional library experience, including part-time service of a continuous nature, must be negotiated at the time of initial appointment at The Florida State University in order to be counted toward promotion. Credit for experience will be given on a month-worked/month-credited basis. Part-time service of a continuous nature at The Florida State University may be accumulated on a pro-rata month-worked/month-credited basis for purposes of being considered eligible for promotion.

(b) Assistant University Librarian. To be considered for promotion to the rank of Assistant University Librarian, the candidate shall have:

1. Earned a master's degree in Library Science from an American Library Association accredited institution.

2. Completed, by the beginning of the next contract year, twenty-four months as a professional librarian, including at least twelve months in rank at the University, after receiving the master's degree in Library Science.

3. Demonstrated competence in areas such as intellectual attainment, maturity of judgment, initiative, resourcefulness, team work, and effectiveness in working with the public and library staff.

4. Presented documentation of effective performance which shows an enhancement of responsibility and continuing growth with evidence of strong commitment to and potential for the library profession.

5. Made professional contributions deemed significant by peers to the library and/or the University.



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6. Participated in continuing education in the form of appropriate academic course work, workshops, institutes or conferences.

7. Participated or maintained membership in professional associations.

8. Demonstrated satisfactory performance within current rank as shown in the applicable annual evaluation form.

(c) Associate University Librarian. To be considered for promotion to the rank of Associate University Librarian, the candidate shall have:

1. Earned a master's degree in Library Science from an American Library Association accredited institution.

2. Completed, by the beginning of the next contract year, sixty months as a professional librarian, with a minimum of twenty-four months experience in an academic or research library, to including at least twelve months in rank at the University.

3. Demonstrated competence in areas such as intellectual attainment, maturity of judgment, initiative, resourcefulness, team work, and effectiveness in working with the public and library staff.

4. Presented documentation of effective performance which shows an enhancement of responsibility and continuing growth.

5. Demonstrated excellence in the candidate's specialized area of librarianship.

6. Participated in continuing education in the form of appropriate academic course work, workshops, institutes or conferences.

7. Participated in or maintained membership in professional associations. Additionally, the candidate may submit evidence of commitment to the service concerns of the University or the community.

8. Demonstrated satisfactory performance within current rank as shown in the applicable annual evaluation form.

(d) To be considered for promotion to the rank of University Librarian, the candidate shall have:

1. Earned a master's degree in Library Science from an American Library Association accredited institution.

2. Completed, by the beginning of the next contract year, one-hundred and eight months as a professional librarian, with at least seventy-two months experience in an academic or research library and at least forty-eight months at the Associate Librarian or equivalent level, to include at least twelve months in rank at the University.

3. Demonstrated excellence in areas such as intellectual attainment, maturity of judgment, initiative, resourcefulness, and effectiveness in working with the public and library staff.

4. Presented documentation of effective performance which shows an enhancement of responsibility and continuing growth.



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5. Demonstrated excellence in the candidate's specialized area of librarianship.

6. Participated in continuing education in the form of appropriate academic course work, workshops, institutes or conferences.

7. Participated or maintained membership in professional associations. Additionally, the candidate may submit evidence of an advanced degree or publications and evidence of commitment to the service concerns of the University or the community.

8. Demonstrated satisfactory performance within current rank as shown in the applicable annual evaluation form.

### (3) Procedure.

(a) The Promotion Committee, acting in an advisory capacity to the Director of Libraries, shall be responsible for recommending candidates for promotion. A candidate shall be any librarian below the rank of University Librarian who has submitted a promotion evaluation folder to the Promotion Committee chairperson. The Promotion Committee's recommendation shall be made only on the basis of the information contained in the librarian's promotion evaluation folder. Promotion to a higher rank shall be effective with the beginning of the next contract year.

(b) It is the responsibility of each librarian to determine when he or she is eligible to be considered for promotion, and to make and submit an application. The Office of the Director of Libraries maintains the official records which shall be used for determining eligibility. Librarians who anticipate being away from campus during the fall term, and who think they are eligible to be considered for promotion, should submit a promotion evaluation folder to the Committee Chairperson prior to departure. To be considered for promotion, the candidate's folder must be complete.

(c) The candidate's promotion evaluation folder shall contain the following information in this order:

1. Detailed up-to-date resume.

2. Statement from the Office of the Director of Libraries detailing the amount of professional experience credited at the time of the candidate's initial appointment at FSU Libraries. Librarians who did not receive such a statement at the time of their initial appointments may request one from the Office of the Director of Libraries.

3. Statement from the Office of the Director of Libraries detailing number of months at FSU, and the number of months in rank at FSU, identifying any leaves of absence which do not count as time in rank.

4. Letter from immediate supervisor summarizing candidate's scholarly or creative activity and service in terms of departmental mission and of the candidate's assigned duties.

5. Current Statement of Assigned Duties. Statements of assigned duties, or job descriptions if applicable, shall be included for the last five years or the period being evaluated if less than five years. Assignment of duties, or job descriptions for more than five years may be included if appropriate.



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6. Record of continuing education in terms of appropriate academic course work, workshops, institutes or conferences.

7. Copies of all performance evaluation documents completed since the candidate entered his or her rank.

8. Records of membership in or participation in professional organizations.

9. Additionally, the candidate may submit:

a. Records of participation in community and university organizations and service on library, university and community committees.

b. Evidence of publications and special projects (e.g., consultant, panel presentations).

c. A statement by the candidate.

d. Other pertinent communications (e.g., letters of recommendation, acknowledgments, etc.).

(d) Information contained in the librarian's promotion evaluation folder shall be confidential as provided in Section 240.253, F.S. Promotion Committee members shall not discuss the information with any person not authorized to evaluate the candidate's qualifications for promotion.

(e) Promotion evaluation folders shall be stored in the Office of the Director of Libraries. They will be returned to the candidates by June 1.

(f) Upon completion of its deliberation pertaining to promotion, the Committee shall submit its recommendations and its reasons for not recommending a promotion for an individual to the Director of Libraries. The Committee shall give written notification of its recommendation to each candidate at the same time the recommendation is submitted to the Director. Any candidate not recommended for promotion by the Promotion Committee shall upon request receive a letter from the Committee containing its reason(s) for the decision. This request must be received by the Committee chairperson in writing within five working days after notification of the Committee's decision. A candidate who is not recommended for promotion by the Committee may appeal the decision in writing to the Director of Libraries within ten working days after being notified by the Committee of the reasons for its decision.

(g) The Director of Libraries shall make and submit final recommendation for promotion to the Vice President for Academic Affairs. In making that final recommendation, the Director of Libraries primarily shall consider the recommendation of the Promotion Committee, but may in his or her discretion consider other relevant factors. The Director shall give written notification of his or her recommendation to each candidate. Any candidate not recommended for promotion by the Director of Libraries shall upon request receive a letter from the Director containing his or her reason(s) for the decision. This request must be received by the Director of Libraries in writing within five working days after notification of the Director's decision. A candidate who is not recommended for promotion by the Director of Libraries may appeal the decision in writing to the Vice President for Academic Affairs within ten working days after being notified



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by the Director of Libraries.

(h) The promotion process shall normally proceed according to the following schedule; however, the Director of Libraries may modify the schedule if it is in the best interest of the University. Any such modification in the schedule shall be posted not less than 7 days in advance of its implementation in the Staff lounge and Technical Services area.

March 15: New members of Promotion Committee are elected.

April 1: Terms begin for new members.

April 15: Promotion Committee sends written notice to all librarians below the rank of University Librarian that they should determine eligibility for promotion. The Office of the Director of Libraries maintains official records of time in service. A meeting of interested librarians to answer questions about the promotion procedure shall be scheduled by the chairperson of the Promotion Committee during the summer term.

August 15: Promotion Committee posts in two locations (staff lounge and Technical Services) official notification to submit promotion folders and sends written notice to all librarians below the rank of University Librarian, including with the notice a copy of "Criteria and Procedures for Promotion of Librarians."

November 30: Candidates' promotion folders are due to the chairperson of the Promotion Committee.

December 1: Promotion Committee begins deliberations.

January 15: Recommendations for promotion from the Promotion Committee are due in the Office of the Director of Libraries.

February 15: Recommendations for promotion from the Director of Libraries are due in the Office of the Vice President for Academic Affairs.

#### (4) Promotion Committee Membership and Selection.

(a) The Promotion Committee shall be composed of five elected voting members and one elected alternate, who shall vote only when serving in place of a voting member. The Dean of the Faculties or designee by that office shall be an ex-officio, non-voting member of the Committee. Those elected shall consist of three University Librarians, two Associate University Librarians and one alternate Associate or University Librarian.

(b) The Director of Libraries shall designate the Assistant Director of University Libraries for Administrative Services to supervise the election of the Committee each spring. All Associate and University Librarians who have been employed at least one year as an in-unit librarian at the University are eligible for election. Librarians who expect to qualify for promotion during the term of service shall disqualify themselves from being elected to the Promotion Committee. A member forfeits his or her right to be considered for promotion during the same year(s) he or she serves on the Committee. Additionally, a



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librarian who is expected to be absent due to overseas assignment or approved leave during the period November 1 to January 15 shall not be eligible for service on the Committee.

(c) Public Services Division librarians shall elect one University Librarian and one Associate University Librarian from within their own division. Technical Services Division librarians shall elect one University Librarian and one Associate University Librarian from within their division. All the librarians from both divisions shall together elect at large one University Librarian and one alternate. The Director of Libraries and Assistant Directors are not eligible to vote. One Public Services University Librarian and one Technical Services Associate University Librarian shall be elected in odd numbered years for a two year term except that during the election first held after adoption of this rule they shall be elected for a one year term only. One Technical Services University Librarian and one Public Services Associate University Librarian shall be elected in even numbered years for a two year term. The one Committee member and one alternate elected at large shall be elected annually. Consecutive terms shall be prohibited. The University Librarian in the second year of his or her term shall serve as chairperson. If more than one University Librarian is in his or her second year, the Committee shall elect the chairperson from the group in the second year of term. If a University Librarian in his/her second year is unable to serve as Chairman, the University Librarian in the first year of a term shall serve as Chairman. When the FSU Libraries staff does not include enough Associate University Librarians from the appropriate divisions who are eligible for service on the Promotion Committee, substitution shall be from among University Librarians. A vacancy caused by termination, resignation, or inability to serve shall be filled at the next regular election. However, the committee may not operate with less than four members; should more than one vacancy exist, a special election shall be called to fill the vacancies.

(5) Definitions:

(a) Academic library: A library forming an integral part of a college, university, or other academic institution for postsecondary education, organized and administered to meet the information needs of students, faculty, and affiliated staff of the institution.

(b) Research library: A reference library or a library which contains an in-depth collection in a particular subject field (such as a technical library) or in-depth collections in several subject fields (such as a university library or a large private or public library) with collections including primary sources and provides extensive chronological and/or geographical coverage.

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