I. PHILOSOPHY AND MISSION

OF THE FACULTY OF UNIVERSITY LIBRARIES

GUIDELINES FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION

Amended 7 January 2000
Amended 19 June 1999
Amended 2 February 1996
Amended 30 April 1993
Amended 18 September 1992
Amended 5 June 1990
Faculté Guidelines Adopted 2 June 1982

Library, DenveR, Colorado
II. POLICIES

A. The Library Faculty member shall hold the Master of Library Science degree from an institution accredited by the American Library Association or an equivalent degree. The terminal degree required for Professional Library Employment shall be reviewed every five years or earlier on request of the person holding that position when the nature of his/her activity has changed. For the purpose of description, the current relevance of a position shall be described for every faculty position.

B. M.L.S is the terminal degree required for Professional Library Employment.

This document is the term "year" shall be defined as the Library Fiscal Year. Copies of these policies shall be distributed to the Library Faculty annually. Copies of these policies shall be distributed to the Library Faculty annually.
specifications of the University's affirmative action agreements shall be made to fully the spirit of the University's affirmative action plan and importance of each criterion for promotion and reposition in an individual case. Every

Parts A, B, and C of this section shall constitute the framework for determining the relative

by the faculty member to be placed in his/her personal file.

shall be prepared with a copy given to the faculty member, to the Dean, and a copy shall

agreement. A brief summary statement of the evaluation and goals for the following year

performance shall take into consideration additional activities not foreseen in the original

and mutually agreed upon goals for the subsequent year shall be established. Evaluation of

personal operations, wherein the past year's performance shall be discussed and evaluated.

An annual review conference by the Dean with each faculty member shall be included in

Chief Academic Officer, as these descriptions are implemented.

descriptions shall be made available by the Dean to the individual faculty member and the

Amended 7 January 2000
Amended 1 June 1999
Amended 2 February
Amended 30 April
Amended 18 September 1995
Amended 5 June 1990
Faculty Guidelines. Adopted 2 June 1982
OF FAPA shall serve on the search committee.

Dean in consultation with FAPA and will follow regular procedures. At least one member
search to an ad hoc search committee. The search committee shall be appointed by the
applicants. FAPA has the option of delegating much of the responsibility for a particular
committee, to develop and refine the process of screening and interviewing job
candidates for appointment and to newly appointed faculty, and, as line permits, shall make
final consideration to the Dean, distributing copies of these Guidelines to the final
available positions, receiving and evaluating applications, recommending candidates for
FAPA, in consultation with other interested parties, shall be charged with publicizing

meeting

serve one-year terms. Terms begin and end upon appointment of the annual election
be elected to two-year terms, but in alternate years. All other members and alternates shall
be elected each September. Two members of the Committee shall
be elected faculty members who hold the rank of Assistant Professor or higher. Appoint
The Faculty Appointments, Promotions and Appeals Committee (FAPA) shall consist of

REAPPOINTMENT AND PROMOTION
III. PROCEDURES FOR APPOINTMENT.

Amended 7 January 2000
Amended 5 June 1999
Amended 2 February 1999
Amended 30 April 1999
Amended 18 September 1992
Amended 5 June 1989
Faculty Guidelines, adopted 2 June 1982

Unit Denver, Penrose Library
All other faculty: At the conclusion of the second year of a given contract.

New faculty: At the conclusion of the second year of service.

contract according to the following calendar:

conference to discuss Individual Faculty Progress Toward Promotion and/or Extension

The Faculty Appointments, Promotions, and Appeals Committee will schedule a midterm

appointed a one-year renewal of contract.

decision made by the Dean. Individuals who are denied an extended contract shall be

contract shall be based on satisfactory performance, recommendation by FAPA, and the

Professor, three years; Associate Professor, five years; Professor, seven years. Extension of

Appointments and reappointment shall be for defined time periods as follows: Assistant

Dean

Committee recommendations or the ad hoc search committee’s recommendations to the

shall be solicited and forwarded with the Faculty Appointments, Promotions, and Appeals

When any candidate is brought to campus for interviews, the opinions of Library Faculty

including interviews with Library Faculty.

Final candidates for appointment will be invited to the campus for personal interviews.
simple majority vote and shall be reported to the Dean by the committee chairperson. The committee members shall elect a chairperson from among themselves to coordinate the work of the committee throughout the year. Committee decisions shall be reached by a majority vote. The committee members shall elect a chairperson from among themselves to coordinate the work of the committee throughout the year. Committee decisions shall be reached by a majority vote. In September to serve in place of committee members who must step aside temporarily.

of time that they are the subject of committee business. Two alternates shall also be elected Faculty under consideration by the committee may not sit on the Committee for the period.

Dean shall be advised by the Faculty Appointments, Promotions and Appeals Committee.

scholarly research or creative activity, Regard to promotions and extended contracts, the members perform regarding the candidate’s performance in both research, teaching, and

An essential component in promotion and extended contract is the judgment of a faculty promotion is not restricted by age. Such the specific requirements as stated below, regardless of position title. Such reasonable exceptions for all faculty members who are achieving agreed-upon goals and

Promotion to the ranks of Assistant Professor, Associate Professor and Professor are

Announced 2 February 1996
Announced 30 April 1993
Announced 18 September 1992
Announced 5 June 1991
Faculty Guidelines, adopted 2 June 1982

UNLV, Desert Research Library
extended contract or salary advancement.

Position standards or description adversely affects his/her eligibility for promotion.

or description, he/she is entitled to a reasonable transition period before the change in

If a member of the Library Faculty joins the University prior to a change in position standards

Promotions and Appeals Committee within seven additional calendar days.

the faculty member must request an appointment with the Faculty Appointment

stays within seven calendar days. If the answer or the lack of a response is to be appealed,

the faculty member may request, in writing, that the Dean provide information regarding the

If the evaluation for promotion or extended contract is positioned beyond the normal period,

submit a written appeal through the appropriate University Personnel Procedures.

Appeals Committee of the decision. If the decision is regretted, the faculty member may

The Dean shall inform the faculty member, and the Faculty Appointments, Promotions, and
university and to the public, in appropriate proportions.

specialized excellence in scholarly research and/or creative activity and services to a
bibliographic organization and control. The candidate shall have further demon-
stration of the institution, such as in reference service, collection development, and
professional level in areas which contribute to the educational and research mission
The candidate shall have demonstrated the ability to perform in an outstanding
successively greater recognition of contributions made in a single field,
by the individual, or few leaders or experts in successively broader fields, or
other professional endeavors. Growth shall be judged by evidence of development
demonstrating outstanding achievements in bibliographic activities, in research, or in
his/her previous academic career. The normal career shall span at least 15 years and
The candidate shall have demonstrated growth and significant accomplishments in

IV. CRITERIA FOR APPOINTMENT, PROMOTION, AND REAPPOINTMENT

A Professor

FOR EACH RANK

Amended 2 January 2000
Amended 2 June 1998
Amended 2 February 1996
Amended 30 April 1993
Amended 18 September 1992
Amended 5 June 1992
Faculty Guidelines, Adopted 2 June 1982

University of Denver, Research Library

141
142
143
144
145
146
147
148
149
members of the Library Administration.

Appointments, Promotions and Appeals Committee and appropriate
Outsider's Committee:

- Community outside the Library, and/or professional colleagues
- Assessments of colleagues on the Library Faculty, of the academic
- Fulfillment of professional duties:

those who are involved and by considered opinions of colleagues:

Evaluation of such activities may be on the basis of the judgment of
appearances in the interest of librarianship or information transfer:
organization of workshops, institutes or similar meetings, public
example, teaching, not necessarily in a classroom situation;

1) Contributions to the educational function of the University:

a) Performance shall be judged, to the extent possible by:

Amended 7 January 2000
Amended 5 June 1996
Amended 2 February 1996
Amended 30 April 1993
Amended 18 September 1992
Amended 5 June 1989
Amended 3 June 1982

UNII: Denver Public Library
committee chairmen.

societies as a member, as an officer, as a committee member, as a
professional; for example, active participation in professional and learned
disciplinary bodies, etc.

Public service shall be judged by contributions to the advancement of the
Department.

student organizations, by student recruitment, and by professional assistance
in formal university functions, and committees, or by advising.

participation in necessary consultative and other duties of the library, by
various advisory or self-governmental committees of the university, by

University service shall be judged by membership and performance on the

Library service.

basis of their contribution to scholarship, the profession of librarianship, and
should be judged by professional colleagues on and/or off the campus on the
expertise, task-force, review committees, or similar bodies. Such activities
books and other literature, consulting service as a member of a team of
in professional and scholarly journals; presentation of papers; reviews of
activities related to inquiry and research; for example, publications, such as

Compliance in scholarly research and creative activity shall be judged by

Amended 7 January 2000
Amended 5 June 1999
Amended 2 February 1996
Amended 30 April 1996
Amended 18 September 1996
Amended 5 June 1996
Faculty Guidelines, Adopted 2 June 1992

June Denver, President Library
conferences.

d. privileges to speak, act or participate in international or national

and weaknesses of the individual's work and abilities.

Letters from authorities in the candidates' specialized field sharing strengths

inclusion in WHO's WHO in Library and Information Services and the like:

b. a form of recognition:

Memberships in national academies, etc., for a form of recognition

Prizes and awards received in recognition of the individual's achievements.

The candidates' achievements and ability such as:

Amended 7 January 2002
Amended 5 June 1991
Amended 2 February 1990
Amended 18 September 1992
Amended 5 June 1990

Faculty Guidelines. Adopred 2 June, 1982
Fulfillment of Professional Duties:

1. Performance shall be judged, to the extent possible, by:

   a. University, demonstrated continuous professional growth and, if applicable, service in a
   bibliographic organization and control. The candidate shall have further
   professional level in areas which contribute to the educational and research mission
   of the institution, such as reference service, collection development, and
   bibliographic activities and research, or in other professional endeavors.

2. The candidate shall have demonstrated the ability to perform at a substantial
   academic career. The normal career shall span at least seven years and demonstrate
   accomplishments in this previous

B. Associate Professor

Approved 7 January 2000
Amended 5 June 1998
Amended 2 February 1996
Amended 30 April 1993
Amended 18 September 1992
Amended 5 June 1990
Faculty Guidelines. Adopted 2 June 1982
active participation in professional and learned societies as an

Contribution to the advancement of the profession: For example,

2) Colleagues

...those who are instructed and by the considered opinions of

Evaluation of such activities may be on the basis of judgment of

appearance in the interest of librarianship or information transfer.

organization of workshops, institutes or similar meetings; public

example, teaching, not necessarily in a classroom situation.

Contribution to the educational function of the university, for

Contribution of professional growth will be judged, to the extent possible, by:

members of the Library Administration.

Appointments, Promotions, and Appeals Committee and Appropriate

...In the case of appointment, appearance before the Faculty

colleagues outside the institution:

academic community outside the library, and/or professional

Assessments of colleagues on the Library Faculty, members of the

00002 January
Amended 5 June
Amended 2 February
Amended 9 April
Amended 18 September
Amended 5 June
Amended 2 January

Faculty Guidelines. Adopted 2 June 1982
member, as an officer, as a committee member, or as a committee chairman.

3) Activities related to inquiry, research, and continuing education: For example, publications, such as in professional and scholarly journals; presentation of papers; reviews of books and other literature; consulting, service as a member of a team of experts, task force, review committee or similar body. Such activities should be judged by professional colleagues on and/or off the campus on the basis of their contribution to scholarship, the profession or librarianship, and library service.

c. University service shall be judged to the extent possible by membership and performance on the various advisory or self-governmental committees of the university, by participation in necessary counseling and other duties of the library, by participation in formal university functions and ceremonies, or by advising student organizations, by student recruitment, and by professional assistance to other departments.
Potential may be judged by:

1. For appointment at this rank, the candidate shall be a person of demonstrated
   promise.

2. C. Assistant Professor

   State conference.

   d) Invitations to speak at or participate in international, national, regional or
   local conferences.

   c) Letters from authorities in the candidates specialized field stating strengths
   and weaknesses of the individual's work and ability.

   b) Inclusion in Who's Who in Library and Information Services, and the like.

   a) Memberships in national academies, etc., as a form of recognition.

   a) Prizes and awards received in recognition of individual achievements.

   d) There should be evidence of the beginnings of regional or national recognition

Amended 7 January 2000
Amended 5 June 1998
Amended 2 February 1996
Amended 30 April 1993
Amended 18 September 1992
Amended 3 June 1990

Faculty Guidelines, Adopted 2 June 1982
2. Appointments at the Assistant Professor rank shall be for a three-year period.

Promotion and Appeals Committee or Search Committee:

Evaluations of candidates' credentials by the Faculty Appointments:

Student:

Statements from professors concerning performance as a graduate student:

Transcript or record of academic performance as a graduate student:

Letters of recommendation:

Previous library experience, both professional and professional:

renewable indirectly based on satisfactory performance.

Other:

Personal Interviews:

(7)
Contributions to the educational function of the University:

1) Additional evidence for reappointment at this rank may include:

   a. The academic community outside the library
   b. Fulfillment of professional duties
   c. Performance shall be judged, to the extent possible, by: 

Growth

candidate shall further demonstrate an ongoing commitment to professional
bibliographic organization and control and service to the university. The
mission of the institution, such as reference service, collection development,
professional level in areas which contribute to the educational and research
The candidate shall have demonstrated the ability to perform at a significant

Criteria for reappointment at this rank are as follows:

Amended 7 January 2000
Amended 5 June 1998
Amended 2 February 1996
Amended 30 April 1993
Amended 18 September 1992
Amended 5 June 1991
Faculty Guidelines Adopted 2 June 1982
Library Service:

Their contribution to scholarship, the profession of librarianship, and by professional colleagues on and/or off the campus on the basis of review committee or similar body. Such activities should be judged consultative service as a member of a team of experts' task force, presentation of papers; reviews of books and other literature; example, publications such as in professional and scholarly journals; activities related to inquiry, research, and continuing education.

Chairman:

member, as an officer, as a committee member, or as a committee active participation in professional and learned societies as a contributions to the advancement of the profession. For example:

Colleagues:

those who are interested and by the considered opinions of Evaluation of such activities may be on the basis of the judgment of appearance in the interest of librarianship or information relaxation organization of workshops, institutes or similar means; public

Amended 7 January 2000
Amended 5 June 1989
Amended 2 February 1986
Amended 30 April 1983
Amended 18 September 1992
Amended 3 June 1998
Faculty Guidelines. Adoped 2 June 1982

University of Denver, Pioneers Library
GOALS OF THE ACTIVITY

Report to FPA by the faculty member within 90 days of completion of short-term professional leave. The faculty member will submit a

UPON COMPLETION OF THE LEAVE

Department to continue in the absence of the faculty member. Effective, an assistant shall be assigned to the assistant director of the library. Appointed by the Dean, the assistant shall review and submit a recommendation to the Dean. The Dean shall then approve or disapprove the recommendation. The Dean shall also request a decision by the Dean. A written proposal shall be submitted to the Dean for approval.

PROCEDURE FOR APPLYING FOR SHORT-TERM PROFESSIONAL LEAVE

Following information shall be supplied:

1. A written proposal, which describes the activity for which professional leave is requested.
2. An evaluation of the activity (specific dates, if known or applicable).
3. A written proposal, which describes the activity and the time allocation requested for said.

4. A written proposal, which describes the activity and the time allocation requested for said.

PROCEDURE FOR APPLYING FOR SHORT-TERM PROFESSIONAL LEAVE

Due to the special characteristics and focus of the library faculty, the definitions of such activities may be broad in scope and apply to the following:

- Short-term professional leave is granted for an activity that is scholarly, creative, or educational in purpose and is greater than the normal work day but less than twelve weeks per year. Short-term professional leave is granted for a wide range of activities and the library faculty, the university at large, and other factors.

DEFINITION OF SHORT-TERM PROFESSIONAL LEAVE

The purpose of short-term professional leave is to enhance the individual faculty member's professional worth to the department, the library, and the university at large. It recognizes that the granting of short-term professional leave will not affect the full time faculty member's professional worth to the department, the library, and the university at large. It recognizes that the granting of short-term professional leave is a wide range of activities and the university at large.

STATEMENT OF PHILOSOPHY

Approved by Faculty Council, May 3, 2002

Penrose Library Faculty Short-Term Professional Leave Policy

Amended 7 January 2000
Amended 5 June 1998
Amended 2 February 1996
Amended 20 April 1993
Amended 18 September 1992
0661 Faculty Guidelines, adopted 2 June 1982