

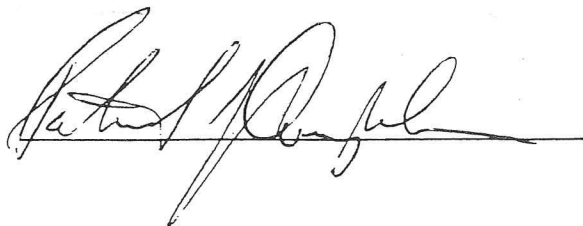
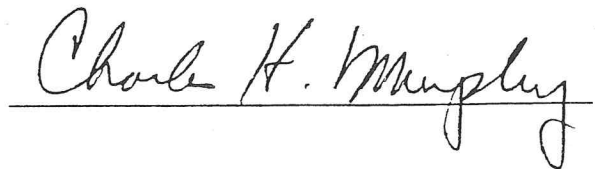
KEAN UNIVERSITY
LETTER OF AGREEMENT #101

LIBRARY PERSONNEL COMMITTEE GUIDELINES

The Kean University Federation of Teachers and the Kean University Administration, have negotiated the attached guidelines for the composition of the Library Personnel Committee.

Kean University

Kean University Federation of Teachers

A handwritten signature in cursive script, appearing to read "Robert R. [unclear]", written over a horizontal line.A handwritten signature in cursive script, reading "Charles H. Murphy", written over a horizontal line.

Date: 8/24/98

LETTER OF AGREEMENT #101
(Replaces LA#39)
Kean University

LIBRARY PERSONNEL COMMITTEE GUIDELINES

(7-26-98)

In accordance with Article XVII of the Agreement relative to Librarians the following agreement was reached between representatives of the Kean University Administration and the Kean Federation of Teachers.

I. Composition

A. The Library Personnel Committee shall be composed of:

1. All tenured librarians who are currently members of the bargaining unit. A minimum of four (4) tenured librarians must sit on the committee.
2. One (1) bargaining agent appointee as a non-voting observer.
3. One (1) Kean University student selected each year on a rotating basis by Student Organization, Council for Part Time Students and Graduate Student Association.
4. If the number of tenured librarians in the bargaining unit is less than four, the balance of the committee membership will be elected by all librarians who are members of the bargaining unit from the ranks of tenured Associate and full Professors.

II. Election Procedures for Committee Chair

The Chair will be a tenured librarian elected by the members of the Committee. If there are no eligible librarians the Chair will be elected by the committee members from among the faculty appointees.

III. Initial Appointments

1. The review and recommendation of candidates for initial appointments shall be conducted by the Library Search Committee. The search committee membership will consist of the Director of Library Services, all tenured librarians who are currently members of the bargaining unit, one member from the ranks of full-time, tenured Associate and full Professors appointed by the Chair of the Faculty Senate, one non-voting representative appointed by the bargaining agent, and one student appointed on a rotating

basis from the three student organizations.

2. The Library Search Committee will be chaired by the Director of Library Services. The committee's recommendations will be forwarded to the Provost/Vice President for Academic Affairs.
3. In the event that there are less than four tenured librarians in the Library, the Chair of the Faculty Senate shall appoint the balance of the committee from the ranks of full-time, tenured Associate and full Professors..

IV. Annual Review of Probationary Librarians

1. The Library Personnel Committee, following the annual Calendar of Reappointment Activities for Probationary Librarians, will evaluate all candidates for reappointment.
2. Following completion of its evaluation, the Committee will forward its recommendations in writing to the candidate.
3. Within five (5) working days from receipt of the recommendations of the Library Personnel Committee candidates may, if they wish, provide a response to the recommendation. The response and any supporting documentation the candidate may supply will become part of the candidate's application file which is transmitted to the Director along with the committee's recommendation.
4. The Director will review the recommendations of the Committee and forward these recommendations together with the Director's own recommendations in writing to the candidate and to the Library Personnel Committee.
5. Within ten (10) working days from receipt of the recommendation of the Director of Library Services the candidate may provide a response to that recommendation. The response and any supporting documentation the candidate may supply will become part of the candidate's application file.
6. The candidate's complete application file is then transmitted to the Provost along with the Director's recommendation.

IV. Promotions

A. Growth and Structural

1. Promotions which may be considered on the basis of personal growth will be announced at the same as the announcement of available promotions in academic departments. Structural promotions will be announced as deemed necessary by the President.

2. Librarians who are eligible may apply for announced growth promotions by November 1.
3. The same calendar followed by academic departments will be followed by Librarians applying for growth promotions.

B. Committee Recommendations

1. A candidate for promotion may request and the Library Personnel Committee will grant a personal appearance before the committee to explain his/her application.
2. The final promotion recommendations of the Library Personnel Committee shall be in rank order and made to the Director within thirty (30) days of the application closing date. The Committee will simultaneously inform each candidate in writing of its recommendations.
3. Within ten (10) working days from receipt of the promotion recommendation of the Library Personnel Committee the candidate may provide a response to that recommendation. Such a response will be appended to the Committee's recommendation and forwarded to the Director of Library Services. The response and any supporting documentation the candidate may supply will become part of the candidate's promotion file.
4. The Director's promotion recommendations shall be forwarded to the President, with copies sent to the Personnel Committee, within two weeks after submission by the Director of Library Services.
5. The President's promotion recommendations shall be made known to the committee as well as to in each candidate, in writing, within two weeks after submission by the Director of Library Services.

VI. Sabbatical Leaves:

The Library Personnel Committee will review Sabbatical Leave applications and make recommendations to the President in accordance with established College procedures in academic departments.

**KEAN UNIVERSITY
NANCY THOMPSON LIBRARY**

MEMORANDUM

TO: Dr. Livingston Alexander, Provost/Vice President for Academic Affairs
Dr. Richard Katz, KFT President

FROM: Hui-Min Kuo, Chair, Library Reappointment Packet Review Committee *HK*
Shirley Horbatt, Co-Chair, Library Reappointment Packet Review Committee *SH*

DATE: July 14, 1999

RE: Revision of Evaluation and Recommendation for Librarians for Reappointment

To facilitate and enhance the process of reappointment for librarians, and to address mutual concerns from the Library Personnel Committee (LPC), the Director of Library Services and all Librarians about the reappointment packet, the Reappointment Packet Review Committee was convened to carefully examine the packet and revise the overall presentation. The Committee has seriously considered constructive suggestions from the LPC, realistic recommendations from the Library Director, and Librarians' professional experiences while reformatting the packet. We, untenured Librarians, strongly agree that we need a packet that can be presented to best demonstrate our day-to-day duties and accomplishments in a descriptive, evaluative and clear manner.

The Committee understands that the contents pertaining to the Union Agreement can not be revised at this time, therefore, the Cover Page (p.1), Acknowledge by Candidate (p.2), Summary of Criteria for Personnel Actions (pp.3-6) remain unchanged. As a result, the Major Criteria for Librarian Evaluation (pp.7-11), and Academic Preparation (p.12) have been redesigned and added. This revision will not only provide a comprehensive and reasonable folder for librarians to prepare, but also serve as a practical evaluative tool for the LPC and Administrators to make recommendations.

The Committee is pleased to submit the attached new packet for your review and approval. Your support will be greatly appreciated. The untenured Librarians will use this revised packet beginning with this forthcoming reappointment unless an objection is received. Thank you very much for your consideration and time. Please feel free to contact us if you need any further information.

cc: Mrs. Barbara Simpson Darden, Director of Library Services
Untenured Librarians

KEAN UNIVERSITY
Union, New Jersey

EVALUATION AND RECOMMENDATION FOR LIBRARIANS FOR REAPPOINTMENT

Date submitted to
Director of Library Services _____

_____ Name of Candidate
_____ Current Rank
_____ Date of Initial Appointment

Recommendation of Library Personnel Committee: (X)

Reappointment () Involving Tenure () Not Involving Tenure ()
Non-Reappointment () *Vote Tally: Affirmative _____ Negative _____

Signature of Members of Library Personnel Committee (All must sign)**

	Name	Rank
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

*The recording of the vote tally by the LPC is an optional procedure. While this is optional, the procedure shall be the same each year for all candidates and must be reviewed yearly. Although optional under present procedures, recording the vote tally can provide a better understanding of how the Candidate's colleagues evaluated the evidence for the recommendation.

**Signatures indicate membership on the committee and certify its recommendation. They do not indicate agreement or disagreement with Committee recommendation. In the case of disagreement, a signed minority report also may be submitted.

Candidate's Signature _____

Date _____

ACKNOWLEDGEMENT BY CANDIDATE

Before the Library Personnel Committee has finally taken action, the candidate must sign below to indicate that he or she is aware of one's rights and responsibilities in this personnel action.

This is to certify that the candidate:

1. is aware of the established criteria to be used.
2. has read the evaluations written by colleagues and has had the opportunity to discuss them with the latter.
3. is aware that a written response can be made to the evaluations.
4. is expected to indicate that he or she has seen each page of this folder by signing and dating each page individually.
5. is aware of the right to see and respond to any materials added to this folder beyond that presented by the candidate or required of the committee. (Such materials must be signed and dated by the author(s), and signed and dated by the candidate.)
6. acknowledges that the information presented by the candidate in the following pages is complete and accurate.

Candidate's Signature _____

Date _____

SUMMARY OF CRITERIA FOR PERSONNEL ACTIONS
Agreement, Art. XVII, I and III

I. Minimum Qualifications for Librarian Positions

A. Librarian III

1. Master's Degree in Library Science
- (2. Previous professional library experience is desirable.
but not required.)

B. Librarian II

1. Master's Degree in Library Science
2. Three years' professional library experience
- (3. A second Master's Degree in another subject area and/or
a reading competence in one foreign language is desirable,
but not required.)

C. Librarian I

1. Master's Degree in Library Science
2. A second Master's Degree in another subject area or ABD
status in an approved doctoral program. (Reading
competence in one foreign language is desirable, but not
required.)
3. Five years' professional library experience
4. A minimum of five additional years' professional library
experience may be considered in substitution for the
requirements stated in paragraph 2 above, depending
upon the quality of the experience.
5. Demonstrated and/or potential administrative and
coordinating ability.

II. The Major Criteria upon which the University expects the Personnel Committee
to make recommendations are as follows:

- A. **High Quality of Performance in the Area of Assigned Responsibility**
- B. **Professional Contributions and Scholarly activity**
- C. **Additional Academic Preparation as Evidenced by Advanced Degree or
Other Relevant Course Work**
- D. **Demonstrated and/or Potential Administrative and Coordinating Ability**
- E. **Participation in Library, University and Community Affairs**

Candidate's Signature _____

Date _____

III. The Major Criteria upon which the University expects the Director to make recommendations:

The Major Criteria upon which the University expects the Director to make recommendations are the same as above (II, Page 3). The Director, prior to submitting his/her own independent evaluations and recommendations, if any, to the appropriate Vice President, will have a personal conference with the candidate.

IV. The criteria upon which the Library Personnel Committee will base its evaluations are A through E as listed in item II, page 3.

Candidates are to be evaluated in writing according to each of the above criteria by the Library Personnel Committee as a whole. This written committee evaluation is to be submitted directly to the office of the Library Director. The Associate Director shall also evaluate candidates in writing according to each of the above criteria and submit such evaluations to the office of the Library Director. The Assistant Director, if not a member of the Library Personnel Committee, shall evaluate candidates in writing as noted above for Associate Director. The Assistant Director evaluation, if necessary, will be only done for those individuals that he or she directly supervises.

1. The written evaluation must discuss separately criteria A & B.
2. It must be signed and dated by the candidate.
3. The candidate has the right to respond in writing to written evaluations.

The evaluation should be directed to such considerations as the following:

A. High Quality of Performance in the Area of Assigned Responsibility

Demonstrated ability among the following aspects of librarianship:

1. General
 - a. Current and retrospective bibliographic tools and sources of trade information.
 - b. Knowledge of appropriate sources of further information.
 - c. Current trends in various subject fields and the ability to relate new developments to older material.

Candidate's Signature _____

Date _____

A. High Quality of Performance in the Area of Assigned Responsibility

1. General (continued)

- d. Use of all current methods of literature searching.
- e. Receptiveness to the needs of others and the ability to cooperate/work effectively with colleagues, faculty and students.

2. Knowledge of and Facility with Information Technology

3. Instructional Ability (where applicable)

- a. To advise and assist students/faculty in the use of resources and techniques of research.
- b. To respond to inquiries accurately, promptly and efficiently.
- c. To render service of a special nature when requested.
- d. Familiarity with the library collection, book and other informational sources.

4. Interpretation of Bibliographical Records (where applicable)

- a. Extensive knowledge of bibliographical apparatus and skill in the application of professional techniques.
- b. Identification and description of bibliographic units.
- c. Interpretation of the notation of the classification schedules.
- d. Identify elusive or erroneous titles and establish main entries and appropriate subject headings.
- e. Arrange special collections for easy retrieval.

B. Demonstrated and/or Potential Administrative and Coordinating Ability Guidelines

Contributions toward advancement of the goals of the library such as:

- 1. Recognition of the need for, and testing of, new patterns of work organization.
- 2. Preparation of teaching aids and guides to particular kinds of library material.

Candidate's Signature _____

Date _____

3. Initiation and enrichment of special services in the area of responsibility.

B. Demonstrated and/or Potential Administrative and Coordinating Ability Guidelines

4. Ability to handle complex searches with substantial independence.
5. Effective improvement, expansion or development of resources.
6. Application of analytic techniques to library operations and formulation of effective solutions to problems.
7. Cooperative effort in conjunction with other departments of the library.
8. Ability to work beneficially and effectively with all library patrons--faculty, students, staff and other library users.

Candidate's Signature _____

Date _____

MAJOR CRITERIA FOR LIBRARIAN EVALUATION

- A. **High Quality of Performance in the Area of Assigned Responsibility** (Refer to pages 4-5, A: High Quality of Performance in the Area of Assigned Responsibility)

RESPONSIBILITY	ACCOMPLISHMENT

Candidate's Signature _____

Date _____

MAJOR CRITERIA FOR LIBRARIAN EVALUATION

B. Professional Contributions and Scholarly Activity in the Area of Assigned Responsibility

(H) - Honors, awards and distinguished achievements.

(P) - Professional contribution and association memberships, chairmanship of sessions, offices now held, etc.

(S) - Scholarly activity, publications, reviews, papers, etc.

CATEGORY: H=Honors P=Professional Contribution S=Scholarly Activity	CONTRIBUTION/ ACTIVITY	ACCOMPLISHMENT	DATE

Candidate's Signature _____

Date

MAJOR CRITERIA FOR LIBRARIAN EVALUATION

C. Additional Academic Preparation as Evidenced by Advanced Degree or Other Relevant Course Work in the Area of Assigned Responsibility within the Last Five Years

CATEGORY: A=Advanced Degree R=Relevant Course Work	RELEVANCE TO THE AREA OF ASSIGNED RESPONSIBILITY	DATE

Candidate's Signature _____

Date _____

MAJOR CRITERIA FOR LIBRARIAN EVALUATION

- D. Demonstrated and/or Potential Administrative and Coordinating Ability in the Area of Assigned Responsibility (Refer to page 5, B: Demonstrated and/or Potential Administrative and Coordinating Ability)

ABILITY: D=Demonstrated P=Potential C=Coordinating	ACTIVITY	ACCOMPLISHMENT

Candidate's Signature _____

Date _____

MAJOR CRITERIA FOR LIBRARIAN EVALUATION

E. Participation in Library, University and Community Affairs in the Area of Assigned Responsibility

- (L) Library - committee, individual contributions beyond the usual responsibilities of candidate's position
- (U) University Committees - participation in governance, task forces, curriculum, student activities, etc.
- (C) Community Activities - related to professional competence - lectures, workshops, boards, consultantships, etc.

PARTICIPATION: L=Library U=University C=Community	DEFINE CHARGE/ACTIVITY	ACCOMPLISHMENT

Candidate's Signature _____

Date _____

ACADEMIC PREPARATION

A. Earned Degrees

<u>Degree</u>	<u>Field of Study</u>	<u>Institution</u>	<u>Year Received</u>

Matriculated Advanced Degree student (x) _____ Institution _____

Field of Study _____ Semester hours beyond Master's _____

Date degree expected _____

B. Additional Preparation

1. Relevant course work beyond the terminal degree.

N.B. An official up-to-date transcript must be presented here.

2. Language Competence

a. Demonstrated reading ability in the following languages.

b. Demonstrated working ability in the following languages.

c. Other language competence:

Candidate's Signature _____

Date _____