

LETTER OF AGREEMENT #39

Kean College of New Jersey

Library Personnel Committee Guidelines

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

I. Composition

- A. The Library Personnel Committee shall be composed of:
1. Three (3) librarians who are currently undisputed members of the negotiating unit.
 2. One (1) bargaining agent appointee selected from the Library professional staff.
 3. One (1) Kean College student selected each year on a rotating basis by Student Council, Evening Student Council and the Graduate Student Association.
 4. All members of the negotiating unit in the Library who have five (5) years of professional service at Kean College of New Jersey shall be eligible to serve on the Library Personnel Committee.
 5. The Director of the Library or his/her designee shall not serve on the Library Personnel Committee.

Note:

When eight (8) members of the Library staff have five (5) years of service, the elected members of the Library Personnel Committee shall be expanded to four (4). The total faculty membership of the Library Personnel Committee will then be five (5). Four (4) elected representatives and one (1) bargaining agent appointee.

II. Procedures

A. Election

1. All members of the negotiating unit in the Library shall be eligible to vote for members of the Library Personnel Committee.
2. The terms of office, September 1 through August 31, shall be two (2) years (staggered terms at the initial election to provide for continuity within the Committee).
3. The Committee shall elect a Chairperson for a one (1) year term.
4. The Library Personnel Committee shall conduct the elections. The election shall be held between May 1 and May 10 and shall be by secret ballot.

II. Procedures (continued)

B. Quorum

1. A quorum shall consist of three (3) members.
2. The recommendations of the Library Personnel Committee require the majority vote of the entire committee.

C. Promotions:

1. Growth

- a. Promotion which may be considered on the basis of personal growth will be announced at the same time as the announcement of available promotions in academic departments are made.
- b. Librarians who are eligible may apply for announced growth promotions by November 1.
- c. The same calendar followed by academic departments will be followed by Librarians applying for growth promotions.

2. Structural

- a. Available structural promotions will be announced as deemed necessary by the President.
- b. The final recommendations of the Library Personnel Committee shall be made to the Director within 30 days of the application closing date.
- c. The Director's recommendations shall be forwarded to the President within two weeks after submission by the Library Personnel Committee.
- d. The final recommendations shall be made known by the President to the applicants, in writing, within two weeks after submission by the Director.

Note:

In the event there are not sufficient members on the Library Personnel Committee equal or superior to the ranks under consideration, the Vice President of Academic Affairs shall appoint additional committee members after consultation with the eligible members of the Library Personnel Committee.