COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department? (check one) 
   - College
   - Department

2. Date that current proposed changes were sent forward: 12/15/17

3. Department or College initiating proposed changes: Collection Access and Management Services (CAMS)

4. Describe briefly the general reason(s) for your proposed change(s) (e.g., “proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous”). We have aligned the CAMS Department Personnel Procedures more closely with the RIOS Department Personnel Procedures where possible, since most librarians have assignments in both departments and clarified the requirements for scholar and creative works. NOTE: Department name change to CAMS from TLS approved 12/14.

5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11/17/2017

6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 12/15/17

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Chair, Department Personnel Committee

Date: 12/15/17

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee

Date: 12/15/17

College Dean

Date: 5/30/18

Chair, Personnel Planning and Review Committee

Date: 5/30/18

(for PP&R use only)

Approval Date: 11/18

Effective Date (see attached): 12/21

Date of Next Review: 5/23

Revised 10/16

n:forms:personnel procedures cover
NOTE: This attachment is to provide an explanation for any effective date on a personnel procedure that occurs later than the Fall of the year after the procedures have been approved. Please use the space below to explain the conditions of the effective date given on the previous page. If the effective date does occur the Fall of the year after the personnel procedures have been approved there is no need to fill out this form.
PERSONNEL

Collection Access and Management Services
Personnel Policies and Procedures

Library Science’s core is its theory and practice of the organization, management and delivery of knowledge resources and services to people with information needs.

I. Collection Access and Management Services Criteria for Evaluation of Effectiveness in Librarianship

A. Professional Responsibilities

Collection Access and Management Services Department faculty members:

1. Demonstrate a pattern of increasing levels of expertise and breadth of knowledge of librarianship as they progress through the ranks.
2. Support the educational mission of the University and the roles of the library in supporting that mission.
3. Translate the mission into effective Library service.
4. Understand the goals of the Department and Library and contribute to the formulation and advancement of these goals.

B. Collection Access and Management Services (CAMS) Criteria

The evaluation by the Chair and the Departmental Personnel Committee (DPC) are based on the following criteria:

1. Demonstrate expertise in the areas of selection, organization, and the provision of access to materials in Library collections.
2. Demonstrate an in-depth knowledge of assigned areas within technical services as evidenced by the work and accomplishments in their particular assigned areas.
3. Demonstrate an increasing knowledge of the organization of information and the resources required to enhance the growth of the library in both digital and traditional formats.

II. Collection Access and Management Services Faculty Evaluation Procedures

A. Departmental Evaluation Procedures
1. The Chair of the Collection Access and Management Services Department shall provide a recommendation and the Department Personnel Committee shall provide a recommendation on the retention, tenure and promotion actions for faculty members with a major assignment in the Department.

2. The Chair of the Department and the Department Personnel Committee shall invite the tenured Library faculty for consultation regarding retention, tenure or promotion of a candidate. See Section 600 regarding Oral or Written Comments about Faculty.

3. The Department Personnel Committee and the Department Chair shall solicit written comments from anyone outside the Department who has direct knowledge of the faculty member’s academic or professional activities by using the “Request for External Comment” letter template (Attachment A). The Chair of the Department and the Department Personnel Committee may consult with the faculty member concerning names of individuals or agencies external to the Department from whom comments may be sought.

4. The Department Personnel Committee shall solicit a written evaluation from the Chair of the faculty member’s minor department in advance of the DPC review. The letter from the Chair of the minor department and any response or rebuttal from the faculty member shall be placed in the candidate’s Personnel Action File prior to the date when the major department begins its retention, tenure, and promotion deliberations.

5. For faculty members with a minor assignment to the CAMS Department, the CAMS Department Chair shall provide a written evaluation of the faculty member’s performance based on the PIF and PAF, and may include consultation with the Department Personnel Committee and tenured faculty in the Department. A copy of the written evaluation shall be forwarded to the Dean for inclusion in the faculty member’s Personnel Action File at least ten days prior to the time when the Chair and Department Personnel Committee of the major department must complete their deliberations. The faculty member may submit a written response to the written evaluation.

B. Contributions to the Field of Study

The Department recognizes the following items as significant contributions to the field of study. Individual contributions to co-authored publications must be documented using the Co-Authorship Disclosure Form (Attachment B).
1. Peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals.

2. Peer-reviewed publications produced by a recognized professional or commercial organization engaged in the production and distribution of such materials, including trade and academic presses, professional societies, governmental agencies, or non-governmental organizations.

3. Publicly published scholarly and creative work items that are not peer-reviewed as part of the publication process such as self-published articles, books, other digitally disseminated resources, originally developed and professionally recognized web-based or multi-media resources, development of curricular materials (i.e. development of curricular resources which others adopt for their teaching purposes), physical or digital exhibitions requiring scholarly curatorial work or other demonstrations of professional expertise in librarianship or a closely related field provided such work has been externally evaluated by the following procedure:

   a. The work has been peer-reviewed by at least two outside peer reviewers with recognized expertise in the area of study.
   b. The outside peer reviewers shall be determined by mutual consultation and agreement with the faculty member, Department Chair and Department Personnel Committee.
   c. The reviewers' curricula vitae are required by the Department Personnel Committee to confirm the reviewers' expertise.
   d. Each external reviewer will provide a written evaluation of the work that is documented in the PIF, including assessment of the quality and significance of the work, based on department, college, and University RTP criteria.
   e. The evaluation shall be placed in the PAF.

4. A successfully funded grant proposal/application is a peer-reviewed scholarly or creative contribution if all the following conditions are met:

   a. The grant involved is an institutional grant benefiting the Library or California State University, Northridge.
   b. The grant is funded by an agency external to California State University, Northridge, which incorporates peer, scholarly, or expert review as part of the decision-making process on funding.
   c. The grant proposal includes a dissemination process whereby the results/output of the grant's project(s) or other grant reports will be available to others in the field.
d. The grant proposal includes a statement regarding the significance of the proposed work to the field of study/profession and/or the proposal includes a review of applicable literature, research, or theory.

e. The Department Personnel Committee and the Department Chair will specify in writing that the work/output of the grant is a contribution to the field of study and/or profession.
Date

Name
Title
Institution
Address

Dear:

REQUEST FOR EXTERNAL COMMENT

(Name) __________________________ is being considered for (personnel action) __________________________. In accordance with this Library's personnel evaluation policy, I am requesting comments from individuals who have first-hand knowledge of (name)'s ______________ effectiveness in committee work, in team activities in specific independent or cooperative projects, etc. and/or professional activities, publication, scholarly achievements and contributions to the profession. Please comment as appropriate. Receipt of your response by (date) ______________ would be greatly appreciated. The library faculty member will receive a copy of your response. Please send your written comments, including your name, signature, and the date to:

(Name), Chair
(Department name)__________
Oviatt Library
California State University Northridge
18111 Nordhoff Street
Northridge CA 91330-832

Sincerely,

(Signature)

Printed Name
Title

California State University Northridge
Created: January 6, 2000

Oviatt Library Administrative Manual
Revised: December 15, 2017
Co-Authorship Disclosure Form

There were _____ co-authors responsible for the final preparation of

(Citation of article, book, book chapter etc.)

The following chart indicates the responsibility of co-authors (please list co-authors in the order in which they appear on the work). For works with four or fewer authors, list each author. For works with more than four co-authors, list the four authors with the most significant contributions. If this format does not provide a suitable mechanism for explanation, use an additional sheet to expand further.

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Note: Adapted from an HHD form