

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF  
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

Collection Access and Management Services (CAMS)  
DEPARTMENT

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 Post-Tenure Review 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 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/or underline any text that you wish to have added to your written procedures.*

**BACKGROUND INFORMATION:**

1. Date that current proposed changes were sent forward \_\_\_\_\_
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). \_\_\_\_\_  
Proposed changes were initiated by the department to provide additional clarification to Section 645 of the Administrative Manual, including procedures and requirements.  
(Note: There were no previous procedures as we simply follow Section 645.)
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
6 / 14 / 19

**DEPARTMENT APPROVAL: (Sign & Print Name)**

Luiz H. Mendes      Luiz H. Mendes      9/6/2019  
Department Chair or Chair, Department Personnel Committee      Date

**COLLEGE APPROVAL: (Sign & Print Name)**

Mark Storer      Mark Storer      9/6/19  
College Dean      Date

**PP&R APPROVAL:**

Patricia Ly      Patricia Ly      6/11/20  
Chair, Personnel Planning and Review Committee      Date

(for PP&R use only)	Fall 2020	
Spring 2020	Fall 2023 For Changes in Criteria	Fall 2024
Approval Date	Effective Date	Date of Next Review

**Collection Access and Management Services**  
**Personnel Policies & Procedures**

**Periodic Review of Tenured Faculty (Post-Tenure Review)**

In addition to the procedures in Section 645 of the Administrative Manual for Periodic Review of Tenured Faculty, the Collection Access and Management Services Department has established the following criteria, policies, and procedures:

- I. The Post-Tenure Review Committee (Peer Review Committee of the Department)
  - a. The tenure-track faculty shall elect the Post-Tenure Review Committee.
  - b. The Committee shall consist of three members.
  - c. The Committee shall evaluate submitted materials according to the criteria set forth in the Collection Access and Management Services Personnel Policies and Procedures.
  
- II. Faculty Under Review
  - a. Faculty members under review shall submit an updated curriculum vitae that includes their activities in Effectiveness in Librarianship, Contributions to the Field of Study, and Contributions to the University and Community undertaken since the previous review.
  - b. Faculty members under review shall submit a summary of approximately 2-5 pages of their activities in Effectiveness in Librarianship, Contributions to the Field of Study, and Contributions to the University and Community undertaken since the previous review.
  - c. In addition to the consideration of student evaluations required under section 612.5, and in accordance with 645.2, the faculty member's PAF must also include one Library Instruction Observation by a member of a Post-Tenure Review Committee for the period under review.