

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

Oviatt Library

COLLEGE

Research, Instruction, & Outreach

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 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/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

- Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
 - Date that current proposed changes were sent forward reviewed in the Fall; voted by Library faculty in November
 - Department or College initiating proposed changes Research, Instruction, & Outreach Services
 - 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"). Our department had not revised our procedures in 5 years.
- RECEIVED
CSUN**
DEC 14 2017
Office of
Faculty Affairs
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11/02/17
 - For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: / /

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Lindsay Hansen Brown Lindsay Hansen Brown 12-11-17
Chair, Department Personnel Committee Date
[Signature] Susanna Eng-Ziskin 12/11/17
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] 12/12/17
Chair, College Personnel Committee Date
[Signature] Mark Stover 12/11/17
College Dean Date
[Signature] 5/30/18
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

S'18

Approval Date

F'18

F'21 (For changes in criteria)

Effective Date (see attached)

S'23

Date of Next Review

Revised 10.16

PERSONNEL

Research, Instruction and Outreach Services **Personnel Policies and Procedures**

Librarianship is defined as the theory and practice of the organization, management, and delivery of knowledge resources and services to people with information needs. The primary responsibilities of Research, Instruction and Outreach Services (RIOS) faculty are to provide library research and information literacy instruction and efficient and effective access to information sources and services. Library and information literacy instruction usually involves engaging students to learn how to identify appropriate information resources to match information needs; to select relevant resources; to formulate effective search strategies; to evaluate resources for authority and accuracy; and to understand the ethical and legal issues surrounding the use of information. RIOS faculty assist students, faculty, staff, and community members at the Reference Desk, via various communication channels, as well as through individual consultations, by determining information needs, recommending appropriate resources, and teaching effective and efficient search strategies. In addition, some Department faculty members have special assignments to oversee a library operation, service point, or project.

I. RIOS Criteria for the Evaluation of Effectiveness in Librarianship

A. Professional Responsibilities

RIOS 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. Understand the educational mission of the University and the roles of the Library and Department in supporting that mission.
3. Work to improve the quality of library services.
4. Understand the organization and operations of the Library and are aware of how their activities affect the workflow of other areas within the Library as demonstrated by productive interaction with other units and departments.

B. Reference Services Criteria

RIOS Department faculty members:

1. Possess a thorough knowledge of reference sources and a broad background in a variety of academic disciplines as evidenced by effective use of library and other information resources.
2. Demonstrate an in-depth knowledge of reference sources in their assigned subject specialty as evidenced by facilitating the effective use of library and other information resources by colleagues and patrons.
3. Demonstrate the ability to analyze a reference question, evaluate a patron's level of knowledge in the discipline, field or other area, and direct the patron to relevant and appropriate sources of information.

C. Library Instruction Criteria

RIOS department members provide students with learning experiences designed to increase knowledge of library resources and research strategies and/or information literacy through the presentation of material relevant to students' work.

D. Outreach Criteria

RIOS department members actively engage in outreach to establish effective relationships with assigned teaching departments and other appropriate campus units and community partners to encourage library instruction requests.

II. RIOS Procedures for Evaluation of Effectiveness in Librarianship

A. Departmental Evaluation Procedures

1. The Chair of the Research, Instruction and Outreach Services shall provide recommendations and the Department Personnel Committee shall provide recommendations and vote on retention, tenure, and promotion actions only for faculty members with a major assignment in the Department.
2. For candidates with a major assignment in RIOS, the CAMS (Collection Access and Management Services) chair will forward the written evaluation to the Dean for inclusion in the faculty member's Personnel Action File at least ten days prior to the time when the RIOS Department

Chair and the Department Personnel Committee must complete their deliberations.

3. The Chair of the Department and the Department Personnel Committee will consult with one another and with tenured Library faculty regarding the retention, tenure, and promotion of faculty under consideration. See Section 600 regarding Oral or Written Comments about Faculty.
4. The Department Personnel Committee or the Department Chair may 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.
5. For faculty members with a minor assignment to the RIOS Department, the RIOS Department Chair shall provide a written evaluation of the faculty member's performance based on the PIF and PAF, and may include observation and 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. Library Instruction Evaluation

1. Library Instruction Session Evaluation by Students
 - a) Written or electronic student questionnaire evaluations, using the Department's standard Student Evaluation of Library Instruction form (*Attachment B*), shall be required for all faculty members providing library instruction sessions (see Section 600).
2. Class Visits/evaluations by the Department Chair and the Department Personnel Committee or designees:
 - a) At least one of the Department Personnel Committee members and the Department Chair shall visit one of the faculty member's library instruction sessions (see Section 600).
 - b) Pre-Visit Meeting:

- c) The Chair and the Committee member(s) scheduled to observe the faculty member may contact the faculty member to discuss the content of the class session to be observed.
- d) The faculty member shall provide to the Department Chair and the Committee member(s) a copy of the session outline, course assignment (if available), student learning outcomes, and any other relevant materials at least one business day before the session.
- e) The designees for class visits, who must be tenured senior librarians, shall not be currently under review or eligible for review in the RTP process at any level.
- f) Evaluators shall observe. They shall not participate in class discussions or interfere with the faculty member's presentation.
- g) The Chair and the Department Personnel Committee shall use the following guidelines to evaluate the teaching effectiveness of library faculty during class visits:
 - i. The librarian demonstrated knowledge of relevant resources and search strategies appropriate to the area of study, and/or the goals of information competence.
 - ii. The goals of the library instruction session were clearly stated.
 - iii. The pace of the session appeared easy for students to follow.
 - iv. The session was well organized.
 - v. The librarian clearly explained new terms or concepts.
 - vi. The librarian seemed interested in student learning.
 - vii. The librarian encouraged students to ask questions.
 - viii. The librarian provided students with opportunities for active learning when appropriate and feasible.
 - ix. Handouts, Web pages, and other support materials were relevant to the stated goals of the library instruction session.
 - x. The stated goals of the library instruction session were met.
- h) The Department Personnel Committee member or Department Chair providing the evaluation shall forward the original evaluation letter to the faculty member. After 10 calendar days (during which time the faculty member has an opportunity to respond), the Department Personnel Committee Chair or Department Chair shall forward the original and/or revised letter to other reviewing agencies and the Dean for inclusion in the Personnel Action File.

C. Scholarly and Creative Works

Individual contributions to co-authored publications must be documented using the form, Attachment C.

1. In addition to the definition of publication stated in Section 600, the Research, Instruction and Outreach Services Department recognizes scholarly and creative contributions in any format if **all** the following conditions are met:
 - a) The work is subject to external peer review or reviewed by an editor(s) of a recognized professional publication.
 - b) The work is 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.
 - c) The work is a demonstration of professional expertise in librarianship or a closely related field, including the faculty member's subject specialization or special assignment.
2. The Research, Instruction and Outreach Services also recognizes scholarly and creative contributions that are not peer-reviewed as part of the publication process such as articles, books, other digitally disseminated resources, originally developed and professionally recognized web-based or multimedia resources, development of curricular materials (i.e. development of curricular resources which others adopt for their teaching purposes), and/or physical or digital exhibitions requiring scholarly curatorial work if the author provides documented peer-reviews by two outside peer reviewers with recognized expertise in the area of study. The outside peer reviewers shall be determined by mutual consultation and agreement with the faculty member, Department Chair and Department Personnel Committee.
 - a) The reviewers' curricula vitae are required by the Department Personnel Committee to confirm the reviewers' expertise.
 - b) Each external reviewer will provide a written evaluation of the work documented in the PIF, including assessment of the quality and significance of the work, based on department, college, and University RTP criteria.
 - c) The evaluation shall be placed in the PIF.
3. 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.



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Attachment A

Oviatt Library

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

Student Evaluation of Library Instruction

Attachment B

The faculty of the Oviatt Library would appreciate your cooperation in completing this form, which provides a written record of student assessment of the teaching performance of library faculty.

Please return the completed form to:

Susanna Eng-Ziskin, Chair
Research, Instruction and Outreach Services
Oviatt Library
Mail Drop: 8327

Librarian: _____

Date: _____

Course: _____

| Please indicate your level of agreement with the following statements by checking the appropriate box: | Strongly agree | Agree | Disagree | Strongly disagree |
|--|----------------|-------|----------|-------------------|
| 1. I understood the purpose of the library session. | | | | |
| 2. The pace of the session was easy for me to follow. | | | | |
| 3. The session was well organized. | | | | |
| 4. The librarian clearly explained new terms or concepts. | | | | |
| 5. The librarian seemed interested in student learning. | | | | |
| 6. The librarian encouraged us to ask questions. | | | | |
| 7. I learned something during the session that I can use in my research. | | | | |
| 8. I learned about information and library resources that I can use. | | | | |

Please comment on what you liked best about the library instruction session and/or ways it could be improved.



CALIFORNIA
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Oviatt Library

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.

| Signature/Name | Percentage & Description of Responsibility |
|----------------|--|
| Type Name | |
| Signature | |
| Type Name | |
| Signature | |
| Type Name | |
| Signature | |
| Type Name | |
| Signature | |

Note: Adapted from an HHD form