

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

University Library
COLLEGE

RIOS
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*


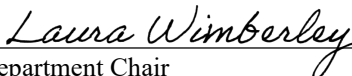
BACKGROUND INFORMATION:

- CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
- Date that current proposed changes were sent forward November 4, 2022
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: November 3, 2022
 - Indicate the date the CPC voted to approve the proposed changes: December 9, 2022
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** _____
Policies and procedures updated to reflect changes to the CBA and Section 600.
Policies and procedures were reorganized to reflect the format of Section 600.


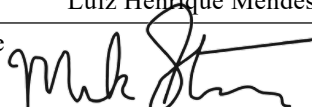
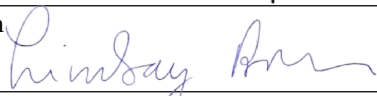
Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	Marcia Henry	11/04/2022
Chair, Department Personnel Committee		Date
	Laura Wimberley	12/09/2022
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

	Luiz Henrique Mendes	12/9/2022
Chair, College Personnel Committee		Date
Mark Stover		12/08/2022
College Dean		Date
		May 31, 2023
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&R use only)</i>		
<u>SP 2023</u>	<u>FA 2023</u> <u>FA 2026 for changes in criteria</u>	<u>FA 2027</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Research, Instruction and Outreach Services (RIOS) 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. Information literacy instruction typically involves teaching a set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning. The overarching aim of information literacy instruction is to extend the arc of learning throughout students' academic careers. 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 Evaluation

A. Effectiveness in Librarianship

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. Support the educational mission of the University and the roles of the Library and Department in supporting that mission.
3. Translate the mission into effective library service.
4. Support the strategic objectives of the Department, the Library and contribute to the formulation and advancement of these objectives.

B. Contributions to the Field of Study

1. In addition to the definition of publication stated in Section 600, the Research, Instruction and Outreach Services Department will consider 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. 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), and physical or digital exhibitions requiring scholarly curatorial work.
3. A successfully funded grant proposal/application is a peer-reviewed scholarly or creative contribution if the following conditions are met:
- a) The grant involved is an institutional grant benefiting the Library of 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.

C. Professional Responsibilities

RIOS criteria for evaluation by the Department Chair and DPC is based on the following:

1. Reference Services

RIOS Department members provide students, faculty and community members with reference services and assistance in response to library users' information needs. Reference work aims to ensure that library users can find resources at the point of need.

2. Library Instruction

Department members provide students with learning experiences designed to increase knowledge of library resources and foster the development of a set of integrated abilities that encompass reflective discovery of information, the understanding of how information is produced and valued, the use of information in creating new knowledge and participating ethically in communities of learning.

3. Outreach Services

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 and collaborative partnerships.

II. RIOS Procedures for Evaluation

A. Departmental Evaluation Procedures

1. The DPC and the Department Chair may solicit written comments from anyone outside the Department (including faculty, students, administrators, staff or others) 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 Department Chair and the DPC may consult with the faculty member concerning names of individuals or agencies external to the Department from whom comments may be sought.

2. Publicly published scholarly and creative work items that are not peer-reviewed as part of the publication process must be 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 will be determined by mutual consultation and agreement with the faculty member, Department Chair and DPC.
 - c) The reviewers' curricula vitae are required by the DPC to confirm the reviewers' expertise. Upon approval by DPC and the Chair or the Chair's designee, they will notify the candidate via email.
 - d) The Department Chair or DPC will contact each reviewer with instructions to provide a thorough evaluation of the work that speaks to its quality and scholarly significance based on department, college, and the University Retention, Tenure, and Promotion (RTP) criteria.
 - e) Each external reviewer will provide a written evaluation of the work to the Department Chair or DPC.
 - f) A copy of the evaluation will be sent to the faculty member with instructions to place the following in their Professional Information File (PIF):
 - i. Each reviewer's written evaluation
 - ii. Each reviewer's curricula vitae
 - iii. Emails of approval for each reviewer from the Department Chair and DPC
3. The Department Personnel Committee (DPC) 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.
4. Co-authored publications must be documented using the Co-Authorship Disclosure Form (Attachment B) specifying individual contributions.

5. The DPC will solicit a written evaluation from the Department 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 will be placed in the candidate's PAF prior to the date when the major Department completes its RTP deliberations.
6. For faculty members with a minor assignment in the RIOS Department, the RIOS Department Chair will provide a written evaluation of the faculty member's performance based on the PIF and PAF and will include consultation with the DPC and tenured faculty in the Department. A copy of the written evaluation will be forwarded to the Dean for inclusion in the faculty member's PAF at least ten days prior to the time when the Chair and DPC of the major Department must complete their deliberations. The faculty member may submit a written response to the written evaluation.
7. Minor Chair and the Department Personnel Committee will have simultaneous access to faculty candidate files for concurring review, in order to ensure timely review of all files.
8. The Chair or a designee 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.
9. 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.

B. Library Instruction Evaluation

1. Library Instruction Session Evaluation by Students

Written or electronic student questionnaire evaluations, using the Department's standard Student Evaluation of Library Instruction form

(Attachment C), shall be required for all faculty members providing library instruction sessions (see Section 600).

2. Library Instruction Session Evaluation by Peers

- a) Class visits/evaluations by the Department Chair and the Department Personnel Committee or designees: During the session, the Department Chair or Chair Designee and Committee member(s) will examine the relation of the class session to the shared structure and purpose supplied in the requested SLOs, session outline, goals, course assignment, and other relevant materials supplied before the session.
- b) 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).
- c) Pre-Visit Meeting: The faculty member may request a pre-class visit meeting to ask questions about the Library Instruction Evaluation process. Request for pre-visit meetings will be made seven calendar days before the scheduled class.
- d) 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.
- e) 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.
- f) 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.
- g) Evaluators shall observe. They shall not participate in class discussions or interfere with the faculty member's presentation.
- h) 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 research strategies, skills, and resources (when planned) in support of the goals of information literacy and the session's area of study.
 - 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.
- i) 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.



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

University 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)
University Library
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8327

Sincerely,

(Signature)

Printed Name

Title



CALIFORNIA
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 NORTHRIDGE

University 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*

Student Evaluation of Library Instruction

California State University, Northridge
University Library
Research Instruction and Outreach Services

Summary of Student Lecture Evaluation

The Faculty of the CSUN Library would appreciate your cooperation in completing this form. The completed form serves the purposes of (1) providing a record of student assessment of Library Faculty teaching performance, and (2) serving as a guide to the Library Faculty toward the improvement of class presentations.

Please return the completed form to:

Laura Wimberley, Chair

Research Instruction and Outreach Services (mail drop code 8327)

Class:

Class Instructor:

Library Instructor:

Date:

Please indicate your level of agreement with the following statements by checking the appropriate box:	Strongly agree	Agree	Disagree	Strongly disagree
1. The goals of the library instruction session were clearly stated.				
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 students to ask questions.				
7. The information presented by the librarian will be useful for completing my assignments.				
8. The session increased my knowledge of information resources.				
9. The session increased my knowledge of library services.				

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