

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

Delmar T. Oviatt Library
COLLEGE

Technical Services
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:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward April 23, 2008
3. Department or College initiating proposed changes Oviatt Library Technical Services
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").
PP&R requested that we merge our RTP policies and procedures documents into a single document and that college level policies and procedures be incorporated into the departmental documents as appropriate. In the process we also re-wrote sections so that the document better reflects current expectations.
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

<u>Signature on file.</u>	<u>06 May 2008</u>
Chair, Department Personnel Committee	Date
<u>Signature on file.</u>	<u>06 May 2008</u>
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>Signature on file.</u>	<u>06 May 2008</u>
Chair, College Personnel Committee	Date
<u>Signature on file.</u>	<u>5/6/08</u>
College Dean	Date
<u>Signature on file.</u>	<u>8/6/08</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)		
<u>8'08</u>	<u>F'08</u>	<u>F'12</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Technical Services Department Personnel Policies and Procedures for Faculty

I. Technical Services Criteria for Evaluation of Effectiveness in Librarianship

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. The primary responsibilities of Technical Services Department faculty are to select, organize and provide access to materials in the Library collections. Department faculty should understand the educational mission of the University and the roles of the Library and Department in supporting that mission and be able to translate this knowledge into effective service. They should demonstrate an understanding of the goals of the Department and Library and contribute to the formulation and advancement of these goals.

II. Technical Services Faculty Evaluation Procedures

The Technical Services Department criteria for effectiveness in librarianship are based on the qualities sought in a librarian's performance in his/her particular assignment. The evaluation by the Chair and the Departmental Personnel Committee is based on these criteria.

A. Departmental Evaluation Procedures

1. The Chair of the Technical Services Department shall provide recommendations and the Department Personnel Committee shall provide recommendations and vote on the retention, tenure and promotion actions only for faculty members with a major assignment in the Department.
2. The Department Personnel Committee shall solicit a written evaluation form to the Chair of the faculty member's minor department. The letter from the Chair of the minor department and any response or rebuttal from the faculty member shall be in his/her Personnel Action File prior to the date when the major department begins its retention, tenure, and promotion deliberations.
3. For faculty members with a minor assignment in the Technical Services Department, upon solicitation by the faculty member's major Departmental Personnel Committee, the Chair of the minor department shall provide a written evaluation of the faculty member's performance. All written evaluations and documents shall be forwarded to the

Department Chair of the major department, to the Department Personnel Committee of the faculty member's major Department, and to the Dean after the faculty member has been given the evaluation and an opportunity to respond.

4. The Chair of the Department and the Department Personnel Committee shall consult with the tenured faculty regarding retention, tenure or promotion of a candidate. If they have substantive comments not already documented in the Personnel Action File, the tenured faculty shall be asked to provide written comments about the candidate under review to the Chair of the Department prior to the time when the Chair and Department Personnel Committee are making their decisions on each faculty member. The Department Personnel Committee and 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.

B. Equivalencies to publication

1. In addition to the definition of publication in Section 600, the Technical Services Department recognizes as equivalencies to publication contributions in any format if the following three (3) conditions are met:
 - a. The publication is subject to external peer review by an editor(s) of a recognized professional publication.
 - b. The publication is produced by a 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 publication is a demonstration of professional expertise in librarianship or a closely related field, including the faculty member's subject specialization or special assignment.
2. A grant proposal/application is equivalent to publication 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)

Name

Title

