Cover Sheet for Proposed Changes to Department/College Personnel Procedures

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 12-14-2012

3. Department or College initiating proposed changes

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”). Update the procedures because the five year review of procedures is due. Expand criteria for equivalencies to publications.


5. The proposed changes have been approved by the faculty of the College □ or Department [ ][ ] (check one)

For Department Personnel Procedures:

Chair, Department Personnel Committee

Date: 12/13/12

Department Chair

Date: 12/13/12

For Department Personnel Procedures & College Personnel Procedures:

Chair, College Personnel Committee

Date: 12/14/12

College Dean

Date: 12/14/12

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

S'13 Approval Date

F13 Effective Date (see attached criteria)

2017-2018 Date of Next Review

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PERSONNEL

Technical Services Department
Personnel Policies and Procedures

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 (DPC) is based on these criteria.

A. Departmental Evaluation Procedures

1. The Chair of the Technical Services Department 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 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 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

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

1. In addition to the definition of publication stated in Section 600, the Reference and Instructional Services Department recognizes as equivalencies to publication contributions in any format if the following conditions are met:

   a. The publication is subject to external peer review or reviewed by an editor(s) of a recognized professional publication.

   b. The publication 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 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. The Technical Services Department also recognizes as equivalencies to publication 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/or physical or digital exhibitions requiring scholarly curatorial work if the following conditions are met:

   a. The Department requires the author(s) to document peer review 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. The reviewers' curricula vitae are required by the Department Personnel Committee to confirm the reviewers' expertise. Each external reviewer will provide a written evaluation of the equivalency that is documented in the PIF, including assessment of the quality and significance of the work, based on department, college, and University RTP criteria. The evaluation shall be placed in the PAF.

   b. The quality of the work is clearly demonstrated through documented publications, awards, reviews or professional recognition.

3. A successfully funded 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.
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
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 each of the co-authors (please list co-authors in the order in which they appear on the work). 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