

1 (5) Made professional contributions deemed significant by peers to the library
2 and/or the University.

3 (6) Participated in continuing education in the form of appropriate academic
4 course work, workshops, institutes or conferences.

5 (7) Participated or maintained membership in professional associations.

6 (8) Demonstrated satisfactory performance within current rank as shown in the
7 applicable annual evaluation form.

8
9 (c) Associate University Librarian. To ~~earn~~ ^{be considered for} promotion to the rank of Associate
10 University Librarian, the candidate shall have:

11 (1) Earned a master's degree in Library Science from an American Library
12 Association accredited institution.

13 (2) Completed, by the beginning of the next contract year, sixty months as a
14 professional librarian, with a minimum of twenty-four months experience in an academic or
15 research library, to including at least twelve months in rank at the University.

16 (3) Demonstrated competence in areas such as intellectual attainment, maturity
17 of judgment, initiative, resourcefulness, teamwork, and effectiveness in working with the public
18 and library staff.

19 (4) Presented documentation of effective performance which shows an
20 enhancement of responsibility and continuing growth.

21 (5) Demonstrated excellence in the candidate's specialized area of
22 librarianship.

23 (6) Participated in continuing education in the form of appropriate academic
24 course work, workshops, institutes or conferences.

25 (7) Participated in or maintained membership in professional associations.

26 Additionally, the candidate may submit evidence of commitment to the service concerns of the
27 University or the community.

28 (8) Demonstrated satisfactory performance within current rank as shown in the
29 applicable annual evaluation form.

30 ^{be considered for}
31 (d) To ~~earn~~ promotion to the rank of University Librarian, the candidate shall have:

32 (1) Earned a master's degree in Library Science from an American Library
33 Association accredited institution.

34 (2) Completed, by the beginning of the next contract year, one-hundred and
35 eight months as a professional librarian, with at least seventy-two months experience in an
36 academic or research library and at least forty-eight months at the Associate Librarian or
37 equivalent level, to include at least twelve months in rank at the University.

38 (3) Demonstrated excellence in areas such as intellectual attainment, maturity
39 of judgment, initiative, resourcefulness, and effectiveness in working with the public and library
40 staff.

41 (4) Presented documentation of effective performance which shows an
42 enhancement of responsibility and continuing growth.

43 (5) Demonstrated excellence in the candidate's specialized area of
44 librarianship.

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1 (6) Participated in continuing education in the form of appropriate academic
2 course work, workshops, institutes or conferences.

3 (7) Participated or maintained membership in professional associations.
4 Additionally, the candidate may submit evidence of an advanced degree or publications and
5 evidence of commitment to the service concerns of the University or the community.

6 (8) Demonstrated satisfactory performance within current rank as shown in the
7 applicable annual evaluation form.

8
9 Y.3 Procedure.

10 (a) A candidate shall be any librarian below the rank of University Librarian who has
11 submitted a promotion evaluation folder to the Promotion Committee chairperson. The
12 Promotion Committee's recommendation shall be made only on the basis of the information
13 contained in the librarian's promotion evaluation folder. Promotion to a higher rank shall be
14 effective with the beginning of the next contract year.

15
16 (b) It is the responsibility of each librarian to determine when he or she is eligible to be
17 considered for promotion, and to make and submit an application. The Office of the Director of
18 Libraries maintains the official records which shall be used for determining eligibility.
19 Librarians who anticipate being away from campus during the fall term, and who think they are
20 eligible to be considered for promotion, should submit a promotion evaluation folder to the
21 Committee Chairperson prior to departure. To be considered for promotion, the candidate's
22 folder must be complete.

23
24 (c) The candidate's promotion evaluation folder shall contain the following
25 information in this order:

26 (1) Detailed up-to-date resume.

27 (2) Statement from the Office of the Director of Libraries detailing the amount
28 of professional experience credited at the time of the candidate's initial appointment at FSU
29 Libraries. Librarians who did not receive such a statement at the time of their initial
30 appointments may request one from the Office of the Director of Libraries.

31 (3) Statement from the Office of the Director of Libraries detailing number of
32 months at FSU, and the number of months in rank at FSU, identifying any leaves of absence
33 which do not count as time in rank.

34 (4) Letter from immediate supervisor summarizing candidate's scholarly or
35 creative activity and service in terms of departmental mission and of the candidate's assigned
36 duties.

37 (5) Current Statement of Assigned Duties. Statements of assigned duties, or job
38 descriptions if applicable, shall be included for the last five years or the period being evaluated if
39 less than five years. Assignment of duties, or job descriptions for more than five years may be
40 included if appropriate.

41 (6) Record of continuing education in terms of appropriate academic course
42 work, workshops, institutes or conferences.

43 (7) Copies of all performance evaluation documents completed since the
44 candidate entered his or her rank.

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1 (8) Records of membership in or participation in professional organizations.

2 (9) Additionally, the candidate may submit:

3 a. Records of participation in community and university organizations
4 and service on library, university and community committees.

5 b. Evidence of publications and special projects (e.g., consultant,
6 panel presentations).

7 c. A statement by the candidate.

8 d. Other pertinent communications (e.g., letters of recommendation,
9 acknowledgments, etc.).

10 (10) A copy of Committee's report to the Director, and the report of the
11 Director's decision to the President. The faculty member may attach a brief response, as
12 provided in Article 14.
13

14 (d) Information contained in the librarian's promotion evaluation folder shall be
15 confidential as provided in Section 1012.91, F.S. Promotion Committee members shall not
16 discuss the information with any person not authorized to evaluate the candidate's qualifications
17 for promotion.
18

19 (e) Promotion evaluation folders shall be stored in the Office of the Director of
20 Libraries, as part of the faculty member's one evaluation file.
21

22 (f) Upon completion of its deliberation pertaining to promotion, the Committee shall
23 report in writing its recommendations and its reasons for not recommending a promotion for an
24 individual to the Director of Libraries. The Committee shall give a copy of its recommendations
25 and reasons to each candidate at the same time the recommendation is submitted to the Director.
26 The file of a candidate who is not recommended for promotion by the Committee will go
27 forward unless withdrawn in writing by the candidate.
28

29 (g) The Director of Libraries shall make and submit final recommendations for
30 promotion to the President and Vice President for Academic Affairs through the Office of the
31 Dean of the Faculties. In making that final recommendation, the Director of Libraries primarily
32 shall consider the recommendation of the Promotion Committee, but also considers the contents
33 of the binder independently. The Director shall give written notification of his or her
34 recommendation to each candidate. Any candidate not recommended for promotion by the
35 Director of Libraries shall upon request receive a letter from the Director containing his or her
36 reason(s) for the decision. This request must be received by the Director of Libraries in writing
37 within seven days after notification of the Director's decision. The file of a candidate who is not
38 recommended for promotion by the Director of Libraries will go forward unless withdrawn in
39 writing by the candidate.
40

41 (h) The promotion process shall normally proceed according to the following schedule.
42 Any such modification in the schedule shall be posted not less than 7 days in advance of its
43 implementation in the Staff lounge and Technical Services area.

44 March 15: New members of Promotion Committee are elected.

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- 1 April 1: Terms begin for new members.
2 April 15: Promotion Committee sends written notice to all librarians below
3 the rank of University Librarian that they should determine eligibility for promotion. The Office
4 of the Director of Libraries maintains official records of time in service. A meeting of interested
5 librarians to answer questions about the promotion procedure shall be scheduled by the
6 chairperson of the Promotion Committee during the summer term.
7 August 15: Promotion Committee posts in two locations (staff lounge and
8 Technical Services) official notification to submit promotion folders and sends written notice to
9 all librarians below the rank of University Librarian, including with the notice a copy of "Criteria
10 and Procedures for Promotion of Librarians."
11 November 30: Candidates' promotion folders are due to the chairperson of the
12 Promotion Committee.
13 December 1: Promotion Committee begins deliberations.
14 January 15: Recommendations for promotion from the Promotion Committee
15 are due in the Office of the Director of Libraries.
16 March 15: Recommendations for promotion from the Director of Libraries are
17 due in the Office of the Dean of the Faculties.
18

19 Y.4 Promotion Committee Membership and Selection.

- 20 (a) The Promotion Committee shall be composed of five elected voting members and
21 one elected alternate, who shall vote only when serving in place of a voting member. The Dean
22 of the Faculties or designee by that office shall be an ex-officio, non-voting member of the
23 Committee. Those elected shall consist of three University Librarians, two Associate University
24 Librarians and one alternate Associate or University Librarian.
25
26 (b) The Director of Libraries shall designate the Assistant Director of University
27 Libraries for Administrative Services to supervise the election of the Committee each spring. All
28 Associate and University Librarians who have been employed at least one year as an in-unit
29 librarian at the University are eligible for election. Librarians who expect to qualify for
30 promotion during the term of service shall disqualify themselves from being elected to the
31 Promotion Committee. A member forfeits his or her right to be considered for promotion during
32 the same year(s) he or she serves on the Committee. Additionally, a librarian who is expected to
33 be absent due to overseas assignment or approved leave during the period November 1 to
34 January 15 shall not be eligible for service on the Committee.
35
36 (c) Public Services Division librarians shall elect one University Librarian and one
37 Associate University Librarian from within their own division. Technical Services Division
38 librarians shall elect one University Librarian and one Associate, University Librarian from
39 within their division. All the librarians from both divisions shall together elect at large one
40 University Librarian and one alternate. The Director of Libraries and Assistant Directors are not
41 eligible to vote. One Public Services University Librarian and one Technical Services Associate
42 University Librarian shall be elected in odd numbered years for a two year term except that
43 during the election first held after adoption of this rule they shall be elected for a one year term
44 only. One Technical Services University Librarian and one Public Services Associate University

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1 Librarian shall be elected in even numbered years for a two year term. The one Committee
2 member and one alternate elected at large shall be elected annually. Consecutive terms shall be
3 prohibited. The University Librarian in the second year of his or her term shall serve as
4 chairperson. If more than one University Librarian is in his or her second year, the Committee
5 shall elect the chairperson from the group in the second year of term. If a University Librarian in
6 his/her second year is unable to serve as Chairman, the University Librarian in the first year of a
7 term shall serve as Chairman. When the FSU Libraries staff does not include enough Associate
8 University Librarians from the appropriate divisions who are eligible for service on the
9 Promotion Committee, substitution shall be from among University Librarians. A vacancy
10 caused by termination, resignation, or inability to serve shall be filled at the next regular election.
11 However, the committee may not operate with less than four members; should more than one
12 vacancy exist, a special election shall be called to fill the vacancies.

13
14 Y.5 Definitions:

15 (a) Academic library: A library forming an integral part of a college, university, or
16 other academic institution for postsecondary education, organized and administered to meet the
17 information needs of students, faculty, and affiliated staff of the institution.

18
19 (b) Research library: A reference library or a library which contains an in-depth
20 collection in a particular subject field (such as a technical library) or in-depth collections in
21 several subject fields (such as a university library or a large private or public library) with
22 collections including primary sources and provides extensive chronological and/or geographical
23 coverage.

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