

Guidelines for Library Faculty Evaluation, Reappointment, Promotion and Tenure
Graduate Center Library, CUNY
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Evaluations

Annual evaluations consider library work, service, and scholarship. Evaluations for Library Faculty differ from the Graduate Center's *Guidelines for Faculty, Evaluation, Reappointment, Tenure and Promotion* because teaching observations (sec 2) are not required for non-teaching faculty.

https://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/Provost/Graduate-Center-Guidelines-for-Faculty-Evaluation-Reappointment-Promotion-and-Tenure.pdf?ext=.pdf

1. Annual Evaluations

a. Tenured

Supervisors may select to meet annually with tenured library faculty for review. Tenured library faculty seeking promotion or review may also request review by their supervising librarian. The supervisor completes the HR form to reflect the content of the evaluation meeting. Annual evaluations generally take place in January-February, but the timeline is flexible.

b. Untenured

Untenured faculty must be reviewed at least once per year, as below.

(b) Members of the non-teaching staff, including Librarians, CLTs, Counselors, Student Personnel Services staff, Registrar series, HEO series and other non-teaching members of the Instructional Staff covered by this Agreement: Preferably once each semester, but at least once each year, each employee shall have an evaluation conference with the chairperson or supervisor to be designated by the appropriate dean or President. At the conference, the employee's total performance and professional progress shall be reviewed. Following this conference, the designated official shall prepare a record of the evaluation discussion in memorandum form for inclusion in the employee's personal file. A copy of the report shall be given to the employee within ten (10) working days following the conference.

<http://www.psc-cuny.org/our-contracts/article-18-professional-evaluation>

- c. Annual evaluations may be included in faculty promotion materials reviewed by the Library Executive Committee and the Academic Review Committee, below.
- d. Each faculty member receives and returns a signed copy of the form, acknowledging receipt, which is submitted to HR with an updated job description, as appropriate, initialed & dated by the employee. Employees may also write a statement in response to any evaluation.

2. Library Executive Committee Review of Personnel Actions (reappointment, promotion, tenure)

- a. In late summer or early fall, library faculty seeking reappointment, promotion, and/or tenure submit a current curriculum vitae with supporting material to their supervisor and to the Chief Librarian. Exact timing of the review is dependent upon the Academic Review Committee (ARC) meeting schedule. The supervisor or the Chief Librarian may meet with the candidate to suggest revision to the materials before sharing them with and presenting the case for action to the Library Executive Committee.
- b. The ARC meets and reports decisions to candidates regarding reappointment and tenure by December 1st. Tenure decisions take effect following September 1st. Effective 2012-2013, promotion decisions take effect in late August, the day after the faculty leave period ends in that year, which is the date of reappointment. (Per memo from CUNY Executive Vice-Chancellor, October 28, 2010).
- c. Library Executive Committee discussion and evaluation are based on the librarianship, scholarship, and service outlined in the current curriculum vitae, supporting materials, letters of evaluation (required as below for appointment, promotion, and tenure but not for reappointment), candidate's description of accomplishments and goals (usually, a 500- to 1000-word narrative), and annual evaluations measured against CUNY standards for promotion and tenure (see below), [ACRL Guidelines for the Appointment, Promotion and Tenure of Academic Librarians](#), and other criteria outlined in this document.
- d. The Chief Librarian submits the [Academic Review Committee Evaluation Form](#) reporting the vote of the committee to the ARC, any required letters of recommendation (for promotion and tenure only), and a statement from the Chief Librarian to the ARC. Candidate statements and supporting documentation are used to inform the Library Executive Committee decisions and the Chief Librarian Statement to the ARC, but they are not forwarded to the ARC. If there is a split decision on the Library Executive Committee, members other than the Chief Librarian may submit a minority report to the ARC.
- e. The Chair of the Library Executive Committee, the Chief Librarian, shares the results of Library Executive Committee decision, but not the specific vote count, with the library faculty member candidate.
- f. The candidate may appeal a negative decision by writing to the Chair of the ARC (the GC Provost) within 30 days calendar of notification.

Criteria for Reappointment, Promotion, Tenure

Resources:

- CUNY Board of Trustees Bylaws, Section 6.2 Tenure
 - http://policy.cuny.edu/bylaws/article_vi/section_6.2./text/#Navigation_Location
- Statement of the Board of Higher Education on Academic Personnel Practice in the City of New York (1976)
 - <http://www.qcc.cuny.edu/SocialSciences/ppecorino/Faculty-Information/UFS-CUNY-Statement-Personnel-Practice.html>
- Graduate Center Academic Review Committee form
 - [http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/Academic-Review-Committee-Evaluation-Form-\(Library\)-11-2013-3.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/Academic-Review-Committee-Evaluation-Form-(Library)-11-2013-3.pdf)
- A Guideline for the Appointment, Promotion, and Tenure of Academic Librarians (ACRL)
 - <http://www.ala.org/acrl/standards/promotiontenure>
- ACRL Standards for Faculty Status for Academic Librarians (June 2007, revised October 2011)
 - <http://www.ala.org/acrl/standards/standardsfaculty>
- MLA Guidelines for Reviewing Work in the Digital Humanities and Digital Media
 - https://www.mla.org/guidelines_evaluation_digital
- The GC Library's Open Access Publishing Statement
 - <http://library.gc.cuny.edu/about-the-library/>
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Promotion and Tenure: Teaching Faculty and Librarians

The following is excerpted from **CUNY Code of Practice, Section II, 1.1-1.2**. Teaching qualifications may be applicable or not, depending on library faculty job descriptions.

1. INSTRUCTORS, ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS, AND PROFESSORS.

1.2 Qualifications (qualifications for librarian are in bold):

1.2.1. INSTRUCTOR.

For appointment as an instructor, the candidate must have demonstrated satisfactory qualities of personality and character, ability to teach successfully, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution. He/she must also have an appropriate master's degree from an accredited institution, or active progress toward a doctorate.

1.2.2 ASSISTANT PROFESSOR.

For appointment as or promotion (for instructors appointed prior to October 1, 1968) to assistant professor, the candidate must have demonstrated satisfactory qualities of personality and character, evidence of significant success as a teacher, interest in productive scholarship or creative achievement and willingness to cooperate with others for the good of the institution.

In the libraries, for promotion to or appointment as assistant professor, the candidate must, in addition to the requirements of instructor, have completed a doctorate or an additional master's degree and in exceptional cases some other logical combination of two years' graduate study or more beyond the bachelor's degree.

1.2.3. ASSOCIATE PROFESSOR.

For promotion or appointment to the rank of associate professor, the candidate must possess the qualifications for an assistant professor, he/she must possess a record of significant achievement in his/her field or profession, or as a college or university administrator. There shall be evidence that his/her alertness and intellectual energy are respected outside his/her own immediate academic community. There shall be evidence of his/her continued growth and of continued effectiveness in teaching. Longevity and seniority alone shall not be sufficient for promotion.

In the libraries, for promotion to or appointment as associate professor, the candidate must, in addition to the requirements set forth for assistant professors in the libraries, possess a record of significant achievement in his/her profession. There shall be evidence that his/her competence and achievements are recognized and respected outside his/her own immediate community.

1.2.4. PROFESSOR.

For promotion or appointment to the rank of professor, the candidate must possess the qualifications for an associate professor, and in addition a record of exceptional intellectual, educational, or artistic achievement and an established reputation for excellence in teaching and scholarship in his/her discipline. There shall be evidence of his/her continued growth and the judgment on promotion shall consider primarily evidence of achievement in teaching and scholarship following the most recent promotion. Longevity and seniority alone shall not be sufficient for promotion.

Librarian Faculty Reappointment and Promotion Criteria by Rank

Rank	Degree	Contributions to the GC Educational and Research Mission	Requirements for Rank
Instructor	Accredited MLS (or equiv)	capacity for effective performance of library assignments	demonstrated capacity to address problems of librarianship demonstrated capacity to contribute to the profession recognized locally
Assistant Professor	MLS (or equiv) and 2 nd Master's or PhD	evidence of significant contributions through effective performance of library assignments	demonstrated capacity to address problems of librarianship demonstrated progress in scholarship or applicable tool-building or other achievement(s) professional leadership on a local or broader scale
Associate Professor	MLS (or equiv) and 2 nd Master's or PhD	evidence of substantial contributions to the library	evidence of sustained capacity to address complex problems in librarianship significant published research, tool-building or other achievement(s) continued professional leadership on a local or broader scale
Professor	MLS (or equiv) and 2 nd Master's or PhD	sustained capacity for the effective performance of library assignments	evidence of outstanding capacity to address complex problems in librarianship contributions characterized by rigorous and significant published research, tool-building or other achievement(s) leadership in a nationally or internationally recognized field or professional organization

Dean's Pre-Tenure Review

Toward the end of the third-year spring semester of a non-tenured faculty member's service, after the Executive Officer's annual evaluation memorandum but before the spring commencement, the Dean of the program's disciplinary cluster shall review the professional record of the faculty member to date and prepare a memorandum that assesses the candidate's total academic progress. A document detailing this process is available from the Provost's Office.

Tenure

Tenure shall not normally be granted before the seventh annual reappointment in a tenure track line. According to Article 9.8 of the [PSC CUNY Contract](#), instructors with four or more years of service may also request two years of credit toward tenure on the Assistant Professor line.

Only in exceptional cases may tenure be granted before that time - including cases when... (a) Appointment to the faculty requires the continuation of tenure previously awarded by another institution of higher learning (b) a prestigious fellowship valuable to the college concerned interrupts service during the probationary period (c) Some extraordinary reason indicates that the college would be well served by the early grant of tenure. ([Manual of General Policy](#), Article V, section 6)

From [Bylaws, Sec. 6.2](#) (revised 2007)

- a. *A person employed on or after September 1, 2006 full-time on an annual salary in the title of professor, associate professor, assistant professor, . . . or in any grade or position which the board in its discretion may add hereto, who after serving on an annual salary in any of the above titles for seven full years continuously, has been appointed or shall be appointed for an eighth full year, shall have tenure effective on the first day of September following his/her reappointment for the eighth full year.*
- b. *Persons promoted to the rank of professor shall be granted tenure after not more than four years of continuous full-time service on an annual salary in positions on the instructional staff.*
- c. *A distinguished person of proven record appointed to the title of professor, who had tenure in another accredited institution of higher learning, may be appointed with immediate tenure by the board in its discretion.*
- d. *Appointments on or after September 1, 2006 – A person appointed to the title of professor, associate professor, or assistant professor may be granted early tenure by the board in its discretion, under these bylaws, after not less than one nor more than seven years of continuous satisfactory service on an annual salary basis, when such service is interrupted by the period of a fellowship deemed by the college valuable to it, when for a very substantial reason the college would be well served by such early grant of tenure or when the person has had tenure in another accredited institution of higher learning.*
- e. *A person who has attained tenure under one of the provisions of section 6.2 or section 6.3. of these bylaws in an educational unit under the jurisdiction of the board of trustees, and who is subsequently appointed to a comparable position on an annual salary basis in another education unit under the jurisdiction of the board, shall retain his/her tenure.*
- f. *f. The decision of the board to reappoint with tenure a person in a title for which seven years of full-time continuous service is required for achieving tenure shall be communicated in writing to the person affected not later than December first preceding*

the expiration of the seventh full year of service. The decision of the board to reappoint with tenure shall be communicated in writing to the person affected not later than December first preceding the expiration of the fifth full year of service. Where an appointee begins his/her service after September thirtieth the tenure period shall not begin until the succeeding September first, and when an appointment is made during the month of September, the appointment shall date as of September first of that year for the purposes of tenure Library Executive Committee and GC Academic Review Committee Documentation.

Library Executive Committee and GC Academic Review Committee Documentation

- Library faculty members must announce to the Chief Librarian in spring of the year they request promotion and/or tenure. At this time candidates also submit materials below, and a list of reviewers to contact for an early fall review.
- Documentation for reappointment, tenure and promotion review:
 - a. Current curriculum vitae citing:
 - degrees and other credentials
 - higher education and other relevant work experience
 - publications with indication of invited, peer-reviewed, not peer-reviewed ([ARC instructions](#): asterisk next to non-refereed publications:)
 - books and accepted book proposals
 - contributions to books or journals
 - reference works entries (encyclopedias, handbooks)
 - proceedings from public or professional forums
 - translations
 - reviews, reports relevant to librarianship, teaching, or areas of academic concern
 - other publications, such as blog posts of significance
 - presentations at conferences, meetings, events
 - events, workshops, conferences organized
 - other contributions, such as interviews
 - evidence of impact, such as metrics
 - offices held in professional organizations; contributions while in office
 - service to CUNY, higher education, librarianship, other communities
 - research or scholarly activity in progress
 - academic or professional honors
 - grants and awards
 - list of references (only for tenure and promotion, not reappointment; see next section on Letters of Evaluation)

b. Narrative, including quality and extent of library work and contributions to scholarship and service, that provides information about, and a context for, notable recent works and accomplishments:

- Library work:
 - performance of routine assignments including (based on job description) teaching; reference; collection development, organization, and analysis; tool-building; web site maintenance and development; written communication with students, faculty, and staff; and other project management
 - projects involving library catalogs, e-resources, discovery tools, retrieval networks and systems relevant to assigned and elected responsibilities
 - expansion and maintenance of professional knowledge relevant to library services, policy, and projects
 - delivery of reference and instruction, including (based on job description) instruction to library users in consultation, classroom, and workshop settings
 - development of assigned collections and resources; communication with constituents about those collections
 - initiation or modification of workflows, procedures, services, tools, collaborations, or projects to improve efficiency
 - collaborations with library or other partner institutions
 - collaborations with library colleagues, students, and faculty

- Development of:
 - research guides, tutorials, or workshop series
 - mentoring programs
 - tools, platforms, or digital projects adopted by other communities
 - exhibits, indexes, or substantial bibliography
 - editorial responsibilities for professional, scholarly, or creative works
 - public leadership on professional issues, or in professional organizations
 - digital projects of significance

- Leadership in professional organizations, for example:
 - GC centers and organizations (e.g. CLAGS, IRADAC, MEMEAC)
 - local organizations (e.g. METRO, LACUNY)
 - regional organizations and chapters (e.g. IDS, ACRL/NY)
 - national organizations (e.g. ALA, ACRL)
 - international organizations (e.g. IFLA, Educause, NDLTD, DOAJ)
 - organizing professional conferences or major events

Letters of evaluation (required for appointment, promotion, or tenure)

Letters of evaluations should reflect candidates' professional contributions to the educational and research mission of the institution and the quality of contributions to librarianship, scholarship and service. Given that collaboration and community participation is standard and essential in the library field, Library Guidelines differ from section 6a of the Graduate Center's *Guidelines for Faculty Evaluation, Reappointment, Tenure and Promotion* document in that letters may come from colleagues on the library faculty, if they are not direct supervisors, from the members of the academic community outside the library, and/ or from professional colleagues outside the institution, including librarians who do not hold faculty rank. Reviewers and evaluators may also have been a collaborator, co-author, or dissertation/thesis advisor of the candidate, including in cases of appointment of an assistant professor without tenure. All letters should contain a statement about how the candidate is known to the evaluator. Letters of evaluation may be sent in electronic format for evaluation by the Library Executive Committee and ARC committees, and a hard copy on the institutional letterhead of the reviewer is required for the personnel file [\[ARC form\]](#).

Appointment: Candidates for appointment require a minimum of three letters of support from outside the Graduate Center library faculty. The library faculty candidates for appointment are responsible for selecting references and for making requests for letters to be sent in hard copy to the Chief Librarian.

Promotion: The candidate for promotion may suggest reviewers, and the committee may select from that list. One of the three letters for the promotion application may be selected by the committee independently of the candidate. The Chief Librarian requests and receives all review letters for the promotion application. Evaluators are identified for Library Executive Committee and the ARC indicating those selected independently of the candidate.

Tenure: The candidate for tenure may suggest reviewers, and the committee may select from that list. A minimum of four evaluation letters, with at least two of the four selected independently of the candidate, are required for the tenure application. The Chief Librarian requests and receives all review letters for the tenure application. Evaluators are identified for Library Executive Committee and the ARC indicating those selected independently of the candidate.

Reassigned Time

Eligible untenured library faculty in Assistant, Associate, and Full Professor ranks are entitled to 30 weeks (1050 hours) or an average of six weeks of reassigned time over the first five years of annual appointments on the tenure clock. Scheduling of reassigned time is subject to the approval of the Chief Librarian. A report consisting of the number of days of reassigned time taken is due from each participating faculty member to the Chief Librarian for transfer to the Provost's office in the spring.

Professional Reassignment Leave

Library faculty may apply for up to **five weeks of professional reassignment leave** per year. Applications must be submitted to the Chief Librarian in sufficient time for the Library Executive Committee to meet and to forward requests by the stated deadlines. Deadlines: May 1 to Chief Librarian for June 1 notification of the Dean of Libraries for leaves requested to be taken between *September 1 and January 31*; November 1 to Chief Librarian for December 1 notification to the Dean of Libraries for leaves requested to be taken between *February 1 and August 31*.

Fellowship Leave

Application for fellowship leave ([Article 25.3](#)) may be made by any member of the permanent instructional staff after six years of full-time service in titles which are on the permanent instructional staff, exclusive of leaves for other purposes. There are two application cycles per year for fellowship leave with an early March deadline for fall leaves and an early May deadline for spring leaves. Applications must be reviewed and voted upon by the Library Executive committee in the February prior to a fall leave and in April prior to a spring leave. A report about fellowship leave activities is due to the Provost one month after return.