

Repealed by [F98-2](#)

## S80-6 Library Director: Selection and Review

### Legislative History:

At its meeting of March 23, 1981, the Academic Senate approved the attached amended policy recommendation as presented by Dr. William Tidwell, Chairman, Professional Standards Committee.

#### **ACTION BY THE UNIVERSITY PRESIDENT:**

"Approved and Accepted as University Policy. Effective immediately." Signed by Gail Fullerton, April 21, 1981.

### **POLICY RECOMMENDATION**

#### **LIBRARY DIRECTOR - SELECTION AND REVIEW**

##### 1. The Library Director: Responsibilities

The Library Director reports to the Academic Vice President and is responsible, through personnel and budget administration, for the effectiveness of the Library's operations, the quality of its collections, the competence of its staff, its governance, and additional programs assigned by the Academic Vice President. The Director, equivalent to an academic dean, serves on the Council of Deans as well as appropriate faculty, administrative, or Library committees. The Director works closely with the Associate Academic Vice President, the Dean of Academic Planning, the Dean of Graduate Studies and Research, and the Dean of Undergraduate Studies and must insure that the plans of the Library are consistent with the overall academic policies and mission of the University.

##### 2. The Selection Committee

###### 2.1 Composition.

The Selection Committee shall consist of the following members:

- a) three tenured librarians
- b) four tenured teaching faculty, including one department chair

- c) one school dean
- d) one student currently enrolled and in good standing
- e) the Academic Vice President serving in an ex officio, non-voting capacity

## 2.2 Appointment.

The appointment of the Selection Committee shall proceed in the following manner:

### a) Librarians.

The Executive Committee of the Academic Senate shall designate an Academic Senator from the General Unit to conduct an election for the purpose of selecting the librarian representatives. All librarians eligible to vote in Academic Senate elections shall be eligible to vote for the librarian members.

### b) Teaching faculty and school dean.

The Academic Senate shall publish notice of intention to appoint a selection committee and shall solicit written nominations for membership on the Committee from the University community. The nominees shall include tenured faculty and administrators. For purposes of this section, the Director of the Instructional Resources Center shall be considered in the category of the department chair.

- 1) The Secretary of the Academic Senate shall provide the Senate with a list of the names of all such nominees and the list shall be published as an attachment to the Senate minutes.
- 2) These Committee members shall be selected from the published list of nominees by mutual consent of a majority of the elected members of the Senate Executive Committee and the President.
- 3) Immediately upon completion of the appointment process, the Academic Senate Chairperson shall report the membership of the Selection Committee to the Senate and, through attachment to the Senate minutes, to the entire University community.

### c) Student.

The student member shall be appointed by the President in consultation with the Executive Committee.

## 2.3 Organization of the Committee.

As soon as its members are selected, the Committee shall elect its Chair and consult with the Academic Vice President regarding the scope and procedures of the search, the target date for the report, the funds and clerical assistance available, the qualifications expected of the candidates, and other matters relating to the selection process.

## 2.4 Scope and Procedures.

The scope of search shall be conducted in accordance with the University's Affirmative Action Policy. Finalists should be interviewed. The Committee shall provide the librarians an opportunity as a group to meet with each finalist and present their opinions of individual candidates to the Committee.

## 2.5 Committee Recommendations.

At the conclusion of its search, the Committee shall report to the President, the names of at least two, but preferably three or four, candidates it considers best qualified to fill the vacant position. The President shall meet with the Committee to discuss its recommendations. The President may appoint any of the persons recommended by the Committee. The Committee shall not take part in negotiations with them unless requested to do so by the President. The Selection Committee's records shall be turned over to the President with its report.

## 2.6 Action by the President.

If the President decides not to appoint, or is unable to appoint any of the recommended candidates, she or he may either ask the Committee to make a further search or consult with the Executive Committee of the Academic Senate regarding appointment of a new selection committee.

## 3. The Review Committee

### 3.1 Purpose.

The purpose of the review of the Director is to give the University community an effective and formal opportunity to inform and advise the President on the performance of the Director and effectiveness of library operations.

### 3.2 Timing of Review.

A review of the Library Director shall be conducted at least every sixth year. The Library Director serves at the pleasure of the President and is subject to an administrative review at such time and in such manner as the President may direct.

### 3.3 Appointment and Composition.

The Review Committee shall have the same composition and be selected in the same manner as the Selection Committee for the Library Director with the exception of the Academic Vice President who shall not serve on the Review Committee in any capacity. (See Section 2.1 - 2.2 of this policy.)

### 3.4 Criteria for Review.

The Review Committee, in consultation with the Academic Vice President, shall specify the criteria for evaluating the Director's performance. In general, the Director shall be evaluated with respect to his/her performance in these general areas: Library faculty and staff development, development of Library collections and services, including responsiveness to the academic mission of the University, and overall management and administration. The criteria for review shall be constructed in the light of the Director's job description. The Director shall be asked to examine the criteria developed and to make such comments or suggest such additions as may seem advisable. The Director shall be given an opportunity to provide the Review Committee with self-evaluation in terms of the criteria for evaluation, if the Director so desires.

### 3.5 Procedures for Review.

The procedures shall be designed to secure information and appraisals of performance. Librarians, deand, faculty, library support staff, students, and others who have information relevant to the criteria should be given the opportunity to provide appraisals of the Director's performance.

### 3.6 Report.

a) The Review Committee shall consult with the Academic Vice President before drafting its report. Following that consultation, and at the conclusion of its evaluative activities, the Review Committee shall prepare a written report embodying findings and conclusions. The report of the Review Committee shall include a statement of the strengths and weaknesses found in the Director's performance with respect to the evaluative criteria. All raw data collected for the review shall accompany, but not be a part of, the Review Committee's Report.

b) The report shall normally contain a specific recommendation by the Review Committee that the Director be reappointed or not be reappointed, with or without qualification. A majority vote of the Review Committee shall be sufficient to approve the report; the numerical vote shall be stated in the report. A minority report or reports shall be appended if requested by any member of the Committee. Minority reports shall be seen by all members of the Review Committee.

c) Before the report is submitted to the President through the Academic Vice President, the Review Committee shall:

- 1) Provide the Director with a copy of the proposed report without accompanying written confidential information evaluations.
- 2) Provide the Director with the opportunity to meet with the Review Committee in order to discuss the report.
- 3) Provide the Director with the opportunity to append a written statement which shall become part of the report to the President.

### 3.7 Action of the President.

If, after discussion with the Review Committee, the Director, and other appropriate sources of information, the President is inclined to believe that a decision other than the one recommended by the Committee would best serve the interests of the University, before acting on that inclination the President shall:

- a) Consult once again with the Review Committee to share his or her inclination and the reasons therefore, to ascertain if some mutually agreeable course of action or decision can be found upon which the President could act. Failing that, the President shall:
- b) Consult with the Executive Committee of the Academic Senate, which shall receive both the report of the Review Committee and the reasons, stated in writing, why the President is inclined to a contrary decision. The purpose of such a meeting would be to ascertain if some mutually agreeable course of action or decision can be found. Failing that, the President shall:
- c) Make such decision as she or he considers best for the welfare of the University and, for the confidential record, stipulate in writing the reasons for the decision.

### 4. Confidentiality.

The opinions and judgments received by a selection or review committee, the deliberations and reports of such committees, and any accompanying materials, shall be confidential.

### 5. Appointment of an Acting Director.

An Acting Director may be appointed by the President to fill a temporary vacancy in the office of the Library Director. In recommending such an appointment, the Academic Vice President shall consult with the Executive Committee of the Academic Senate, and the program heads of the Library. The Academic Vice President shall consult with them regarding the anticipated length of an acting appointment and recommendations as to candidates for the acting appointment. An acting appointment should be for less than one year if possible and should not exceed two years.