

Superseded by S92-3

S90-6

At its meeting of April 2, 1990, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.

APPOINTMENT AND EVALUATION POLICY FOR TEMPORARY LIBRARY FACULTY

This policy supersedes previous university policy or practice concerning full-time and part-time temporary appointment of library faculty. All temporary appointments must be made in accordance with relevant provisions of the agreement between the California State University and the California Faculty Association, and the University Affirmative Action Policy. The Academic Vice President may waive normal search requirements for distinguished visiting library faculty at the request of the First Level Personnel Committee and the Library Director.

A. Full-Time Temporary Appointments

Full-time temporary appointments should not be used as a substitute for probationary appointments.

1. There are two types of full-time temporary appointments:

a. Appointments to replace faculty members on leave, or to provide library service while a search continues for a person to fill a probationary position. Normally, such appointments are available only for a semester or a year.

b. Appointments designed to meet the needs of departments when circumstances in the library, such as funding, make it difficult to establish at that time a probationary position, but in which a full-time appointment is desirable. Normally, such appointments are available for no more than three years.

All such appointments must be reviewed annually; renewal for a second or third year shall be contingent upon the availability of work and satisfactory performance.

National affirmative action searches need not be conducted for appointments extended through three years. In those cases in which positions are to be maintained as temporary beyond three years, new national affirmative action searches are required. It is the policy of the University to identify and seek to convert positions filled by temporary faculty which could, consistent with sound academic planning, be filled by tenure-track faculty.

2. Persons initially appointed to temporary positions may apply for probationary appointment, in accordance with the University Affirmative Action Policy, if a probationary position is available. Persons appointed to probationary positions may be granted one or two years of credit toward tenure for previous service.

B. Part-Time Temporary Appointments

1. Part-time temporary appointments are designed to meet a variety of need within the library. Some of these, for example, may be to enrich the curriculum, to provide instruction in specialized areas not otherwise available to the University, to provide flexibility in staffing to meet unanticipated student demand or shifts in enrollment, or to replace faculty members on leave or on temporary assignments elsewhere.

2. Part-time appointments may be renewed indefinitely. A new affirmative action search need not be conducted each time a part-time appointment is to be renewed, but persons receiving successive part-time appointments must be evaluated in comparison with candidates recruited through an appropriate affirmative action search at least once every two years. Appointments at the end of a two-year period, as well as new appointments, must be made in accordance with the University Affirmative Action Policy for the recruitment of part-time, temporary faculty.

C. Conditions of Appointment

1. Appointment requires a Master's degree in Library Science from a library school accredited by the American Library Association or an equivalent degree.

2. The placement of an appointee on the salary schedule is a function of an individual's qualifications, not whether the appointment is on a full- or part-time basis. Appointment shall be in accordance with standards in Appointment, Retention, Tenure and Promotion Standards and Procedures for Librarians (F89-4).

3. Offers of appointment are to be made in writing by the Library Director.

D. Timing and Term of Temporary Appointments

Prior to appointment, candidates should be informed in writing of the nature, term and conditions of their appointment, and of the criteria, standards, and procedures for evaluation.

E. Evaluation of Temporary Faculty

The performance of temporary faculty should be carefully evaluated in order to provide students with the best library service possible, and to assist in the careful consideration of temporary faculty for any future temporary or probationary positions for which they may be candidates.

At the end of three months, the department head or equivalent will schedule an oral interview with the temporary faculty member to review his/her progress to date.

Temporary faculty with appointments of less than six months shall be evaluated in writing by their supervisor, addressing the points listed in F89-4.

1. Full-Time Temporary Faculty

Full-time temporary faculty appointed for six months or more, regardless of a break in service, shall be evaluated according to the criteria established for evaluating regular faculty (effectiveness in academic assignment and scholarly or artistic or professional achievement). At a minimum, the First Level Personnel Committee shall consider an Annual Summary of Achievements and

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a curriculum vitae provided by the faculty member, and the written evaluation of the department head or equivalent. This material must be submitted to the chair of the First Level Personnel committee by the third Monday in March. During the period of review, this material shall be considered as an extension of the Personnel Action File. Copies of any material not provided by the faculty member and not previously a part of the Personnel Action File must be given to the faculty member before being considered by the committee.

The documentation and evaluations shall be forwarded by the First Level Personnel Committee to the appropriate Associate Director and the Library Director. Following the review, the evaluation shall be forwarded to the Personnel Action File and a copy forwarded to the faculty member; normally documentation will be returned to the faculty member.

The evaluation process should be completed by the third Monday in April.

2. Part-Time Temporary Faculty

Part-time temporary faculty appointed for six months or more, regardless of a break in service, shall be evaluated in terms of their particular assignment and the criteria appropriate to that assignment.

The First Level Personnel committee shall consider an Annual Summary of Achievements and a curriculum vitae provided by the faculty member and the department head or equivalent's written evaluation. During the period of review, this material shall be considered as an extension of the Personnel Action File. Copies of any material not provided by the faculty member and not previously a part of the Personnel Action File must be given to the faculty member before being considered by the committee.

The documentation and evaluations shall be forwarded by the First Level Personnel committee to the appropriate Associate Director and the Library Director. Following the review, the evaluation shall be forwarded to the Personnel Action File and a copy forwarded to the faculty member; normally documentation will be returned to the faculty member.

The evaluation process should be completed by the third Monday in May.

ACTION BY THE UNIVERSITY PRESIDENT:

*Approved and Accepted as University Policy
Effective Fall, 1990 and thereafter.*

*Gail Fullerton
June 15, 1990*