

At its meeting of February 3, 1992, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.

APPOINTMENT AND EVALUATION POLICY FOR LIBRARY FACULTY WITH TEMPORARY APPOINTMENTS

This policy supersedes previous university policy (S90-6) concerning full-time and part-time library faculty with temporary appointments. 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. It should be clearly understood that all types of temporary appointments are distinct from probationary (tenure-track) appointments and do not guarantee or imply the right to tenure or the eventuality of a tenure-track appointment.

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 library 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 satisfactory performance and the availability of funding and work.

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 faculty with temporary appointments which could, consistent with sound academic planning, be filled by probationary or tenured 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 needs 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 faculty with part-time, temporary appointments.

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. Only the President has the authority to appoint library faculty; however, written offers of appointment may be made by the Library Director, the Associate Academic Vice President for Faculty Affairs, or the Academic Vice President, as delegated by the President. Oral offers or offers made by persons other than those listed in the previous sentence are neither valid nor binding upon the University

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 Faculty with Temporary Appointments

The performance of faculty with temporary appointments should be carefully evaluated in order to provide students with the best library service possible, and to assist in the careful consideration of these faculty members 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 faculty member to review his/her progress to date.

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

1. Faculty with Full-Time Temporary Appointments

Faculty with full-time temporary appointments of eight months or more, regardless of a break in service, shall be evaluated according to the criteria established for evaluating probationary/tenured library 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 a curriculum vitae provided by the faculty member, and the written evaluation by 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 by the First Level Personnel Committee before being considered by the committee.

The documentation and evaluations shall be forwarded by the First Level Personnel Committee to the department head. The department head shall forward the dossier to the appropriate Associate Director for evaluation and signature. The appropriate Associate Director shall then return the documentation and evaluations to the Library Office which shall notify the candidate to review the documentation and evaluations.

Each faculty member under review shall indicate that s/he has read the evaluations by the First Level Personnel Committee, department head and the Associate Director. If a faculty member disagrees with the evaluations by the First Level Personnel Committee, the department head, or the Associate Director, s/he shall have the right to respond to or rebut in writing the evaluation within seven (7) calendar days after notification of the evaluation. (Responses or rebuttals should be addressed to the Library Director but should be delivered to the Library Office to be added to the rest of the documentation and evaluations.) Upon request, the faculty member may be provided an opportunity to discuss the evaluation with the evaluating party. This provision shall not require that the timelines be altered.

The documentation and evaluations shall be forwarded to the Library Director no earlier than the eighth day after notification, accompanied by any response or rebuttal materials.

When the Library Director's evaluations are completed, each faculty member under review shall indicate that s/he has read the evaluation by the Library Director. If a faculty member disagrees with the evaluation by the Library Director, s/he shall have the right to respond to or rebut in writing the evaluation within seven (7) calendar days after notification of the completed evaluation. (Responses or rebuttals should be addressed to the Associate Academic Vice President for Faculty Affairs but should be delivered to the Library Office to be added to the rest of the documentation and evaluations.) Upon request, the faculty member may be provided an opportunity to discuss the evaluation with the Library Director. This provision shall not require that the timelines be altered.

Following the review, the completed evaluations shall be forwarded to the official Personnel Action File and the Library Personnel Action File no earlier than the eighth day after notification, accompanied by any response or rebuttal materials. A copy of the completed evaluation shall also be forwarded to the faculty member. All other documentation used in the review shall become part of the Library Personnel Action File.

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

2. Faculty with Part-Time Temporary Appointments

Faculty with part-time appointments of eight 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 by the First Level Personnel Committee before being considered by the committee.

The documentation and evaluations shall be forwarded by the First Level Personnel Committee to the department head. The department head shall forward the dossier to the appropriate Associate Director for evaluation and signature. The appropriate Associate Director shall then return the documentation and evaluations to the Library Office who shall notify the candidate to review the documentation and evaluations.

Each faculty member under review shall indicate that s/he has read the evaluations of the First Level Personnel Committee, department head and the Associate Director. If a faculty member disagrees with the evaluations of the First Level Personnel Committee, the department head, or the Associate Director, s/he shall have the right to respond to or rebut in writing the evaluations within seven (7) calendar days after notification of these evaluations. (Responses or rebuttals should be addressed to the Library

Director but should be delivered to the Library Office to be added to the rest of the documentation and evaluations.) Upon request, the faculty member may be provided an opportunity to discuss the evaluation with the evaluating party. This provision shall not require that the timelines be altered.

The Associate Director shall forward copies of the evaluation and documentation to the Library Director who shall in turn forward copies of the completed evaluation to the official Personnel Action File and the Library Personnel Action File no earlier than the eighth day after notification, accompanied by any response or rebuttal materials. A copy of the completed evaluation shall also be forwarded to the faculty member. All other documentation used in the review shall become part of the Library Personnel Action File.

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

ACTION BY THE UNIVERSITY PRESIDENT: Approved by President J. Handel Evans on February 11, 1992.