

BYLAWS

(Approved by the Library Faculty on March 20, 2009 via secret ballot)

ARTICLE I: Name and Objectives

The name of the organization is The Florida State University Libraries Faculty Assembly. The purpose of the organization is to share significantly in the governance of the FSU Libraries, including:

- Discussing and advising on new policies, services, and programs in accordance with Article VI, Section I;
- Participating in the recruitment of new faculty and other professionals (See App. C);
- Administering and overseeing the processes for faculty, promotion and the awarding of merit salary increases (See App. A & B) ;
- Facilitating communication and information sharing among the librarians;
- Fostering an environment of professionalism and collegiality;
- Promoting discussion of issues of concern to the librarians.

ARTICLE II: Membership

Section 1. The FSU Libraries consist of the Robert Manning Strozier Library, the Paul A.M. Dirac Science Library, the Technical Services Division, and the College of Engineering Reading Room/Library.

Section 2. All in-unit and out of-unit members assigned to the Libraries, including those on visiting appointments, and those having an appointment of at least 50%, constitute the Faculty.

ARTICLE III: Dean of University Libraries

The Dean of University Libraries serves as the chief executive officer of University Libraries. The Dean is appointed by and serves at the pleasure of the Provost and Executive Vice President for Academic Affairs. The Dean is responsible to the university administration and the faculty and staff of the libraries. The Dean represents University Libraries in its relations with other libraries, departments and divisions of the University as well as with non-university organizations and individuals. The Dean is responsible for such matters as strategic planning, appointments, selection and recruitment of new faculty, faculty evaluation and assignments of responsibilities processes, promotion recommendations, salary adjustments, and budget matters and will consult with the University Libraries committees on these matters as appropriate. The Dean of University Libraries meets monthly with Department Heads and with members of the Executive Committee, who serve in an advisory capacity to the

Dean. The Dean shall appoint any individuals needed to administer the Libraries affairs. These individuals serve at the discretion of the Dean.

ARTICLE IV: Officers

Section 1. The officers of the organization constitute the Executive Committee. The Committee consists of:

- Chair: During the first year of implementation, a Chair will be elected for a one-year term;
- Vice-Chair/Chair Elect: The Vice-Chair will be elected for a two-year term, the first year as Vice-Chair, and the second year as Chair;
- Faculty Senator;
- Chairs of Standing Committees;
- Secretary: The Secretary will be elected annually, and may serve a maximum of two consecutive terms;
- Parliamentarian: The Chair will appoint annually, with the advice and consent of the Vice-Chair and the Secretary, the Parliamentarian;
- Member-at-Large: The Member-at-Large will be elected annually.

Section 2. Duties of officers

- Chair: Presides over meetings of the Executive Committee and the general meetings of the Faculty Assembly; attends meetings of the Dean's Council; recommends policies, resolutions, and amendments to the bylaws; sets the agenda for the general meetings of the faculty; determines whether votes shall be by paper ballot or show of hands; writes an annual report of the activities of the Faculty. Shall be responsible for writing formal charges for Faculty Assembly Committees, identifying appropriate membership, and communicating that information to the Executive Committee and the committees. Shall be responsible for keeping files of reports made by all committees. In collaboration with the Dean of University Libraries establishes and dissolves ad hoc committees.
- Vice-Chair/Chair Elect: Serves in all capacities in the absence of the Chair; carries out any functions delegated by the Chair; determines, together with the Parliamentarian, issues of quorum at meetings and counts votes whenever a written ballot or show of hands is used.
- Secretary: Records minutes of meetings of the Executive Committee and general meetings of the faculty; distributes minutes to the Faculty within two weeks after a meeting; maintains a file of all meeting minutes and all actions of standing and ad hoc committees.

- Parliamentarian: Is familiar with Standard code of parliamentary procedure, 4th ed., 2001, by Alice Sturgis; answers questions regarding procedure during Executive Committee meetings and general faculty meetings; determines, together with the Vice-Chair, issues of quorum at meetings and counts votes whenever a written ballot or show of hands is used.
- The Chair and/or selected designated members shall have monthly meeting with the Dean of University Libraries.
- Shall be responsible for the overall supervision and conduct of all nominations and elections for the Libraries Faculty Assembly (with the exception of the Merit and Promotion Committees). The committee shall endeavor to see that there is wide representation from among the faculty on committees.

ARTICLE V: Meetings

Section 1. Scheduling and Conduct

- Regular meetings of the Faculty Assembly will be held at least once during the fall, spring, and summer on dates fixed by the Executive Committee. Ten calendar days' notice will be given to the membership stating date, time, place of the meeting, and the agenda.
- Individual members of the Faculty Assembly wishing to place an item on the meeting agenda must make a proposal to the Executive Committee for consideration. If the Committee feels that the item should take another direction, e.g., be referred to a committee rather than being placed on the meeting agenda, the Committee should be prepared to explain its reasoning to the faculty member making the proposal.
- Special or additional meetings may be called by the Chair of the Executive Committee or by petition of the membership if signed by one-fourth of the membership. The petition must state the purpose of the meeting. A minimum of two days' notice will be given to the membership stating date, time, place of the meeting, and the agenda.
- Meetings will be conducted according to Standard code of parliamentary procedure, 4th ed., 2001, by Alice Sturgis.
- Voting will normally be accomplished by ballot. Voting will take place by a show of hands if deemed appropriate by the Chair.
- Annual reports of committees will be given at the Fall semester meeting. Written copies of the reports will be submitted to the chair of the Executive Committee for the archives.

Section 2. Quorum and Ratification

- A two-thirds majority of the authorized membership shall constitute a quorum.
- If a scheduled meeting is unable to reach a quorum, the meeting will be conducted as planned with those present, provided at least 20% of faculty members are in attendance. Any decisions or actions made at such provisional meetings will be subject to review and vote for ratification at the next meeting or by ballot.
- Ratification will require two-thirds of the votes of the quorum (if voting is by show of hands) and two-thirds of the assembly (if by ballot).

ARTICLE VI: Committees and Task Forces

Section 1. Types of committees and task forces

- Standing committees are intended to support the work of the Faculty Assembly on a *continuing* basis. Standing committees (with the exception of the Merit and Promotion Committees) shall be elected and charged by the Faculty Assembly, and will be reviewed at least every five years.
- Ad hoc committees are intended to be *short-term*, to work on a specific problem or issue. They may have a formal written charge, and are created and given defined assignments by the Faculty Assembly in collaboration with the Dean of University Libraries. Ad hoc committees should have time limits and reporting requirements.
- Task forces are assigned time limits for their work. Task forces investigate specific problems, undertake specific tasks, and recommend solutions to problems they investigate. A task force will be given a formal written charge.

Section 2. Standing committees

- Executive Committee: See Article IV above.
- Promotion Committee: The Promotion Committee functions in accordance with Appendix J, Florida State University Criteria and Procedures for Promotion for Librarians, of the Collective Bargaining Agreement between The Florida State University Board of Trustees and the United Faculty of Florida. **See Bylaws: Appendix A.**
- Merit Committee: The Merit Committee functions in accordance with Florida State University Libraries criteria and procedures for awarding library faculty merit monies. **See Bylaws: Appendix B.**
- Committee on Professional Development, Research, and Travel:

- The Committee on Professional Development, Research, and Travel shall collaborate with the appropriate library personnel representative for faculty development to identify and promote faculty development and research needs through formal and/or informal periodic needs assessments; assist in developing and planning presentations; and encourage and facilitate participation in local, state, regional, and national organizations.
- The Committee shall consist of three members, elected at large from the Faculty Assembly. The Vice-Chair of the Executive Committee and the appropriate library personnel representative for faculty, shall serve as ex-officio members.
- Committee members shall serve three-year staggered terms, with one new member being elected annually. The Committee shall elect its own chair.

ARTICLE VII: Nominations and Elections

Section 1. Nomination and election of Executive Committee members

The Executive Committee, hereafter called the Committee, will conduct elections by ballot each spring from among the Libraries Faculty Assembly for Executive Committee Vice-Chair/Chair Elect, Secretary, and Member-at-Large.

Section 2. Nomination and election of standing committee members

- The Committee will conduct elections by ballot each spring for one-third of the members of the Committee on Professional Development, Research, and Travel.
- Elections for members of the Merit and Promotion Committees will be according to separate procedures (See Appendices A and B).

Section 3. Nomination and election of Faculty Senator

- The Committee will conduct an election in February of alternate years for Faculty Senator. The University Libraries is entitled to one (1) representative to the Faculty Senate. The representative serves for a two-year term. The term of this representative will begin at the April Faculty Senate meeting following the election, and continue through the March Faculty Senate meeting two years later.
- An alternate is selected in this election as well. The alternate serves whenever illness, professional travel, or other obligations make it impossible for the designated Senator to be present. In the

event that the Faculty Senator position becomes vacant, the alternate assumes the position.

- It is mandatory that the Faculty Senator attends and participates in Senate activities, and reports to the Faculty Assembly on Senate actions and activities.

Section 4. Midterm vacancies

- Midterm vacancies on the Executive Committee shall be filled by special election held during the academic year, following procedures developed by the Executive Committee for this purpose.
- A midterm vacancy of the alternate Faculty Senator position shall be filled by special election held during the academic year, following procedures developed by the Executive Committee for this purpose.
- Midterm vacancies of standing committee representatives shall be filled by special appointment process held during the academic year, following procedures developed by the Executive Committee for this purpose.

ARTICLE VIII: Faculty Evaluations

The performance of all faculty members, with the exception of those on personal leave of absence and/or those not being reappointed who have either received or are not entitled to receive a notice of non-reappointment, is evaluated annually during the Spring Semester. Faculty evaluations are based upon assigned duties and responsibilities, taking into consideration the nature of the assignments and the quality of performance. The Merit Committee (**see Appendix B**) provides a ranked list of faculty to the Dean of Libraries.

Section 1. Evidence of Performance

Each faculty member prepares an Evidence of Performance (a departmental form is provided) in spring of each year covering activities undertaken in the preceding calendar year. The Evidence of Performance (EOP) is then submitted to the faculty member's immediate supervisor for use by him/her in preparing the annual evaluation.

Section 2. Annual Evaluation

Each supervisor prepares an Annual Faculty Evaluation Summary Form and a narrative for each faculty member reporting to him/her. The narrative should highlight major accomplishments and needed areas of growth for the faculty member. Progress toward promotion letters will be prepared for all faculty below the rank of University Librarian and will become part of the faculty member's file.

All faculty evaluations are then submitted to the Dean of University Libraries for review. In situations where the Dean of University Libraries is the evaluator and reviewer, the Annual Evaluation Summary form and narrative is reviewed by the Dean of the Faculties.

ARTICLE IX: Amendments

Section 1. Proposal of amendments

Amendments to these Bylaws may be proposed through written petitions, signed by committees and task forces of the Faculty Assembly, or by three or more members of the Faculty Assembly.

Section 2. Ratifying amendments

- Proposed amendments to the Bylaws shall be presented in writing to the Secretary of the Executive Committee, who shall transmit them to members of the Faculty Assembly at least 10 days in advance of any regular or special meeting.
- Within one week after the regular or special meeting, the Executive Committee shall distribute ballots to the Faculty Assembly, which must be returned to the Committee by the deadline indicated on the ballot.
- Adoption shall require the support of two-thirds of the Assembly. The amendments shall be in effect immediately after the announcement by the Committee that the required number of votes for adoption has been obtained.

BYLAWS: APPENDIX A

Collective Bargaining Agreement

**The Florida State University
Board of Trustees
and
The United Faculty of Florida
Appendix J
Florida State University
Criteria and Procedures for
Promotion for Librarians**

Librarians: In Unit and Out of Unit Promotion Criteria and the selection of Promotion Committee members will be in accordance with Appendix J, Florida State University Criteria and Procedures for Promotion for Librarians, of the Collective Bargaining Agreement between The Florida State University Board of Trustees and the United Faculty of Florida.

Assistant In/Associate In/Research Associate: Promotional ladder is Assistant In, Associate In, and then Research Associate. An Assistant In becomes eligible for promotion from Assistant In to Associate In after 5 years in service with a Bachelor's degree or after 3 years in service with a Master's degree. A Research Associate must have a Ph.D. (or terminal degree) or 10 years of training and experience at the Assistant In and/or Associate In level(s). Promotion criteria for Library Assistant In/Associate In and Research Associate faculty focus on degree, time in service and performance. A sustained record of excellence and effectiveness in providing professional services to FSU Libraries in his or her area of specialty normally suffices for promotion.

BYLAWS: APPENDIX B

(note--specific dates listed below are set annually by Merit Committee to coincide with faculty evaluation process)

The Merit Committee is responsible for the merit process for in-unit faculty. The Dean of Libraries is responsible for the merit process for out-of-unit faculty.

FLORIDA STATE UNIVERSITY LIBRARIES CRITERIA AND PROCEDURES FOR AWARDING IN-UNIT FACULTY MERIT MONIES

Rev. 11/2007 (definition of "Merit Year" changed 4/9/08)

The Merit Award process is presented in three parts, as follows:

Part A: Procedures

Part B: Annual Merit Statement of Activities

Part C: In-unit* Faculty Merit Recommendation Form

PART A

In-unit faculty of the Florida State University Libraries who contribute significantly to the mission and goals of the Libraries may receive tangible recognition in the form of merit monies. Decisions regarding such merit awards shall be based on the in-unit faculty member's level of performance of assigned duties and on the in-unit faculty member's achievements. Participation in the Merit process is not mandatory but is highly recommended.

This document may be used to recommend distribution of other monies such as discretionary or salary compression/inversion funds.

ELIGIBILITY. Eligibility is determined by the provisions of the FSU Board of Trustees/United Faculty of Florida Agreement, and FSU Administration.

EVALUATIVE DOCUMENTS. Only these two forms shall be used to determine meritorious performance: 1) ***Annual Merit Statement of Activities (Part B)*** to be completed by the in-unit faculty member and 2) ***In-unit Faculty Merit Recommendation Form (Part C)*** to be completed by the in-unit faculty member's supervisor. These two forms shall be distributed by the Merit Committee Chair in the same timeframe that faculty evaluation materials are distributed (typically in late January). In-unit faculty and supervisors shall return the completed original forms with signatures to the chair of the Merit Committee by February 27th. Copies of both forms must also be sent to the Department Head, Assistant Director, and Associate Director.

REVIEWING BODY: An elected Merit Committee will consist of five in-unit faculty members from the bargaining unit, two from the rank of University Librarian and three from the ranks of Assistant in Libraries, Associate in Libraries, Assistant University Librarian and Associate University Librarian. The committee will elect a vice-chair each year, who will then become chair the following year. The Associate Director for Administration shall serve as an ex-officio member of this committee. A quorum shall consist of 3 of the 5 elected members.

The committee will be elected annually in September with two staggered two year terms. Terms run from October 1st to September 30th. Three-fifths of the committee will be newly elected each year. The Administrative Office will distribute ballots by September 15th. The committee chair will notify in-unit faculty of the upcoming election prior to the distribution of the ballots. A quorum (2/3 of eligible in-unit faculty) must vote in the election in order for the results to be considered valid. The Associate Director for Administration and the Chair of the Merit Committee will count ballots and inform the in-unit faculty and administration of the election results.

Any in-unit faculty member in the bargaining unit in the ranks of Assistant in Libraries, Associate in Libraries, Assistant University Librarian, Associate University Librarian, or University Librarian who has been employed by the FSU Libraries since February 1 of the current evaluative year is eligible for membership on the Merit Committee. Names of all qualified in-unit faculty will appear on the ballot unless a written request is made to the Chair of the Committee prior to September 1.

If for any reason a committee member becomes unable to serve on the Committee or leaves the employment of the FSU Libraries, an election will be held immediately to replace that member for the duration of the original appointment. Should the chair resign, the vice-chair will assume the position as chair for the remainder of the year.

EVALUATIVE PROCESS. The Merit Committee will evaluate the documents; tabulate the total points and revise as needed; prepare a ranked list to be forwarded to the Dean of Libraries; and notify in-unit faculty when the review and ranking has been completed. To assess each participating in-unit faculty member's level of merit the committee shall use a formula in which the in-unit faculty member may receive a maximum total of 50 points for information contained in the **Annual Merit Statement of Activities** and 50 points for ratings on the **In-unit Faculty Merit Recommendation Form**. The Committee will also evaluate the Merit Criteria and Procedures annually in October. Details of the point system are as follows:

- 1) **Annual Merit Statement of Activities (Part B).** A maximum total of 50 points may be earned for professional development activities which are not included in the in-unit faculty member's assigned duties.
- 2) **In-unit Faculty Merit Recommendation Form (Part C).** There are three levels for each evaluative category. A maximum of 50 points may be achieved. Specific point values are listed in Part C. When an in-unit faculty member has more than one supervisor during the year, a Part C will be completed by each supervisor for the period he or she has supervised (unless the in-unit faculty member is opting out of the process). The scores will be prorated by the Committee.
- 3) In-unit faculty members who are opting out of the Merit process should notify the chair of the Merit Committee in writing by February 27th, with copies to his or her supervisor, Department Head, Assistant Director, and Associate Director.

Specific point values are indicated on the **Annual Merit Statement of Activities** form (see attachment) for different types of continuing education, professional involvement, scholarly and creative activities, and service to the library, university, or community. Activities listed on the form must have been accomplished while in an in-unit faculty position at Florida State University between January 1 and December 31 of the previous year.

The Merit Committee shall examine the forms to ensure that in-unit faculty are reporting activities in a consistent manner. It may request additional details or documentation from any in-unit faculty member who's **Annual Merit Statement of Activities** contains incomplete information or irregularities, and the in-unit faculty member may be asked to submit a revised form.

Where differing opinions exist, the decision of the committee shall be final. Committee members may not vote on decisions affecting their own **Annual Merit Statement of Activities**.

RANKING. After each in-unit faculty member's total points have been tabulated, the Merit Committee shall compile a list ranking the in-unit faculty from the highest score to the lowest. If two or more in-unit faculty members have identical scores, they shall be assigned the same

position in the ranking. When two in-unit faculty members share the same ranking, the next number in the ranking shall not be assigned. When three in-unit faculty members share the same ranking, the next two numbers in the ranking shall not be assigned, etc. The ranked list will be forwarded to the Dean of Libraries.

REPORTING. The in-unit faculty members shall then be notified by the Merit Committee that the review and ranking have been completed. The same memorandum shall include a form that the in-unit faculty member may complete if he or she wishes to be informed of his/her own exact position in the ranking (e.g., ranked number 8 in a field of 30).

The complete list shall be submitted to the Dean of Libraries, who has the final responsibility for implementing the agreed upon method by which faculty merit monies are distributed if funds are available. In-unit faculty with higher rankings shall receive merit awards, with the highest ranked in-unit faculty members receiving the largest increases, depending on the availability of merit funds. When recommendations for merit monies have been made by the Dean, a summary report shall be sent to all in-unit faculty. This report shall state the total amount of merit money available for in-unit faculty.

DISPOSITION OF DOCUMENTS. Upon completion of the Committee's work, each in-unit faculty member's *Annual Merit Statement of Activities* and *In-unit Faculty Merit Recommendation Form* shall be placed in the faculty member's personnel file in the Libraries' Administrative Office unless he or she has opted out of the merit process.

REVIEW/REVISION OF THIS POLICY. These Criteria and Procedures shall be evaluated annually in October by the Merit Committee. Minor updates by the Committee need not be approved by the Libraries' in-unit faculty. Any substantive changes proposed by this Committee must be approved by review and vote of the full Libraries' in-unit faculty. The final changes must be communicated to the in-unit faculty prior to the evaluation period in which the changes will take effect.

Merit Part B

Rev. 11/2007 (definition of "Merit Year" changed 4/9/08)

FLORIDA STATE UNIVERSITY LIBRARIES 2008 ANNUAL STATEMENT OF ACTIVITIES

In-unit Faculty Member's Name: _____

Date: _____

In-unit faculty members shall use this form to list all continuing education, professional/creative and service activities accomplished between January 1, 2008 and December 31, 2008. List in detail specific dates, citations of publications, names of workshops, etc.

If any activity is not precisely covered in the categories below, list it under the most closely related category. Each activity may only be listed under one category. If you would like to clarify where to list an activity, contact the Chair of the Merit Committee.

Total your points alongside each category for which you have listed appropriate activities and give the sum of the points in the space provided. These are quality points which will be considered in decisions regarding merit salary increase ranking. Although the maximum number of points that can be earned is 50, faculty are encouraged to include all relevant activities.

I. CONTINUING EDUCATION

Points

- _____ A. Professional Continuing Education and Training (professional workshops, conferences, symposia, etc.)
Workshop - up to 1/2 day (.25 point):
Workshop - full day (.5 point):
Conference - multi-day (.5 point per day attended):
- _____ B. Academic Coursework, job related (1 point per course)
- _____ C. Academic Coursework, not job related (.5 point per course)
- _____ D. Completion of an advanced degree: masters (except MLS or equivalent when already employed as an FSU librarian), advanced masters, or doctorate. (4 points for masters, 4 points for advanced masters, 5 points for doctorate)

II. PROFESSIONAL INVOLVEMENT

MEMBERSHIP IN LIBRARY, INFORMATION and/or ACADEMICALLY-RELATED PROFESSIONAL ASSOCIATIONS

- _____ A. Local, State, Regional (.5 point each)
- _____ B. National, each subdivision of ALA may be counted separately (1 point each)

PARTICIPATION IN LIBRARY, INFORMATION and/or ACADEMICALLY-RELATED PROFESSIONAL ASSOCIATIONS

- _____ C. Committee member in professional association (2 points each):
- _____ D. Office holder, board member, committee chair, list moderator, webmaster (3 points):

III. SCHOLARLY AND CREATIVE ACTIVITIES

- _____ A. Presentation (panelist, speaker, Webcast, poster session, etc.) at professional conference, workshop, etc. (1 point each for in-house presentations, 2 points each for external presentations)
- _____ B. Publication:
 - Book in a job-related field (4 points each)
 - Article in a national journal or a chapter in a book in job-related field (3 points each)
 - Article in a regional, state, or local journal in a job-related field (1 point each)
 - Designing a website in a job related field (2 points each)
- _____ C. Editing:
 - Book in a job-related field (2 points each)
 - Journal in a job-related field (2 points each)
 - Newsletter in a job-related field (1 point each)
- _____ D. Other publication: Minor publication in job-related field (book reviews, bibliographies, newsletters, etc.) or any publication in other fields (.5 point each)

IV. SERVICE

- _____ A. Service to the LIBRARIES:
 - Appointed committee member, FSU Friends of the Library, special projects not included in job assignments, etc. (1 point each)
 - Committee chair of an appointed committee/Elected committee member/ Project coordinator/Grant writer (2 points each)
 - Elected Committee chair (3 points)
- _____ B. Service to the UNIVERSITY (committees, Faculty Senate, Alumni Association, Board of Directors, etc.) (3 points each)

- _____ C. Service to the COMMUNITY (active volunteer participation in community service organizations or projects, e.g. WFSU Radio/TV volunteer, Foster Grandparents, Literacy Volunteers tutor, mentor, officer in local service club, etc.) (.25 point each)

V. TOTAL POINTS

If there is anything that you would like the Merit Committee to know about some activity mentioned in this report and/or the point value assigned to it, please include it below.

Comments:

In-unit faculty member's signature & date

Merit Part C

Rev. 11/2007 (Covers January 1, 2008-December 31, 2008)

**FLORIDA STATE UNIVERSITY LIBRARIES
IN-UNIT FACULTY MERIT RECOMMENDATION FORM**

Faculty Member's Name _____

Faculty Member's Title _____

Department _____

Please exercise care and fairness when applying these ratings. Be sure to:

- 1) Base the recommendation on job performance for the entire merit year supervised, not on isolated incidents.
- 2) Consider the level of accomplishment in relation to the individual's length of time in the current position.
- 3) If applicable, take supervisory responsibilities into account.

The scale values for items 1, 2, 3, 4, 5 are:

- | | | |
|-----|---|------------------------------------|
| 5 | = | Average/Satisfactory |
| 7.5 | = | Above Average/Exceeds Requirements |
| 10 | = | Outstanding/Superior |

Faculty Member's Name _____
 Faculty Member's Title _____
 Department _____

**FLORIDA STATE UNIVERSITY LIBRARIES
 IN-UNIT FACULTY MERIT RECOMMENDATION FORM**

	Outstanding/ Superior	Above Average/ Exceeds Requirements	Average/ Satisfactory
1. Initiative/Leadership	10	7.5	5
2. Job Expertise/Professional Development	10	7.5	5
3. Collaboration/Effective Working Relationships	10	7.5	5
4. Contribution of Ideas/ Participation in Departmental Discussions	10	7.5	5
5. Dependability/Reliability	10	7.5	5

TOTAL SCORE: _____ for the period supervised: _____

The above-named faculty member has been given assignments that provide equitable opportunities in relation to other faculty members in the FSU Libraries to meet the required criteria for promotion and merit salary increases?
 Yes _____ No _____ (If "No," please state reasons.)

 Supervisor's Signature/Date

Faculty member's statement (if any):

 Faculty Member's Signature/Date

Qualities Being Rated

The following are meant to be brief descriptions or examples of broad, general qualities, and not exact definitions.

Initiative/Leadership

Volunteers for assignments, seeks to improve work methods or products, takes the first step, offers help/takes the lead in a group to pull together a project or committee.

Job Expertise/Professional Development

Level of job knowledge and activity towards learning more, keeps up with changes in the profession.

Collaboration/Effective Working Relationships

Ability to work in team environments, such as on committees; ability to work cooperatively with individual colleagues on the job or in professional organizations/relationships with colleagues.

Contribution of Ideas/Participation in Departmental Discussions

Takes part in meetings, brainstorming, responsive to requests for feedback.

Dependability/Reliability

Assignments are done on time, or in a timely fashion as dictated by department needs.

BYLAWS APPENDIX C

Faculty Recruitment

FACULTY SEARCH COMMITTEES:

Consists of the Chair and two to five other faculty/staff members selected on a volunteer basis, with preference for knowledge of subject area of the search. The Search Committee with the appropriate human resources personnel, prepares the position announcement, reads all applications materials and prepares a list of candidates to interview, subject to approval by the Dean of University Libraries.

This Committee may recruit or meet potential candidates at library conferences with the intent of making recommendations for interviewing. Conducts interviews as needed, and prepares a list of candidates to bring to campus for interviews, subject to approval by the Dean of University Libraries. The Search Committee submits final recommendations for approval by the Dean of University Libraries.