Bylaws for the

Florida State University Libraries Faculty Assembly

at Florida State University

These are the bylaws for the Florida State University Libraries Faculty Assembly at Florida State University.

These bylaws were last approved on March 08, 2022 by a majority of the applicable voting members of the Libraries and on April 01, 2022 by the Office of Faculty Development and Advancement.

An update to the document was completed by the Bylaws Committee upon approval of the Faculty Assembly Executive Committee on November 07, 2025.

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Preamble

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 Florida State University Libraries, henceforth referred to as the Libraries, to include:

- Discussing and advising on new policies, services, and programs in accordance with Article VI, Section I.
- Administering and overseeing the processes for recommendations for faculty promotion, and the awarding of merit salary increases, as defined in V and VI below.
- Participating in the recruitment of new faculty, administrators, and other professionals, as well as in the internal organization thereof, as defined in III.G below.
- Facilitating communication and information sharing among the librarians.
- Fostering an environment of professionalism and collegiality.
- Promoting discussion of issues of concern to the librarians.

I. Bylaws

A. Adherence with Other Governing Documents.

At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement (if applicable to the home college), the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision.

Amendments are new sections appended to the Bylaws. Revisions are changes concerning current Libraries policies and procedures. Updates are minor edits for clarification or to be in alignment with FSU policies or procedures outside of Libraries. Amendments and revisions require approval by the Faculty Assembly; however, updates may be approved by the Faculty Assembly Executive Committee.

Section 1. Proposal of Amendments, Revisions, and Updates to the Bylaws

- Changes 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. Proposed changes to the Bylaws must be presented in writing to the Secretary of the Executive Committee.

Section 2. Ratifying Amendments and Revisions

- The Executive Committee will discuss the proposed amendments or revisions and provide suggestions on clarification of the language of the proposal as needed.

- Information sessions open to the Faculty Assembly may be held when the complexity of the amendments or revisions warrant explanation and discussion. The Secretary of the Executive Committee will transmit proposed amendments or revisions to members of the Faculty Assembly at least 10 days in advance of any regular or special meetings held to discuss amendments or revisions. Within 10 days following these meetings, ballots for approval of these changes will be distributed by the Bylaws Committee.

- If information sessions are not warranted then the Secretary of the Executive Committee will transmit the proposed amendments or revisions to the Faculty

Assembly at least 10 days in advance of the distribution of ballots for approval of these changes.

- Approval of proposed amendments or revisions require the support of a quorum of the Faculty Assembly.

- A two-thirds majority of the authorized membership constitutes 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.

- Ratification will require two-thirds of the votes of the quorum if voting is by show of hands and two-thirds of the Faculty Assembly if by ballot. 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.

- Within 10 days of the approval of the amendments or revisions by the Faculty Assembly, the Secretary of the Executive Committee will transmit the proposed amendments or revisions approved by the Faculty Assembly to the Dean or the Dean's surrogate.

- Within 10 days of the approval of the amendments or revisions by the Dean, the Bylaws Committee will transmit the revised Bylaws document to the Office of Faculty Development and Advancement.

- Once the revised Bylaws have been approved by the Office of Faculty Development and Advancement, the Bylaws Committee will announce the ratification of the changes to the Faculty Assembly and post the new Bylaws in a publicly accessible location.

C. Substantive Change Statement.

Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university web site https://sacs.fsu.edu/substantive-change-policy/

II. Membership and Voting Rights

A. Faculty Membership.

The Faculty Assembly of the Florida State University Libraries shall consist of those persons holding in-unit and out-of-unit faculty appointments assigned to the Dean of University Libraries, including those on visiting appointments and those having an appointment of at least 50%, at the rank of Assistant University Librarian, Associate University Librarian, and University Librarian.

B. FSU Libraries Membership.

In addition to the faculty defined in II.A above, all non-faculty employees who ultimately report to the Dean of University Libraries are members of the FSU Libraries.

C. Faculty Voting Rights.

All Faculty Assembly members are eligible to vote as described in these Bylaws and on any revisions to these Bylaws.

D. Non-faculty Voting Rights.

Non-faculty members of the FSU Libraries do not have voting rights in the Faculty Assembly.

III. Libraries Organization and Governance

A. Jurisdiction.

Section 1.

The basic legislative body of the Libraries shall consist of the Faculty Assembly in the Libraries, as defined in II. A. above. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the Libraries.

Section 2.

The Faculty Assembly in the Libraries may resolve on any issue of general interest to the University or Libraries and make recommendations to the appropriate officer or body.

B. Faculty Meetings.

Regular meetings of the Faculty Assembly will be held at least once during the Fall and Spring semesters 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 business 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.

C. Director/Other Administrator Selection.

When a vacancy in the position of Dean of University Libraries is anticipated, the Associate Deans of the Libraries collaborate with the Office of the Provost to prepare a position description and announcement.

A Dean of University Libraries Search Committee must include at least two members of the FSU Libraries Faculty Assembly: the Chair of the Faculty Assembly Executive Committee (or their designee) and an Associate Dean of the Libraries. The Search Committee must include representatives from at least two FSU Libraries divisions. The Search Committee submits final recommendations regarding the candidates to the Office of the Provost.

Candidates for Dean of University Libraries must participate in an open forum widely accessible to Libraries employees, including an opportunity for question-and-answer with Libraries employees. Libraries employees must have an opportunity to provide feedback on the forum to the Search Committee.

D. Libraries Leadership.

The Dean of University Libraries serves as the chief executive officer of the Libraries.

The Dean is appointed by and serves at the pleasure of the Provost and Vice President for Planning and Programs. The Dean is responsible to the university administration and the faculty and staff of the Libraries.

The Dean represents the 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 Libraries committees on these matters as appropriate.

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

E. Libraries Committees.

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 committee members are elected by the Faculty Assembly. With the exception of the Faculty Evaluation and In-Unit Promotion Committees, standing committees may consist of in-unit and/or out-of-unit faculty. Standing Committees are charged by the Chair of the Faculty Assembly Executive Committee. The Faculty Assembly Executive Committee reviews the standing committee charges at least every five years.

- Ad hoc committees are intended to be short-term, to work on a specific problem or issue. They 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. Committee and Task Force Responsibilities

- Faculty Assembly members agree to abide by the rulings of Faculty Assembly Committees and Task Forces.

Section 3. Officers. Faculty Assembly Executive Committee (FAEC)

- The Faculty Assembly Executive Committee (FAEC) is responsible for the shared governance of the affairs of the University Libraries' faculty, consistent with the Collective Bargaining Agreement and these bylaws. The Executive Committee coordinates the work of the Faculty Assembly's standing committees and task forces and advises the Dean in matters of policy and planning.

- The officers of the organization constitute the FAEC. The Committee consists of:
    - Chair: The Chair will serve for a one-year term.
    - Vice-Chair/Chair-Elect: The Vice-Chair/Chair-Elect will be elected for a two-year term, the first year as Vice-Chair/Chair-Elect, and the second year as Chair.
    - Faculty Senator: The Faculty Senator will be elected for a two year term.
    - Secretary: The Secretary will be elected annually.
    - Parliamentarian: The Chair will appoint the Parliamentarian annually, with the advice and consent of the Vice-Chair and the Secretary.
    - Member-at-Large: The Member-at-Large will be elected annually.

- The Chairs of each Standing Committee, as determined by these Committees, shall also serve as members of the FAEC.

Section 4. Duties of Officers

a. Chair

- Presides over meetings of the Executive Committee and the general meetings of the Faculty Assembly.
- Attends meetings of any Libraries leadership teams.
- Recommends policies, resolutions, and amendments to the Bylaws; sets the agenda for the general meetings of the faculty.
- Writes an annual report of the activities of the Faculty.
- Writes formal charges for Faculty Assembly Committees and communicates that information to the Executive Committee.
- Keeps files of reports made by all committees.
- Establishes and dissolves ad hoc committees in collaboration with the Dean of University Libraries.
- Meets with the Dean of University Libraries monthly or designates selected members as FAEC representatives as needed.

b. 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.

c. 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.

d. 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.
- Verifies election results.

e. Faculty Senator

- Must attend and participate in Senate activities, and report to the Faculty Assembly on Senate actions and activities.

- An alternate may serve 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.

f. Member-at-large

- Attends all committee meetings and performs duties as assigned.

Section 5. Standing Committees

a. Executive Committee

- See III. E. Section 1 above.

b. Out-of-Unit Promotion Committee

- The Out-of-Unit Promotion Committee is responsible for the review and recommendation of all out-of-unit library faculty according to the criteria and procedures in Article VI below.
- The Out-of-Unit Promotion Committee consists of all Florida State University Libraries' Associate Deans not seeking promotion in the present cycle, and the Chair of the Faculty Assembly Executive Committee. The Vice-Chair/Chair-Elect of the Faculty Assembly Executive Committee serves as an alternate member.
- The Associate Dean of Administrative Services serves as Chair of the Out-of-Unit Promotion Committee, but does not serve as an officer of the Faculty Assembly Executive Committee. The Chair of the Faculty Assembly Executive Committee (or their alternate) relays any relevant information and updates between the Out-of-Unit Promotion Committee and the Faculty Assembly Executive Committee.
- In the event the Faculty Assembly Executive Committee Chair and Vice Chair/Chair-Elect cannot serve, an officer of the Faculty Assembly Executive Committee will be appointed by the Chair of the Faculty Assembly Executive Committee as an alternate member to review and vote on the Out-of-Unit promotion candidate.
- For more information regarding the committee and its work, see Article V below.

c. In-Unit Promotion Committee

- The In-Unit Promotion Committee is responsible for the review and recommendation of all in-unit library faculty according to the criteria and procedures in Article VI below.
- The In-Unit 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.
- The In-Unit Promotion Committee consists of five elected voting members and one elected alternate, who will vote only when serving in place of a voting member. Those elected will consist of two University Librarians, three Associate University Librarians and one alternate Assistant, Associate, or University Librarian.
- The Associate Dean for Administrative Services serves as an ex-officio member.

- For more information regarding the committee and its work, see Article VI below.

d. Bylaws Committee

- The Bylaws Committee is responsible for the review of the Libraries Faculty Assembly Bylaws and recommendation of subsequent updates to the Bylaws.
- The Bylaws Committee collaborates with the Faculty Assembly Executive Committee and Associate Dean for Administrative Services to propose and draft updates and changes to the Bylaws.
- The Bylaws Committee is responsible for the overall supervision and conduct of all nominations and elections for the Faculty Assembly committees. The committee endeavors to see that there is wide representation from among the faculty on committees.
- The Committee consists of three members, elected at large from the Faculty Assembly. The Chair of the Executive Committee and the Associate Dean for Administrative Services and the Parliamentarian serve as ex-officio members.
- Committee members serve staggered terms, usually of three years. The Committee elects its own chair. For the first year, one person will be elected for a one-year term, one person for a two-year term, and one for a three-year term.
- Term adjustments to correct staggered terms may be instituted by the Chair of the Faculty Assembly in conjunction with the Bylaws Committee.

e. Faculty Evaluation Committee

- The Faculty Evaluation Committee is responsible for peer evaluations of all in-unit library faculty according to established guidelines for such and for making recommendations to the faculty regarding evaluation and merit procedures.
- The Faculty Evaluation Committee functions in accordance with the Libraries' criteria and procedures for evaluation and merit.
- For more information regarding the committee and its work, see Article V below.
- An elected Faculty Evaluation Committee will consist of five in-unit faculty members from the bargaining unit, each of whom must, by the date they will assume office, have been employed for at least three (3) years as an in-unit librarian at the Florida State University Libraries, including any years served in a "Visiting" position.
- The committee will elect a vice-chair each year, who will then become chair the following year.
- The Associate Dean for Administrative Services serves as an ex-officio member of this committee. A quorum consists of 3 of the 5 elected members.

f. Committee on Professional Development, Research, and Travel

- The Committee on Professional Development, Research, and Travel identifies and promotes faculty development and research needs.
- The Committee consists 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 serve as ex-officio members.
- Committee members serve three-year staggered terms, with a new member being elected annually.

- The Committee elects its own chair.
- Term adjustments to correct staggered terms may be instituted by the Chair of the Faculty Assembly in conjunction with the Committee on Professional Development, Research, and Travel.

g. Mentoring Committee

- The Mentoring Committee collaborates with the appropriate library personnel to conduct a formalized mentoring program by which mentors will assist new faculty members in understanding the culture of the Libraries and the University; assists them in understanding and navigating the promotion and merit processes; helps new faculty to seek University, state, and national-level mentoring opportunities.
- The Committee consists 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 serve as ex-officio members.
- Committee members serve three-year staggered terms, with one new member being elected annually.
- The Committee elects its own chair.
- The Committee is expected to use, but is not bound by, the Faculty Assembly Mentoring Committee Procedural Guidelines.

h. Faculty Affairs Committee

- The Faculty Affairs Committee advances the Faculty Assembly's broad charge to facilitate communication and information sharing, to promote the discussion of issues and concern to librarians, and to foster an environment of professionalism and collegiality.
- The Faculty Affairs Committee is responsible for the planning and execution of Faculty Assembly-sponsored open forums. These forums will vary in topic, addressing issues and concerns offered by the Libraries faculty body-at-large. The purpose of these forums is to offer a space for library faculty to discuss topics of conversation among their peers and administrators openly, and to arrive at distinct ideas and action items for resolution.
- The Faculty Affairs Committee is responsible for proactively organizing activities and initiatives related to the facilitation of communication and information sharing among the Libraries' faculty.
- The Committee consists of three members elected at large from the Faculty Assembly. There is no minimum time in rank required for membership.
- Committee members serve three-year staggered terms with a new member elected annually.
- Term adjustments to correct staggered terms may be instituted by the Chair of the Faculty Assembly in conjunction with the Faculty Affairs Committee.
- The Committee elects its own chair.

Section 6. Nomination and Election of Faculty Assembly Executive Committee Members

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

Section 7. Nomination and Election of Standing Committee Members

- The Bylaws Committee will conduct elections by ballot each Spring semester for one-third of the Bylaws Committee, one-third of the Professional Development, Research, and Travel Committee, one-third of Faculty Affairs Committee, and one-third of the Mentoring Committee.

- Elections for members of the Faculty Evaluation and In-Unit Promotion Committees will be according to separate procedures.

Section 8. Nomination and Election of Faculty Evaluation Committee Members

- The Faculty Evaluation 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.

- Any in-unit faculty member who has been employed by the Libraries since February 1 of the current evaluative year is eligible for membership on the Faculty Evaluation Committee.

- Prior to distributing the ballots on or before September 15th, the Chair of the Bylaws Committee will notify in-unit faculty of the upcoming election.

- Names of all qualified in-unit faculty will appear on the ballot unless a written request to opt-out of the election is made to the Chair of the Bylaws Committee prior to September 1.

- A quorum (2/3 of eligible in-unit faculty) must vote in the election for the results to be considered valid. The Chair of the Bylaws Committee will inform the in-unit faculty and administration of the election results.

- If for any reason a committee member becomes unable to serve on the Committee or leaves the employment of the Libraries, an election will be held immediately to replace that member for the duration of the original appointment.

- When the Libraries' faculty does not include sufficient Librarians from the appropriate classification who are eligible for service on the Evaluation Committee, a librarian will be elected from another position classification.

- Should the chair resign, the vice-chair will assume the position as chair for the remainder of the year.

Section 9. Nomination and Election of Faculty Promotions Committee Members

- The Bylaws Committee will supervise the election of the Committee each Spring semester. Prior to the election, the Bylaws Committee will request the names of any librarians who choose to opt out of serving on the committee.

- All Assistant, Associate, and University Librarians who have been employed at least one year as an in-unit librarian at the University as of the date of the election and are not "Visiting" are eligible for election.

- A member forfeits their right to be considered for promotion during the same year(s) they serve on the Committee. Librarians who expect to submit a binder for promotion during the term of service will disqualify themselves from being elected to the Promotion Committee and opt out of the election. Additionally, a librarian who is expected to be absent due to approved leave during the period of January 1 to February 15 will not be eligible for service on the Committee and should opt out of the election.

- All committee members will be elected at large. One University Librarian and one Associate University Librarian will be elected each year for a two-year term. The University Librarian in the second year of their term serves as chairperson.

- If a University Librarian in their second year is unable to serve as chairperson, the University Librarian in the first year of a term serves as chairperson.

- When the Libraries' faculty does not include sufficient Librarians from the appropriate classification who are eligible for service on the In-Unit Promotion Committee, a librarian will be elected from another position classification.

- A vacancy caused by termination, resignation, or inability to serve will be filled at the next regular election. However, the committee may not operate with less than five members. Should more than one vacancy exist, a special election must be called to fill the vacancies.

Section 10. Midterm Vacancies

- Midterm vacancies during the academic year on the Executive Committee will be filled by special election.

- With the exception of the In-Unit and Out-of-Unit Promotion Committees and the Faculty Evaluation Committee, midterm vacancies on any standing committee will be appointed by the Chair of the standing committee in consultation with the Chair of the Executive Committee.

- Any vacancies on the In-Unit Promotion Committee will be filled by election, as specified in III.E.9 above.

- Any vacancies on the Faculty Evaluation Committee will be filled by election, as specified in III.E.8 above.

F. Faculty Senators.

The Faculty Senate Elections Committee shall conduct the election process of the Specialized Faculty Senators in accordance with the Faculty Senate Bylaws. As stated in the Faculty Senate Constitution, there will be at least one Specialized Faculty Senator from University Libraries. 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.

In the event an elected senator cannot perform the duties of a senator, an alternate will take their place. In accordance with the Faculty Senate Bylaws, this alternate will be the candidate who received the second most votes in the election for the Specialized Faculty Senator from University Libraries.

G. Faculty Recruitment.

When a vacancy in a faculty position is anticipated, or a new faculty position is created, a candidate search is conducted by a Faculty Search Committee. Committees consist of a Committee Chair and two to five other faculty/staff members selected on a volunteer basis by the Committee Chair, with preference for those with knowledge of the subject or technical area of the search.

The position supervisor, in collaboration with the appropriate human resources personnel and others as appropriate, prepares the position announcement. The Committee reads all application materials and prepares a list of candidates to interview, subject to approval by the Dean of University Libraries. The Committee may recruit or meet potential candidates at library conferences with the intent of making recommendations for interviewing. The Committee 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 Committee submits final recommendations for approval by the Dean of University Libraries.

H. Unit Reorganization.

The faculty will participate in department-, division-, or library system-wide reorganizations, as detailed in University policy and the United Faculty of Florida Collective Bargaining Agreement Section 26.5(b).

Participation must include, but is not limited to: adequate notification to and opportunity for feedback from all faculty who will be directly affected by such a reorganization, and appropriate and timely communications to all FSU Libraries faculty, so as to maintain continuity of services to our community and sustain our professional values of trust, inclusion, and engagement.

IV. Curriculum and Degree Approval

A. Curriculum Review.

While the Faculty Assembly of the FSU Libraries participates in the creation and management of policies, services, and programs, the Libraries as a campus unit does not offer credit-bearing courses, nor does it sponsor undergraduate or graduate programs with formal curricula.

B. Degree Approval.

The FSU Libraries do not award degrees at any level, and therefore maintain no processes for degree approval.

V. Annual Evaluation of Faculty on Performance and Merit

The performance of all faculty members, except for 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 proportions, duties, nature of the assignments and the quality of performance.

A. Peer Involvement in Annual Performance and Merit Evaluation.

Each faculty member's performance will be evaluated relative to his or her assigned duties. Each faculty member's performance will be rated annually using the following university rating scale:

- Exceeds Expectations
- Meets Expectations
- Official Concern
- Does Not Meet Expectations

Section 1. Definitions

- The Performance evaluation provides for an assessment of performance for each faculty member using the following ratings:

    - Exceeds Expectations: This describes an individual who exceeds expectations during the evaluation period by virtue of demonstrating noted achievements in teaching, research, and service, which may include several of the following: high level of research/creative activity, professional recognitions, willingness to accept additional responsibilities, high level of commitment to serving students and the overall mission of the Department, involvement/leadership in professional associations, initiative in solving problems or developing new ideas.

- Meets Expectations: This describes an individual who demonstrates the requisite knowledge and skills in their field of specialty and completes assigned responsibilities in a manner that is both timely and consistent with the high expectations of the university.

- Official Concern: This describes an individual who demonstrates the requisite knowledge and skills in their field of specialty but is not completing assigned responsibilities in a manner that is consistent with the high standards of the university.

- Does Not Meet Expectations: This describes an individual who fails to demonstrate with consistency the knowledge, skills, or abilities required in their field of specialty and/or in completing assigned responsibilities. A Performance Improvement Plan (PIP) may be administered when a non-tenured faculty member receives an overall "Does Not Meet Expectations."

Section 2. Evidence of Performance

- Using a departmental form, each faculty member prepares an Evidence of Performance in the Spring semester of each year covering activities undertaken in the preceding calendar year. The Evidence of Performance, along with a written narrative of no more than 2 pages must be submitted to the faculty member's immediate supervisor and the Faculty Evaluation Committee for use in preparing the annual evaluation.

Section 3. Performance Evaluation

- Each supervisor prepares an Annual Faculty Evaluation Summary Form, provided in Appendix F of the Collective Bargaining Agreement, and a narrative for each faculty member reporting to them. The narrative should highlight major accomplishments and needed areas of growth for the faculty member in the areas of Service, Research and Instruction. The Evaluation Summary Form and its attachments must be distributed to the faculty member no later than June 15.

- Progress toward promotion letters will also 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 Vice President for Faculty Development and Advancement.

Section 4. Peer Review

- In accordance with Article 10 of the BOG-UFF Collective Bargaining Agreement, the Faculty Evaluation Committee will provide a peer evaluation letter yearly focusing on service, instruction, and research. This letter will be provided to the individual and the evaluator at least 30 days prior to the evaluation deadline.

- Faculty Evaluation Committee Members will not score or evaluate their own performance or merit or the performance or merit of those directly reporting to them. In those cases, the faculty evaluation component of those annual evaluation or merit application(s) will be performed by the remaining members of the Faculty Evaluation Committee.

Section 5. Merit

- The Faculty Evaluation Committee is responsible for the merit process for in-unit faculty.

- The Dean of University Libraries is responsible for the merit process for out-of-unit faculty.

- Procedures for the evaluation and awarding of merit are described in Appendix D.

B. Criteria for Evaluation of Tenure-track Faculty.

All faculty within the Libraries are classified as Specialized Faculty. Therefore, the Faculty Assembly maintains neither criteria nor procedures for the evaluation of tenure-track faculty.

C. Criteria for Evaluation of Specialized Faculty.

Criteria relating to opportunities for evaluation and promotion of in-unit faculty members in the Florida State University Libraries, including Service, Research and Creative Activity, and Instruction, are described in Appendix A of these Bylaws.

VI. Promotion and Tenure

A. Progress Toward Promotion Letter.

Each year, every faculty member who is not yet at the highest rank for their position will receive a letter that outlines progress toward promotion and/or tenure.

B. Third Year Review for Tenure-track Faculty.

Tenure-track faculty in their third year of service will receive an evaluation of their progress in meeting the college's expectations for promotion and tenure. However, as all faculty in the Libraries are classified as Specialized Faculty, the Faculty Assembly maintains neither criteria nor procedures for third-year review.

C. Peer Involvement in Evaluation of Promotion and Tenure of Faculty.

All faculty within the Libraries are classified as Specialized Faculty. Therefore, the Faculty Assembly maintains neither criteria nor procedures for the promotion of tenure-track faculty.

D. Criteria for Promotion and Tenure of Tenure-track Faculty.

All faculty within the Libraries are classified as Specialized Faculty. Therefore, the Faculty Assembly maintains neither criteria nor procedures for the promotion of tenure-track faculty.

E. Criteria for Promotion of Specialized Faculty.

Criteria relating to opportunities for evaluation and promotion of in-unit faculty members in the Florida State University Libraries, including Service, Research and Creative Activity, and Instruction, are described in Appendix A of these Bylaws.

Additional criteria and procedures relating to the promotion of in-unit faculty members are described in Appendix B of these Bylaws.

Finally, additional criteria and procedures relating to the promotion of out-of-unit faculty members are described in Appendix C of these Bylaws.

Appendix A: Criteria for In-Unit Faculty Evaluation and Promotion

I. Purpose and Scope

This Appendix supplements Article 14 and Appendix J of the Collective Bargaining Agreement and Articles V and VI of the University Libraries Faculty Assembly Bylaws by establishing additional criteria relating to opportunities for evaluation and promotion of in-unit faculty members in the Florida State University Libraries.

The *FSU Faculty Handbook*, Section Five: Faculty Development, mentions the primacy of academic excellence in evaluation and promotion decisions for Specialized Faculty at Florida State, outlines the University's general criteria for those decisions, and encourages each academic unit to develop its own more explicit expectations and standards as the operational basis for its evaluation and promotion recommendations. Further, the University's general criteria "shall be refined and adapted by each department/unit to reflect, as appropriate, the particular practices of the department's disciplines," such that each department amplifies the general criteria with specific criteria tailored to its mission (FSU BOT UFF CBA Article 14.2.b).

This document outlines the criteria of evaluation and promotion for faculty members, including Service, Research and Creative Activity, and Instruction. This document especially outlines the specific qualities of Service in the University Libraries, especially the Practice of Librarianship, which is a criterion unique to library faculty. The University Libraries are integral to the discovery, synthesis, transmission, and application of knowledge. By furthering the mission of University Libraries, members of the Libraries' faculty facilitate the integration and application of existing knowledge to create new knowledge, and promote learning, teaching, and research. The complexity of this mission requires a Libraries' faculty diverse in expertise and responsibilities.

The Libraries' Evaluation and Promotion Criteria are designed to promote evaluation of each faculty member's unique contributions to the Libraries, the University, and the community. Faculty evaluations are based upon assigned duties and responsibilities, taking into consideration the proportions, duties, nature of the assignments and the quality of performance. Promotion for in-unit faculty is based on sustained demonstrated merit, not years of service, whereas demonstrated competence is a general criteria for Associate Librarian and demonstrated excellence for University Librarian (FSU Libraries Bylaws, Appendix B).

II. Criteria

A. Service

Section 1. The Practice of Librarianship

- The practice of librarianship typically constitutes the most substantive activity for faculty in the University Libraries. University libraries are complex information environments, and the responsibilities of members of the Libraries' faculty vary markedly in their focus. The practice of librarianship comprises many facets of knowledge and practice, and each faculty assignment focuses on certain aspects of that practice. The varied nature of faculty responsibilities and contributions constitutes a strength of the University Libraries, and this variety among our faculty is valued. Faculty members' annual assignments of responsibilities (AORs), evidence of performance documents, and faculty narratives help reviewers understand the unique role of that faculty member within the University Libraries.

- The practice of librarianship includes but is not limited to the following abilities:
    - Collecting, describing, organizing, and ensuring long term durable access to information in all of its forms;
    - Teaching students, faculty, staff, and community members how to discover, evaluate, use, organize, and create information;
    - Applying professional knowledge and judgment in the management of library collections, services, and departments to further the teaching, research, and service missions of the University;
    - Partnering within the academic community to create and promote new forms of scholarly communication;
    - Developing and applying new services, programs, technologies, and instructional practices related to the above competencies.

- The University Libraries value excellence in librarianship. Members of the Libraries' faculty should demonstrate sustained growth in librarianship and high-quality contributions in the area(s) of their Assignments of Responsibilities (AORs) in librarianship. Documented initiative, innovation, creativity, and leadership in the design of services and solutions are particularly valued, as is evidence of the positive impact of the practice of librarianship.

- **Evaluative methods**: Assessment of the quality of contributions to the practice of librarianship is based on a peer evaluation by an FSU Libraries Faculty Assembly committee and their supervisor of documentation of accomplishments provided by the faculty member, including measures of the impact of those accomplishments.

Section 2. Service to the University, Society, and the Profession

- The University Libraries highly value active participation and leadership in service to the FSU community, the information professions, and the public. Members of the Libraries' faculty are expected to apply their professional expertise in developing new programs and services, providing solutions to problems, and guiding the strategic direction of the Libraries within the faculty member's core responsibilities. Libraries' faculty members contribute to the governance of the University or its various units, and to the diversity and intellectual life of the University and the community. Participation in state, regional, national, or international associations or organizations is expected.

- Contributions in this category may include but are not limited to:
    - participation in committees at all levels;
    - participation in task forces and other problem-solving activities;
    - mentorship;
    - contributions to the University's and the profession's programs to enhance equal opportunity and cultural diversity; assistance to student organizations; and
    - participation in academic governance.
- Outreach service may include:
    - leadership or service in professional associations or learned societies;
    - participation in community affairs as a representative of the University; and
    - assistance in the faculty member's field of expertise to groups, organizations, corporations, government, and communities.

- **Evaluative methods:** Contributions as indicated above, external letters of assessment for promotion reviews.

B. Instruction

Instruction by members of the Libraries' faculty is expected to be effective in advancing the learning experiences and learning outcomes of students and other audiences, and to contribute to the development of information literacy and an aptitude for life-long learning on the part of students and other audiences.

Faculty members are encouraged to provide supporting evidence to demonstrate the following standards of performance in instruction duties:

- Competence and adherence to professional standards in subject areas taught;
- Efforts to assess through a variety of evaluative methods and improve one's instruction through results;
- Commitment to student learning and literacies through reflective and effective use of a variety of instruction methods;
- Skills in promoting a productive learning environment.

Evaluative methods: Peer and supervisor reviews and student evaluations when applicable. Efforts to assess and improve one's instruction are especially valued, as is

evidence of reflective and creative use of a variety of instruction methods that advance learning. A variety of evaluative methods strengthens the assessment and is encouraged.

C. Research and Creative Accomplishments

Faculty members of the University Libraries are expected to establish research and creative accomplishments that are appropriate to their core responsibilities and rank and consistent with the Libraries' mission and goals.

Faculty members may include professional development activities towards Research and Creative Accomplishments, but they should be advised that these activities are generally not counted as highly as progress towards producing research and creative outputs. Attainment of or progress toward an additional advanced degree relevant to a faculty member's area of librarianship - and beyond the advanced degree required in FSU Libraries' Bylaws Appendix B - is considered in evaluation and promotion decisions.

The Faculty Assembly acknowledges that some faculty members who find themselves with high percentages of service or instruction responsibilities relative to their peers may not be afforded sufficient time or resources to develop a program of research as described below. In such cases, fewer formal products of scholarship may be required for evaluation and promotion, especially in cases where a candidate has an exceptional record of accomplishments in service and/or instruction.

The University Libraries highly value products of scholarship that have undergone an independent evaluation and selection process, such as peer review, rigorous editorial selection, or competitive juried selection. A rigorous editorial selection process may apply to books, parts of books, and articles in professionally significant non-refereed journals, as well as exhibits, presentations and other forms of creative activity. Also highly valued are contributions that have been invited or otherwise solicited, as well as those published by, or presented at conferences sponsored by, professional or scholarly organizations.

The University Libraries also values scholarship in emerging forms of scholarly communication, including pre-print submission, post-publication peer review, commits and releases of major software, and digital project websites.

The University Libraries respect both collaboration and individual initiative and value quality in research and creative accomplishment regardless of the format or means of dissemination. In addition to published articles, edited volumes, and other written work, the University Libraries also welcomes the development of code or software with research applications as well as discrete research outputs such as datasets, data visualizations, and digital project websites.

Evaluative methods: Contributions as indicated above. Faculty members should note that the EOP narrative is incredibly important for contextualizing research activities

within a broader program of research. Evidence of the impact of the faculty member's research and creative accomplishments, and of the faculty member's reputation in the discipline, are highly regarded.

Adapted from Penn State University Libraries P&T Criteria:
https://libraries.psu.edu/policies/ul-acg07

Appendix B: Criteria and Procedures for In-Unit Promotion

I. Purpose and Scope

This Appendix supplements Article 14 and Appendix J of the Collective Bargaining Agreement by establishing additional criteria and procedures relating to opportunities for promotion of in-unit faculty members in the Florida State University Libraries. The Appendix addresses the opportunities for advancement in rank within the faculty titles to which one may be promoted, including in ascending order of rank, Associate University Librarian and University Librarian.

II. Criteria

A. General

Section 1.

- The In-Unit Promotion Committee will make recommendations for promotion utilizing the criteria and procedures contained in this appendix and Appendix A. Among the criteria, demonstrated meritorious performance of duties must be considered of primary importance.

Section 2.

- As stated in Appendix J of the Collective Bargaining Agreement, although the period of time in a given rank at FSU is normally five years, demonstrated merit, not years of service, must be the guiding factor. Promotion is not automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification. A candidate must have been appointed in rank for at least one year at Florida State University by October 1 of the year in which the candidate wishes to be considered for promotion for the next contract year.

B. Associate University Librarian

For candidates for promotion to the rank of Associate University Librarian, the committee must take into account the criteria in Appendix J, section J.2(b) of the Collective Bargaining Agreement, along with the following:

1. The candidate possesses a master's degree from an American Library Association accredited program, a master's level program in library and information studies accredited or recognized by the appropriate national body of another country, or a master's degree in a specialized area and appropriate experience as a professional librarian consistent with university guidelines and relevant to the position.

2. The candidate has demonstrated competence in areas such as intellectual attainment, maturity of judgment, initiative, resourcefulness, teamwork, and effectiveness in working with the public and library staff, to the appropriate extent for their area of specialization.

3. The candidate has presented documentation of effective performance that shows an enhancement of responsibility and continuing growth, as summarized in a statement by the candidate.

C. University Librarian

For candidates for promotion to the rank of University Librarian, the committee must consider the criteria in Appendix J, section J.2(b)of the Collective Bargaining Agreement, along with the following:

1. The candidate possesses a master's degree from an American Library Association accredited program or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country, or a master's degree in a specialized area and appropriate experience as a professional librarian consistent with university guidelines and relevant to the position.

2. The candidate has demonstrated excellence in areas such as intellectual attainment, maturity of judgment, initiative, resourcefulness, and effectiveness in working with the public and library staff, to the appropriate extent for their area of specialization.

3. The candidate has presented documentation of effective performance that shows an enhancement of responsibility and continuing growth, as summarized in a candidate statement.

III. Procedure

A. Candidacy

Any librarian below the rank of University Librarian who has submitted a promotion binder to the In-Unit Promotion Committee chairperson is considered a candidate. The In-Unit Promotion Committee's recommendation must be made only on the basis of the information contained in the librarian's promotion binder. Promotion to a higher rank will be effective with the beginning of the next contract year.

B. Beginning the Process

It is the responsibility of each librarian and their supervisor to determine when they are ready to be considered for promotion and to make and submit an application. The Office of the Dean of University Libraries maintains the official records which will be used for determining time in rank. Librarians who anticipate being away from campus during the Fall term and who wish to be considered for promotion should submit a promotion binder to the Committee Chairperson prior to departure.

C. Documents

The candidate's promotion binder must contain the following information in addition to the materials as described in Appendix J, section J.3(l) of the Collective Bargaining Agreement:

1. Statements of Assigned Duties: Statements of assigned duties for the last five years or the period being evaluated if less than five years. Statements of assigned duties for more than five years may be included if appropriate.

2. Copies of all performance evaluation documents including the Candidate Narrative, Supervisor Narrative, Annual Evaluation, and Progress Toward Promotion documents completed since the candidate entered their rank.

3. Letters of Recommendation: Candidates must include at least two letters of recommendation, one of which should be from a person not employed by the Libraries.

D. Confidentiality

Information contained in the librarian's promotion binder is confidential. Promotion Committee members must not discuss the information with any person not authorized to evaluate the candidate's qualifications for promotion.

E. Abstentions

Per the Office of Faculty Development and Advancement, two of the Committee's five voting members may abstain from voting on a candidate who is their direct or in-direct supervisor.

F. Committee Recommendation

Upon completion of its deliberation pertaining to promotion, the Committee will report in writing its recommendations and its reasons for not recommending a promotion for an individual to the Dean of University Libraries. The Committee will give a copy of its recommendations and reasons to each candidate at the same time the recommendation is submitted to the Dean. The file of a candidate who is not recommended for promotion by the Committee will go forward unless withdrawn in writing by the candidate.

G. Dean of Libraries Recommendation

The Dean of University Libraries will make and submit final recommendations for promotion to the President and Vice President for Academic Affairs through the Office of Faculty Development and Advancement. In making that final recommendation, the Dean of University Libraries primarily considers the recommendation of the In-Unit Promotion Committee but also considers the contents of the binder independently.

The Dean will give written notification of their recommendation to each candidate. Any candidate not recommended for promotion by the Dean of University Libraries will upon request receive a letter from the Dean containing their reason(s) for the decision. This request must be received by the Dean of University Libraries in writing within seven days after notification of the Dean's decision. The file of a candidate who is not recommended for promotion by the Dean of University Libraries will go forward unless withdrawn in writing by the candidate.

H. Promotion Process Dates

The promotion process proceeds according to the schedule dictated by the Office of Faculty Development and Advancement. Specific dates will be communicated in advance and any modification in the schedule shall be communicated in writing not less than 7 days in advance of its implementation.

Appendix C: Criteria and Procedures for Out-of-Unit Promotion

I. Purpose and Scope:

This Appendix establishes criteria and procedures relating to opportunities for promotion of out-of-unit faculty members in the Florida State University Libraries. The Appendix addresses the opportunities for advancement in rank within the faculty titles to which one may be promoted, including in ascending order of rank, Associate University Librarian and University Librarian. Criteria and procedures relating to the promotion of in-unit faculty are established in Appendices A and B.

II. Criteria.

A. General.

1. The Out-of-Unit Promotion Committee makes recommendations for promotion utilizing the criteria and procedures contained in this appendix. Among the criteria, demonstrated meritorious performance of duties must be considered of primary importance.

2. In parallel with Appendix J of the Collective Bargaining Agreement for in unit faculty, although the period of time in a given rank at FSU is normally five years, demonstrated merit, not years of service, must be the guiding factor. Promotion is not automatic, nor may it be regarded as guaranteed upon completion of a given term of service. Early promotion is possible where there is sufficient justification. A candidate must have been appointed in rank for at least one year at Florida State University by October 1 of the year in which the candidate wishes to be considered for promotion for the next contract year.

B. Associate University Librarian

For candidates for promotion to the rank of Associate University Librarian, the Out-of-Unit Promotion Committee will take into account the following criteria:

1. The candidate possesses a master's degree from an American Library Association accredited program, a master's level program in library and information studies accredited or recognized by the appropriate national body of another country, or a master's degree in a specialized area and appropriate experience as a professional librarian consistent with university guidelines and relevant to the position.

2. The candidate demonstrates proficiency in leadership and management. Particular attention should be paid to the out-of-unit faculty member's commitment to and full participation in the planning and direction of the libraries, including strategic planning, critical decision-making, and budgeting. Other areas to consider include (but are not exclusive to) establishing a vision for their division; setting goals for the division and measuring progress; and assigning the work, initiatives, and professional development of team members to ensure alignment with the libraries' mission, vision, strategic priorities, and values.

3. The candidate should have a record of service and contributions to the library profession. This may take the form of membership and leadership roles in associations, consortia, etc. at the local, state, regional, national or international level. Other forms of contribution to be considered may include scholarly outputs of the candidate, which could be in the form of presentations, articles, chapters, books, etc.

4. The candidate has presented documentation of effective performance that shows an enhancement of responsibility and continuing growth, as summarized in a statement by the candidate.

C. University Librarian

For candidates for promotion to the rank of Associate University Librarian, the Out-of-Unit Promotion Committee will take into account the following criteria:

1. The candidate possesses a master's degree from an American Library Association accredited program, a master's level program in library and information studies accredited or recognized by the appropriate national body of another country, or a master's degree in a specialized area and appropriate experience as a professional librarian consistent with university guidelines and relevant to the position.

2. The candidate demonstrates excellence in leadership and management. Particular attention should be paid to the out-of-unit faculty member's commitment to and full participation in the planning and direction of the

libraries, including strategic planning, critical decision-making, and budgeting. Other areas to consider include (but are not exclusive to) establishing a vision for their division; setting goals for the division and measuring progress; and assigning the work, initiatives, and professional development of team members to ensure alignment with the libraries' mission, vision, strategic priorities, and values.

3. The candidate has a record of service and contributions to the library profession. This may take the form of membership and leadership roles in associations, consortia, etc. at the local, state, regional, national or international level. Other forms of contribution to be considered may include scholarly outputs of the candidate, which could be in the form of presentations, articles, chapters, books, etc.

4. The candidate has presented documentation of effective performance that shows an enhancement of responsibility and continuing growth, as summarized in a statement by the candidate.

III. Procedure

A. Candidacy

Any librarian below the rank of University Librarian who has submitted a promotion binder to the Out-of-Unit Promotion Committee chairperson is considered a candidate. The Out-of-Unit Promotion Committee's recommendation must be made only on the basis of the information contained in the librarian's promotion binder. Promotion to a higher rank will be effective with the beginning of the next contract year.

B. Beginning the Process

It is the responsibility of each librarian and their supervisor to determine when they are ready to be considered for promotion and to make and submit an application. The Office of the Dean of University Libraries maintains the official records which will be used for determining time in rank. Librarians who anticipate being away from campus during the Fall term and who wish to be considered for promotion should submit a promotion binder to the Out-of-Unit Promotion Committee Chairperson prior to departure.

C. Documents

The candidate's promotion binder must contain the following information:

1. Statements of Assigned Duties: Statements of assigned duties for the last five years or the period being evaluated if less than five years. Statements of assigned duties for more than five years may be included if appropriate.

2. Copies of all performance evaluation documents including the Candidate Narrative, Supervisor Narrative, Annual Evaluation, and Progress Toward Promotion documents completed since the candidate entered their rank.

3. Letters of Recommendation: Candidates must include at least two letters of recommendation, one of which should be from a person not employed by the Libraries.

D. Confidentiality

Information contained in the librarian's promotion binder is confidential. Out-of-Unit Promotion Committee members must not discuss the information with any person not authorized to evaluate the candidate's qualifications for promotion.

E. Abstentions

The Chair of the Faculty Assembly Executive Committee may abstain from voting on an Out-of-Unit promotion candidate in the event that the Chair of the Faculty Assembly Executive Committee is an In-Unit faculty member who reports to the candidate directly or indirectly. In this case, the Vice-Chair/Chair-Elect of the Faculty Assembly Executive Committee will cast their vote as the Out-of-Unit Promotion Committee's alternate member.

F. Alternates

If both the Chair and Vice-Chair/Chair-Elect of the Faculty Assembly Executive Committee abstain due to being under the direct or indirect supervision of the out of-unit promotion candidate, then the Chair of the Faculty Assembly Executive Committee will appoint an officer of the Faculty Assembly Executive Committee who is not under the direct or indirect supervision of the candidate to fill the role of alternate.

G. Committee Recommendation

Upon completion of its deliberation pertaining to promotion, the Out-of-Unit Promotion Committee will report in writing its recommendations or its reasons for not recommending a promotion for an individual to the Dean of University Libraries. The Out-of-Unit Promotion Committee will give a copy of its recommendations and reasons to each candidate at the same time the recommendation is submitted to the Dean. The file of a candidate who is not recommended for promotion by the Out-of-Unit Promotion Committee will go forward unless withdrawn in writing by the candidate.

H. Dean of Libraries Recommendation

The Dean of University Libraries will make and submit final recommendations for promotion to the President and Vice President for Academic Affairs through the Office of Faculty Development and Advancement. In making that final recommendation, the Dean of University Libraries primarily considers the recommendation of the Out-of-Unit Promotion Committee but also considers the contents of the binder independently. The Dean will give written notification of their recommendation to each candidate. Any candidate not recommended for promotion by the Dean of University Libraries will upon request receive a letter from the Dean containing their reason(s) for the decision. This request must be received by the Dean of University Libraries in writing within seven days after notification of the Dean's decision. The file of a candidate who is not recommended for promotion by the Dean of University Libraries will go forward unless withdrawn in writing by the candidate.

I. Promotion Process Dates

The promotion process proceeds according to the schedule dictated by the Office of Faculty Development and Advancement. Specific dates will be communicated in advance and any modification in the schedule shall be communicated in writing not less than 7 days in advance of its implementation.

Appendix D: Criteria and Procedures for Awarding In-Unit Faculty Merit Monies

The Faculty Evaluation Committee is responsible for the merit process for in-unit faculty.

The Dean of University Libraries is responsible for the merit process for out-of-unit faculty.

Specific dates listed below are set annually by Faculty Evaluation Committee to coincide with the faculty evaluation process.

The Merit Award process is presented in two parts, as follows:
Part A: Procedures
Part B: Merit Point Form

PART A

In-unit faculty of the Florida State University Libraries who contribute significantly to the mission and goals of the Libraries may be awarded merit. Participation in the Merit process is mandatory. Decisions regarding such merit awards are based on the in-unit faculty member's Evidence of Performance (EOP), Assignment of Responsibilities (AOR), and supporting information.

ELIGIBILITY

Eligibility is determined by the provisions of the Florida State University (FSU) Board of Trustees/United Faculty of Florida Agreement and FSU Administration. Faculty must be evaluated at Meets Expectations or above to be awarded merit.

EVALUATIVE DOCUMENTS

The faculty submits to the Faculty Evaluation Committee copies of their EOP, AOR, and supporting narrative. Merit points will be awarded based on these documents using the Merit Point Form in Part B.

EVALUATIVE PROCESS

The Faculty Evaluation Committee will evaluate AOR, EOP and narrative using the Merit Point Form and the criteria contained in Appendix A. The Faculty Evaluation Committee's final Merit Point Form will be the average of the scores awarded by the individual Faculty Evaluation Committee members. To assess each participating in-unit faculty member's level of merit the committee will use a rubric in which the in-unit faculty member may receive a maximum total of 10 points for information contained in the Merit Point Form from their supervisor and 10 points for ratings on the Merit Point Form from the Faculty Evaluation Committee. They will then prepare a scored list to

be forwarded to the Dean of University Libraries and notify in-unit faculty when the review and scoring have been completed.

Activities considered 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 Faculty Evaluation Committee reviews the forms to ensure that scoring is assigned in a consistent manner. It may request additional details or documentation from any in-unit faculty member whose supporting narrative contains incomplete information or irregularities. Committee members may not vote on decisions affecting their own Merit Point Form or on the Merit Point Forms of those they supervise.

If a faculty member wishes to dispute the merit points awarded to them by the Faculty Evaluation Committee, they must submit their dispute in writing to the Faculty Evaluation Committee Chair within one week of receiving their merit score. The Faculty Evaluation Committee will then consider the dispute. Where differing opinions exist, the decision of the Committee will be final.

The sum of the two Merit Point Forms, one from the supervisor and one from the Faculty Evaluation Committee, will be used to determine the final Merit Point Score for each faculty member. The list of merit point scores will be sent to the Dean of University Libraries. The Dean of University Libraries, or their surrogate, will notify the Faculty Evaluation Committee when merit money becomes available.

Merit funds will be distributed to faculty who meet or exceed Expectations in proportion to each faculty member's final Merit Point Score. The Evaluation Committee will calculate the total merit points earned by all faculty members eligible to receive a merit award. The total amount of merit award dollars available will be divided by this total of merit points in order to arrive at the index number of dollars for each one (1) merit point earned. Each eligible faculty member will be awarded the index dollar amount multiplied by their final merit point score.

Merit distribution plans are subject to the approval of the Dean. If the Dean makes any changes to the merit distribution plan outlined in the Bylaws, they will report such changes to the Faculty Evaluation Committee. The original merit distribution plan along with any recommendations by the Dean will be submitted to the Vice President of Faculty Development and Advancement and the Provost. The Vice President of Faculty Development and Advancement and the Provost provide final approval of merit distribution plans. Any changes at this level to the merit distribution plan will be reported to the Dean by the Vice President of Faculty Development and Advancement's office, and the Dean will inform the Faculty Evaluation Committee.

REPORTING

The in-unit faculty members will then be notified by the Faculty Evaluation Committee that the review has been completed. The same memorandum will include notification that the in-unit faculty member may request their merit point score from the Chair of the Committee.

The complete list will be submitted to the Dean of University Libraries or their surrogate who will notify the FEC when merit money becomes available. In-unit faculty will receive merit awards proportional to their merit point scores, dependent on the availability of merit funds.

DISPOSITION OF DOCUMENTS

Upon completion of the Committee's work, each in- unit faculty member's Merit Point Form will be placed in the faculty member's personnel file in the Libraries' Administrative Office. The Faculty Evaluation Committee will adhere to standardized data management procedures to ensure proper storage and accessibility of important committee documents and decisions.

REVIEW / REVISION OF THIS POLICY

These Criteria and Procedures should be evaluated annually in October by the Faculty Evaluation 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. If possible, the final changes will be communicated to the in-unit faculty prior to the evaluation period in which the changes will take effect.

PART B

Merit Point Form

Faculty Member's Name:

Reviewer:

Review Period:

Review Date:

Meritorious performance is defined in the Collective Bargaining Agreement as "performance that meets or exceeds the expectations for the position classification and department/unit." The Collective Bargaining Agreement also states that all faculty members will be reviewed for merit. The Merit Point Form should be used to award merit points based on the faculty member's meritorious performance as supported by their Evidence of Performance (EOP), Assignment of Responsibilities (AOR), and supporting narrative of no more than two pages.

The adjusted point total for each category is the product of the merit points assigned and the percentage assignment for the category in the faculty member's most recent AOR for the review period.

	Merit Points (0 – 10)	% Assignment	Adjusted Points
Service			
Instruction/ Teaching			
Research			
Total			

Category Information/Definitions:

Service: Please refer to the appropriate AOR for fuller context of service for this faculty member.

Instruction/Teaching: Please refer to the appropriate AOR for fuller context of instruction/teaching for this faculty member.

Research: Please refer to the appropriate AOR for fuller context of research for this faculty member.