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

- 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 (See Appendix A, B, & D).
- Participating in the recruitment of new faculty and other professionals (See Appendix C).
- 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. Criteria

All in-unit and out-of-unit members assigned to the Dean of University Libraries, including those on visiting appointments and those having an appointment of at least 50%, constitute the Faculty Assembly. All Faculty Assembly members are eligible to vote as described in these Bylaws and on any revisions to these Bylaws.

Section 2. Substantive Change Policy

Members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university website.

ARTICLE III: Dean of University Libraries

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.

ARTICLE IV: Officers

Section 1. Faculty Assembly Executive Committee (FAEC)

The officers of the organization constitute the Executive Committee. 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 and Alternate**: The Faculty Senator and the Alternate will both be elected for two year terms.
- **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.
- **Chairs of Standing Committees**.

Section 2. Duties of Officers

- **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.

- **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:
  o Answers questions regarding procedure during Executive Committee meetings and general faculty meetings.
  o Determines, together with the Vice-Chair, issues of quorum at meetings and counts votes whenever a written ballot or show of hands is used.
  o Verifies election results.

• Faculty Senator and Alternate:
  o Must attend and participate in Senate activities, and report to the Faculty Assembly on Senate actions and activities.
  o 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.

• Member-at-large:
  o Attends all committee meetings and performs duties as assigned.

ARTICLE V: Meetings

Section 1. Scheduling and Conduct

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.

Section 2. Quorum and Ratification
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.

ARTICLE VI: Committees and Task Forces

Section 1. Committee and Task Force Responsibilities

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

Section 2. 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 3. Standing Committees

- **Executive Committee:**
  - See Article IV above.

- **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 Appendix D.
  - For more information regarding the committee and its work, see Appendix D.

- **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 Appendix B.
  - 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.

○ For more information regarding the committee and its work, see Appendix A.

• **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.

• **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 Appendix B.

• **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 two-year staggered terms, with new members 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.

• **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.

- 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 staggered terms of two years with new members elected annually. The Committee elects its own Chair.
  - The first election for committee membership will include 1-, 2-, and 3-year term positions and will revert to two year terms for each election cycle thereafter.
  - Elections for the Faculty Affairs Committee will be supervised by the Bylaws Committee and will be included in the annual spring election cycle.
  - 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.

ARTICLE VII: Elections

Section 1. Nomination and Election of 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 2. 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, 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 (See Appendices A and B).

Section 3. Nomination and Election of Faculty Senator

The Bylaws Committee will conduct an election in February of alternate years for both the Faculty Senator and the Alternate. The 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.

Section 4. Midterm Vacancies

Midterm vacancies during the academic year on the Executive Committee or the alternate Faculty Senator position will be filled by special election.

With the exception of the In-Unit and Out-of-Unit Promotion Committees, 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 Appendix A, Section A.4(c).

ARTICLE VIII: Faculty Evaluations

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.

Section 1. Evidence of Performance

Using a departmental form, each faculty member prepares an Evidence of Performance in 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 2. 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.

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

*Significantly Exceeds High Expectations:* This describes a faculty member who far exceeds performance expectations during the evaluation period and achieves an extraordinary accomplishment or recognition in teaching, research, and service, which may include several of the following: highly significant research or creative activities; demonstrated recognition of the individual by peers as an authority in their field; securing significant external funding; attaining significant national or international achievements, awards, and recognition.

*Exceeds FSU’s High 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 FSU’s High 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 FSU’s High 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 and overall “Does Not Meet FSU’s High Expectations.”

Section 3. 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.

ARTICLE IX: Changes to the Bylaws

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.

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.
APPENDIX A
FLORIDA STATE UNIVERSITY LIBRARIES
CRITERIA AND PROCEDURES FOR IN-UNIT PROMOTION

1. **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.

2. **Criteria.**
   a. **General.**
      i. The In-Unit Promotion Committee will make 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.
      ii. 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:
      i. 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.
      ii. 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.
iii. 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:

i. 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.

ii. 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.

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

3. **Procedure.**

   a. 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. 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. 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:

      i. **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.
ii. 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.

iii. 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. 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. 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. 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. 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. 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.

4. In-Unit Promotion Committee Membership and Selection.

   a. 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.

b. 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.

c. 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.
APPENDIX B
FLORIDA STATE UNIVERSITY LIBRARIES
CRITERIA AND PROCEDURES FOR AWARDING IN-UNIT FACULTY MERIT MONIES

*Revised and approved by the Libraries Faculty Assembly on February 7, 2018.*

*Updated November 27, 2018.*

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 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 FSU's High 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.

**REVIEWING BODY:** An elected Faculty Evaluation 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 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 Dean for Administrative Services serves as an ex-officio member of this committee. A quorum consists 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. 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. 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.
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. 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.

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.

**EVALUATIVE PROCESS:** The Faculty Evaluation Committee will evaluate AOR, EOP and narrative using the Merit Point Form. 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 ranked list to be forwarded to the Dean of University Libraries and notify in-unit faculty when the review and ranking has 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 who’s 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.

**RANKING:** 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. After the final scores are tabulated, the Faculty Evaluation Committee compiles 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 will be assigned the same position in the ranking. When two in-unit faculty members share the same ranking, the next number in the ranking will not be assigned. When three in-unit faculty members share the same ranking, the next two numbers in the ranking will not be assigned, etc. The ranked list 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. The Faculty Evaluation Committee chair will then determine the quartiles and report them to the Dean or their surrogate.
The quartiles will be determined using the Tukey’s Hinges method. The median of the ascending-ordered ranking numbers divides the ranking numbers in half, and then the median of each of those halves is found. The median of the top half divides the numbers into the first and second quartiles. The median of the second half divides the numbers into the third and fourth quartiles. If either half consists of an odd number of ranking numbers then the median number is included in the higher quartile. This method can be calculated using Microsoft Excel’s QUARTIL.INC formula.

The top quartile of the merit rankings will be the most meritorious, the second quartile will be highly meritorious, the third quartile will be meritorious, and the fourth quartile will be the least meritorious. Merit funds will be distributed to faculty who meet or exceed FSU’s High Expectations with 40% of the money awarded split evenly between the most meritorious faculty, 30% split evenly between the highly meritorious faculty, 20% split evenly between the meritorious faculty, and 10% split evenly between the least meritorious faculties.

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 and ranking have been completed. The same memorandum will include notification that the in-unit faculty member may request their own exact position in the ranking (e.g., ranked number 8 in a field of 30) from the Chair of the Committee.

The complete ranked list will be submitted to the Dean of University Libraries or their surrogate who will notify the FEC when merit money becomes available. The FEC chair will then determine the quartiles and report them to the Dean or their surrogate. In-unit faculty with higher rankings will receive merit awards with the highest ranked in-unit faculty members receiving the largest increases, 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Merit Points (0 – 10)</th>
<th>% Assignment</th>
<th>Adjusted Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction/Teaching</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
Faculty Search Committees:

Faculty Search Committees consist 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 Committee, in collaboration 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.

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.
APPENDIX D
FLORIDA STATE UNIVERSITY LIBRARIES
CRITERIA AND PROCEDURES FOR OUT-OF-UNIT FACULTY PROMOTION

1. **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 Appendix A.

2. **Criteria.**
   
a. **General.**
   
i. 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.

   ii. 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:

   i. 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.

   ii. 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.

iii. 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.

iv. 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:

i. 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.

ii. 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.

iii. 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.

iv. 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.

3. Procedure.
a. 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. 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. The candidate’s promotion binder must contain the following information:

i. **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.

ii. 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.

iii. **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. 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. 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. 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. 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. 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. 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.

4. Out-of-Unit Promotion Committee Membership and Selection.

a. 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.

b. 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.

c. 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.