

**BYLAWS**  
*of the*  
**FLORIDA STATE UNIVERSITY LIBRARIES FACULTY ASSEMBLY**

*Approved by the Library Faculty by secret ballot on March 13, 2013*

*Updated by FAEC approval on September 15, 2016*

**ARTICLE I: Name and Objectives**

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

- Discussing and advising on new policies, services, and programs in accordance with Article VI, Section I;
- Administering and overseeing the processes for recommendations for faculty, promotion and the awarding of merit salary increases (See App. A & B);
- Participating in the recruitment of new faculty and other professionals (See App. 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.

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

Section 2.

Members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university website: <http://provost.fsu.edu/sacs>

**ARTICLE III: Dean of University Libraries**

The Dean of University Libraries serves as the chief executive officer of University Libraries. The Dean is appointed by and serves at the pleasure of the Provost and 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 University Libraries in its relations with other libraries, departments and divisions of the University as well as with non-university organizations and individuals. The Dean is responsible for

such matters as strategic planning, appointments, selection and recruitment of new faculty, faculty evaluation and assignments of responsibilities processes, promotion recommendations, salary adjustments, and budget matters and will consult with the University Libraries committees on these matters as appropriate. The Dean shall appoint any individuals needed to administer the Libraries affairs. These individuals serve at the discretion of the Dean.

#### **ARTICLE IV: Officers**

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

- Chair: During the first year of implementation, a Chair will be elected for a one-year term;
- Vice-Chair/Chair Elect: The Vice-Chair will be elected for a two-year term, the first year as Vice-Chair, and the second year as Chair;
- Faculty Senator 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 the Dean's Council; recommends policies, resolutions, and amendments to the bylaws; sets the agenda for the general meetings of the faculty; determines whether votes shall be by ballot or show of hands; writes an annual report of the activities of the Faculty. Shall be responsible for writing formal charges for Faculty Assembly Committees, identifying appropriate membership, and communicating that information to the Executive Committee and the committees. Shall be responsible for keeping files of reports made by all committees. In collaboration with the Dean of University Libraries establishes and dissolves ad hoc committees. The Chair and/or selected designated members shall have monthly meeting with the Dean of University Libraries.
- Vice-Chair/Chair Elect: Serves in all capacities in the absence of the Chair; carries out any functions delegated by the Chair; determines, together with the Parliamentarian, issues of quorum at meetings and counts votes whenever a written ballot or show of hands is used.
- Secretary: Records minutes of meetings of the Executive Committee and general meetings of the faculty; distributes minutes to the Faculty within

two weeks after a meeting; maintains a file of all meeting minutes and all actions of standing and ad hoc committees.

- Parliamentarian: Is familiar with Standard code of parliamentary procedure, 4th ed., 2001, by Alice Sturgis; answers questions regarding procedure during Executive Committee meetings and general faculty meetings; determines, together with the Vice-Chair, issues of quorum at meetings and counts votes whenever a written ballot or show of hands is used.
- Faculty Senator and Alternate: Faculty Senator and Alternate: It is mandatory that the Faculty Senator attends and participates in Senate activities, and reports to the Faculty Assembly on Senate actions and activities. 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: 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, spring, and summer on dates fixed by the Executive Committee. Ten calendar days' notice will be given to the membership stating date, time, place of the meeting, and the agenda.
- Individual members of the Faculty Assembly wishing to place an item on the meeting agenda must make a proposal to the Executive Committee for consideration. If the Committee feels that the item should take another direction, e.g., be referred to a committee rather than being placed on the meeting agenda, the Committee should be prepared to explain its reasoning to the faculty member making the proposal.
- Special or additional meetings may be called by the Chair of the Executive Committee or by petition of the membership if signed by one-fourth of the membership. The petition must state the purpose of the meeting. A minimum of two days' notice will be given to the membership stating date, time, place of the meeting, and the agenda.
- Meetings will be conducted according to Standard code of parliamentary procedure, 4th ed., 2001, by Alice Sturgis.
- Voting will normally be accomplished by ballot. Voting will take place by a show of hands if deemed appropriate by the Chair.
- Annual reports of committees will be given at the Fall semester meeting. Written copies of the reports will be submitted to the chair of the Executive Committee for the archives.

### Section 2. Quorum and Ratification

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

## **ARTICLE VI: Committees and Task Forces**

### Section 1. Committee and Task Force Responsibilities

The decisions of all committees & task forces are the responsibility of faculty members.

### 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 committees (with the exception of the Faculty Evaluation and Promotion Committees) shall be elected and charged by the Faculty Assembly, and will be reviewed at least every five years.
- Ad hoc committees are intended to be *short-term*, to work on a specific problem or issue. They 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.
- Promotion Committee:
  - The Promotion Committee functions in accordance with Appendix J, Florida State University Criteria and Procedures for Promotion for Librarians, of the Collective Bargaining Agreement between The Florida State University Board of Trustees and the United Faculty of Florida.
  - See Bylaws: Appendix A.

- Bylaws Committee
  - The Bylaws Committee is responsible for the review of the Florida State University Libraries Faculty Assembly Bylaws and recommendation of subsequent updates to the bylaws.
  - The Bylaws Committee shall collaborate with the Faculty Assembly Executive Committee and Associate Dean for Administrative Services to propose and draft updates and changes to the Florida State University Faculty Assembly Bylaws.
  - The Bylaws Committee shall be responsible for the overall supervision and conduct of all nominations and elections for the Libraries Faculty Assembly. The committee shall endeavor to see that there is wide representation from among the faculty on committees. The Committee shall consist 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 shall serve as ex-officio members.
  - Committee members shall serve staggered terms, usually of three years. The Committee shall elect 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 (FEC):
  - The Faculty Evaluation Committee is responsible for peer evaluations of all library faculty according to established guidelines for such and for making recommendations to the faculty regarding evaluation and merit procedures.
  - The FEC functions in accordance with Florida State University Libraries criteria and procedures for evaluation and merit. See Bylaws: Appendix B.
- Committee on Professional Development, Research, and Travel:
  - The Committee on Professional Development, Research, and Travel shall collaborate to identify and promote faculty development and research needs.
  - The Committee shall consist of three members, elected at large from the Faculty Assembly. The Vice-Chair of the Executive Committee and the appropriate library personnel representative for faculty, shall serve as ex-officio members.
  - Committee members shall serve two-year staggered terms, with new members being elected annually. The Committee shall elect 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 shall collaborate 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; assist them in understanding and navigating the promotion and merit processes; and help new faculty to seek University, state, and national-level mentoring opportunities.
  - The Committee shall consist of three members, elected at large from the Faculty Assembly. The Vice-Chair of the Executive Committee and the appropriate library personnel representative for faculty, shall serve as ex-officio members.
  - Committee members shall serve three-year staggered terms, with one new member being elected annually.
  - The Committee shall elect its own chair.
  - The Committee is expected to use, but is not bound by, the Faculty Assembly Mentoring Committee Procedural Guidelines.

## **ARTICLE VII: Nominations and Elections**

### Section 1. Nomination and election of Executive Committee members

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

### Section 2. Nomination and election of standing committee members

- The Bylaws Committee will conduct elections by ballot each Spring 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 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 University Libraries is entitled to one (1) representative to the Faculty Senate. The representative serves for a two-year term. The term of this representative will begin at the April Faculty Senate meeting following the election, and continue through the March Faculty Senate meeting two years later.

### Section 4. Midterm vacancies

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

## **ARTICLE VIII: Faculty Evaluations**

The performance of all faculty members, with the exception of those on personal leave of absence and/or those not being reappointed who have either received or are not entitled to receive a notice of non-reappointment, is evaluated annually during the Spring Semester. Faculty evaluations are based upon assigned duties and responsibilities, taking into consideration the proportions, duties, nature of the assignments and the quality of performance.

### Section 1. Evidence of Performance

Each faculty member prepares an Evidence of Performance (a departmental form is provided) in spring of each year covering activities undertaken in the preceding calendar year. The Evidence of Performance (EOP), along with a written narrative of no more than 2 pages is then 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 him/her. 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 shall 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 shall provide 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 his/her 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 his/her 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 his/her 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 his/her field of specialty and/or in completing assigned responsibilities. A 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. 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: Amendments**

### Section 1. Proposal of amendments

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

### Section 2. Ratifying amendments

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

## APPENDIX A

### FLORIDA STATE UNIVERSITY LIBRARIES' CRITERIA AND PROCEDURES FOR PROMOTION

A.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 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.

#### A.2 Criteria.

##### (a) General.

(1) The Promotion Committee will make recommendations for promotion utilizing the criteria and procedures contained in this appendix. Among the criteria, demonstrated meritorious performance of duties shall be considered of primary importance.

(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, shall be the guiding factor. Promotion shall not be 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 shall 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 or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country.

(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 her or his 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 shall 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 or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country.

(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 her or his 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.

### A.3 Procedure.

(a) A candidate shall be any librarian below the rank of University Librarian who has submitted a promotion binder to the Promotion Committee chairperson. The Promotion Committee's recommendation shall be made only on the basis of the information contained in the librarian's promotion binder. Promotion to a higher rank shall be effective with the beginning of the next contract year.

(b) It is the responsibility of each librarian and her or his supervisor to determine when he or she is ready to be considered for promotion and to make and submit an application. The Office of the Dean of Libraries maintains the official records which shall 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 shall contain the following information in addition to the materials described in Appendix J, section J.3(1) of the Collective Bargaining Agreement:

(1) Statement from the Office of the Dean of Libraries detailing the number of years in rank at FSU, identifying any leaves of absence which do not count as time in rank.

(2) Statements of Assigned Duties. Statements of assigned duties shall be included 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.

(3) Copies of all performance evaluation documents, including the Evidence of Performance and narrative, Annual Evaluation, and Progress Toward Promotion documents completed since the candidate entered his or her rank.

(4) Letters of recommendation. Candidates shall include at least two letters of recommendation, at least one of which should be from a person not employed by the Florida State University Libraries.

(d) Information contained in the librarian's promotion binder shall be confidential. Promotion Committee members shall not discuss the information with any person not authorized to evaluate the candidate's qualifications for promotion.

(e) Upon completion of its deliberation pertaining to promotion, the Committee shall report in writing its recommendations and its reasons for not recommending a promotion for an individual to the Dean of Libraries. The Committee shall 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.

(f) The Dean of Libraries shall 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 Libraries primarily shall consider the recommendation of the Promotion Committee but also considers the contents of the binder independently. The Dean shall give written notification of his or her recommendation to each candidate. Any candidate not recommended for promotion by the Dean of Libraries shall upon request receive a letter from the Dean containing his or her reason(s) for the decision. This request must be received by the Dean of 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 Libraries will go forward unless withdrawn in writing by the candidate.

(g) The promotion process shall normally proceed according to the following schedule. 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.

March	New members of Promotion Committee are elected.
April	Terms begin for new members.
May	Promotion Committee sends written notice to all librarians below the rank of University Librarian who have five or more years in rank. The Office of the Dean of Libraries maintains official records of time in service.
August	Promotion Committee sends written notice to all librarians below the rank of University Librarian official notification to submit promotion binders, including with the notice a copy of "Criteria and Procedures for Promotion."
August-September	A meeting to provide information and answer questions about the promotion process shall be scheduled by the chairperson of the Promotion Committee during the summer or early fall.
January	Candidates' promotion binders are due to the chairperson of the Promotion Committee.
January	Promotion Committee begins deliberations.
Late January	Recommendations for promotion from the Promotion Committee are due in the Office of the Dean of Libraries.
Mid-February	Recommendations for promotion from the Dean of Libraries are due in the Office of the Faculty Development and Advancement.

#### A.4 Promotion Committee Membership and Selection.

(a) The Promotion Committee shall be composed of five elected voting members and one elected alternate, who shall vote only when serving in place of a voting member. Those elected shall consist of two University Librarians, three Associate University Librarians and one alternate Assistant, Associate, or University Librarian. The Associate Dean for Administrative Services shall serve as an ex-officio member.

(b) The Bylaws Committee shall supervise the election of the Committee each spring. Prior to the election, the Bylaws Committee shall 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 and are not “Visiting” are eligible for election. A member forfeits his or her right to be considered for promotion during the same year(s) he or she serves on the Committee. Librarians who expect to submit a binder for promotion during the term of service shall 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 shall not be eligible for service on the Committee and should opt out of the election.

(c) All committee members shall be elected at large. One University Librarian and one Associate University Librarian shall be elected each year for a two year term. The University Librarian in the second year of his or her term shall serve as chairperson. If a University Librarian in his/her second year is unable to serve as chairperson, the University Librarian in the first year of a term shall serve as chairperson. When the University Libraries’ faculty does not include sufficient Librarians from the appropriate classification who are eligible for service on the Promotion Committee, a librarian shall be elected from another position classification. A vacancy caused by termination, resignation, or inability to serve shall 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 shall 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 Faculty Assembly on February 5, 2015

Note--specific dates listed below are set annually by Faculty Evaluation Committee to coincide with faculty evaluation process.

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

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 shall be 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 FSU Board of Trustees/United Faculty of Florida Agreement and FSU Administration.

**EVALUATIVE DOCUMENTS.** The faculty shall submit to the FEC copies of their EOP, AOR, and supporting narrative. Merit points will be awarded based on these documents using the **Merit Point Form**.

**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 shall serve as an ex-officio member of this committee. A quorum shall consist of 3 of the 5 elected members.

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

Any in-unit faculty member who has been employed by the FSU 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 is made to the Chair of the Committee prior to September 1.

If for any reason a committee member becomes unable to serve on the Committee or leaves the employment of the FSU Libraries, an election will be held immediately to replace that member for the duration of the original appointment. When the University Libraries' faculty does not include sufficient Librarians from the appropriate classification who are eligible for service on the Evaluation Committee, a librarian shall 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. They will then prepare a ranked list to be forwarded to the Dean of Libraries and notify in-unit faculty when the review and ranking has been completed. To assess each participating in-unit faculty member's level of merit the committee shall use a 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.

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 shall review 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 shall be final.

**RANKING.** After each in-unit faculty member's total points have been tabulated, the Faculty Evaluation Committee shall compile a list ranking the in-unit faculty from the highest score to the lowest. If two or more in-unit faculty members have identical scores, they shall be assigned the same position in the ranking. When two in-unit faculty members share the same ranking, the next number in the ranking shall not be assigned.

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

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. These scores will be used to create a ranked list that will be divided into quartiles. Each quartile represents a distinct level of merit reflecting differences in performance.

To determine quartiles, the median of the range of the rank list will be found. The resulting ranges above and below the median will have their medians (hinges) found. When the median falls on a number in the range, that number will be included in the higher of the two sets it falls between (e.g., in 1,2,3,4,5 - 1 and 2 would be in the top quartile, with 3, 4, and 5 being in the second, third and fourth, respectively). Also, when the median falls on or between a number that repeats in a range, all of the instances of that number will be included in the higher of the two sets it falls between (e.g. in 1, 2, 2, 3, 4, 5 - 1, 2, and 2 would fall in the top quartile, with 3, 4, and five being the second, third, and fourth, respectively).

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 shall be distributed with 60% of the money awarded split evenly between the most meritorious faculty. 30% split evenly between the highly meritorious faculty, and 10% split evenly between the meritorious faculty.

Merit distribution plans are subject to the approval of the dean. If the Dean makes any changes to the merit distribution plan proposed by the Faculty Evaluation Committee, he/she shall report such changes to the Faculty Evaluation Committee. The original merit distribution plan along with any recommendations by the Dean shall 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 shall 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 shall then be notified by the Faculty Evaluation Committee that the review and ranking have been completed. The same memorandum shall include a form that the in-unit faculty member may complete if he or she wishes to be informed of his/her own exact position in the ranking (e.g., ranked number 8 in a field of 30).

The complete list shall be submitted to the Dean of Libraries, who has the final responsibility for implementing the agreed upon method by which faculty merit awards are distributed if funds are available. In-unit faculty with higher rankings shall receive



merit awards, with the highest ranked in-unit faculty members receiving the largest increases, depending on the availability of merit funds.

**DISPOSITION OF DOCUMENTS.** Upon completion of the Committee's work, each in-unit faculty member's Merit Point Form shall be placed in the faculty member's personnel file in the Libraries' Administrative Office.

**REVIEW/REVISION OF THIS POLICY.** These Criteria and Procedures shall 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.

## 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 shall be 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.

Category	Merit Points (0-10)	% Assignment	Adjusted Points
Service			
Instruction/Teaching			
Research			
Total	N/A		

### **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.

## APPENDIX C

### FLORIDA STATE UNIVERSITY LIBRARIES' CRITERIA AND PROCEDURES FOR FACULTY RECRUITMENT

#### **Faculty Search Committees:**

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

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