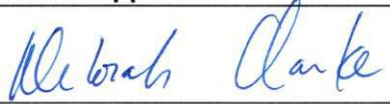
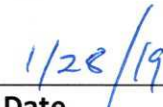


College	Sandra Day O'Connor College of Law
Unit	Law Library
Document	Criteria for retention, continuing appointment, and promotion for librarians

Unit and college approval

Date of approval by the faculty	January 24, 2019
Date of review by the dean	January 24, 2019

Provost office approval

	
Vice Provost for Academic Personnel	Date

**APPENDIX B
STATEMENT OF FACULTY POLICIES**

**ARIZONA STATE UNIVERSITY COLLEGE OF LAW LIBRARY
PERSONNEL ACTIONS FOR ASU LAW LIBRARIANS**

CONTENTS

1. Criteria
 - a. Position effectiveness
 - b. Professional contributions
 - c. Institutional, professional, and community service
2. Ranks
3. Makeup of the personnel review committees
4. Initial appointment
5. Length of probationary period
6. Types of reviews after appointment
 - a. Annual performance evaluations
 - b. Probationary review
 - c. Review for continuing appointment
 - d. Review for promotion
7. Procedure
 - a. Probationary reviews
 - b. Reviews for continuing appointment
 - c. Reviews for promotion

Introduction

The Law Library is part of the Sandra Day O'Connor College of Law. The law librarians are an integral part of the teaching, research, and service functions of the College. The law librarians' role is to assist faculty, students, and other library users with their research needs, to train law students in the skills of legal research, to build a strong legal research collection, and to establish bibliographic control over the collection. The Law Library is not a part of the University Libraries, and the criteria for law librarians' promotion and continuing appointment is different than the criteria for the University Libraries.

Personnel policies and processes are governed by the Arizona Board of Regents policies, the Academic Affairs (ACD) Manual policies, the processes for implementing academic personnel policies provided by the University Provost, and the policies and processes presented here. The materials presented here are intended to be consistent with the ABOR and university policies and processes; where disagreements exist, the ABOR and university policies and processes control.

1. Criteria

These criteria apply to personnel actions for retention, continuing appointment, and promotion at every level of review and recommendation. In addressing each of the three criteria, the librarian is expected to clearly demonstrate and explain the nature of his/her contributions and the significance of each activity or achievement for the benefit of any evaluator or review body.

The required standard under each criterion for retention, continuing appointment, and promotion is qualitative rather than quantitative. Some of the activities require a higher level of involvement and/or application of professional expertise than others. Because retention and advancement are contingent upon the librarian's ongoing growth and development, a higher level of achievement is expected at each successive step, and, thus, a level of performance that satisfies a criterion at one step will not continue to be adequate at the next.

Appropriate balance among the criteria may vary over the course of a single librarian's career, as well as between librarians, both by design and in response to changing circumstances in the Law Library, College of Law, University, and the profession. Reviewers are urged to use discretion, insight, and wisdom in evaluating a librarian's achievements singly and as a whole.

Documentation for progress toward promotion may include items such as contributions to the advancement or enhancement of their area of responsibility, professional and peer recognition, teaching evaluations (where appropriate to the position), awards, service in professional associations, and service within the academic community and professional or disciplinary contributions.

Assistant Librarians are expected to expand their expertise in the areas of their job responsibilities. Before promotion to Associate Librarian, Assistant Librarians must have mastered their position requirements and be able to work independently within the parameters of their duties and without close supervision.

Promotion to Associate Librarian requires demonstrated excellence at the Assistant Librarian rank and evidence of contribution to the overall activities of the Law Library.

Associate Librarians are expected to provide leadership within the Law Library and to address the challenges of providing legal information to the larger University library and legal communities.

Promotion to Librarian requires demonstrated excellence at the Associate Librarian rank for a sustained period of time. Candidates for promotion to Librarian must demonstrate a sustained level of productivity, expertise in their areas of responsibility, a commitment to their own continuing education, and the ability to identify trends and changes that impact their areas of responsibility and to implement improvements where applicable.

a. Position Effectiveness

Position effectiveness is performance in the candidate's assigned responsibilities. Each librarian's expected contribution to the mission and goals of the College of Law and the Law Library is specifically defined in the individual job description. Excellence in position effectiveness is the paramount criterion in personnel actions leading to retention, continuing appointment, and/or promotion.

For all personnel actions, assessment of position effectiveness is provided by written statements from the librarian being reviewed, the librarian's immediate supervisor, and any other appropriate documentation. The paramount criterion leading to retention, promotion, and continuing appointment is excellence in carrying out the responsibilities of one's position. No advancement can occur unless position effectiveness is excellent. A superior record in Professional Contributions and in Institutional, Professional, and Community Service may not be used to offset a poor record of position effectiveness in the Law Library. Nevertheless, position effectiveness alone, no matter how superior, without evidence of an appropriate level of accomplishment in Professional Contributions and in Institutional, Professional, and Community Service will not be sufficient to secure retention, continuing appointment, or promotion.

Standards for position effectiveness:

The law librarians' position responsibilities vary. The following does not apply to every position. Further, it is not exhaustive and does not encompass all law librarians' position responsibilities. Position effectiveness will reflect professional development, that is, continuing growth in one's position and professional expertise, which includes successful adaptation to change within the position or the environment.

- Legal research instruction is expected to be effective. Excellence in legal research instruction is demonstrated through teaching evaluations and comments by students and others attending the instruction, as well as evaluation of handouts, assignments, outlines, or other materials prepared for the course.
- Legal research instructional materials, such as bibliographies, tutorials and research guides, are expected to accurately, clearly, and effectively convey the subject material.
- Research performed for law faculty members is expected to be completed in a timely manner and to be accurate, thorough, and clear. Excellence of research may be judged by comments from law faculty the research was performed for, evaluation of any written material produced by the librarian as part of the project, and/or oral review of the project by the Associate Director or Director of the Library.
- The delivery of content and information to law faculty must be tailored to their scholarly agendas and responsive to supporting student curricular programs. It must be timely, effective, and successful and may be judged by information from activity reports and/or materials produced to analyze and report this service.
- The selection, budgeting, and management of library acquisitions and information resources across all formats and the negotiation and review of licensing agreements is expected to reflect a thorough knowledge of legal bibliography, collection development policies, and the legal publishing industry. It may be judged by: materials produced to analyze and report these operations; documents, reports or internal publications resulting from these operations; and/or oral review by the Director of the Library.
- If appropriate, the oversight and monitoring of the materials budget and the development of usage and expenditures reports must ensure that resources are expended in a cost-effective manner and allow for reasoned recommendations about collection development, maintenance, and cancellation. This may be judged by review of expenditures reports, evaluation of written material produced by the librarian as part of the report, and/or oral review of the budget management by the Director of the Library.
- The establishment, development, and management of local bibliographic and metadata standards for the library's holdings and evolving digital content initiatives will be evaluated against standards that are discussed in the professional literature and that are determined to be in use by other academic law libraries. The Library Director will monitor this, and peer review by outside experts can evaluate the effectiveness of these activities.

b. Professional Contributions

For academic law librarians, professional contributions consist of activities that impact and advance both the practice and science of librarianship and law. The scope of activities delineated is diverse because each job affords different opportunities, and each librarian has different talents and interests.

The following sections group similar activities together in order to illustrate the major types of contributions.

Professional Participation

- Active participation in local, state, or national professional or scholarly societies or organizations. Defined as holding office, serving on committees, acting as discussion leader, organizing a conference or workshop, and similar activities.

Research, Publications, and Presentations

- Original research and publications relating to librarianship and/or law, which may include, but are not limited to, published books, articles in scholarly and professional journals and magazines, papers given at professional meetings, Computer-Assisted Legal Instruction (CALI) tutorials, and web-based publications such as repositories and portals. The publications of the American Association of Law Libraries including their journals, magazines and Special Interest Section publications or state bar publications would be appropriate.
- Presentation of original work to an audience external to the Law Library and College of Law. This would include participation in other national library association, e.g. the American Library Association of Special Library Association, state bar CLE programs, the state library associations, the Southwestern Association of Law Libraries or other regional law library association, the Arizona Association of Law Libraries or other local library association or other national library associations.
- Digital publishing through a professional blog or other web-based articles

Teaching and Consulting

- Design, development, and presentation of lectures or other instructional activities in the librarian's area of expertise that are beyond those that are part of the librarian's job responsibilities. For example, this would not include legal research instruction to law students or other students of the University but would include Continuing Legal Education (CLE) programs.
- Lend expertise on legal bibliography, legal research, and academic library management to other libraries in Arizona and nationally.

c. Institutional, Professional, and Community Service

Librarians with continuing or probationary appointments are to actively serve the institution, the profession, and the community. Service of librarians is characterized by the application of subject knowledge and professional expertise beyond the scope of assigned responsibilities.

Service may include such activities as membership on unit search committees, roles in shared governance, contributions to campus committees, and/or similar activities within professional organizations. Service may also include community activities that draw upon professional expertise or subject knowledge and/or advance the university by meeting the needs of the greater public.

2. Ranks

The ranks for librarians provide for professional and academic growth. The designation of rank at time of hire will be determined by past academic training and comparable library and/or related professional achievements at a level consistent with rank definitions. The structure is divided into three ranks.

Assistant Librarian

Appointment at this rank shall require expectation of successful overall performance; increasing expertise in bibliographic/instructional activities and/or management skills, and evidence of continuing professional development.

Associate Librarian

Appointment at or promotion to this rank shall require evidence of excellent overall performance at the assistant level; attainment of high level expertise in bibliographic/instructional activities and/or management skills; and significant contributions to the library, the institution and/or the profession.

Librarian

Appointment at or promotion to this rank shall require evidence of outstanding performance in all aspects of assigned responsibilities at the associate level as well as widely recognized achievements and contributions to the library, the institution and/or the profession. Appointment at or promotion to librarian rank is not a reward for long service but a recognition of superior accomplishment with every expectation of continuing contributions at the highest level of professional standards.

Temporary Appointments

Temporary appointments may be made for a specified length of time without the possibility of achieving promotion or continuing appointment.

3. Makeup of Personnel Review Committees

For a law librarian applying for continuing appointment and promotion to associate librarian, the committee shall consist of all law librarians with continuing appointment, excluding the Director and excluding the immediate supervisor of the librarian being reviewed. In the event that there are not two or more eligible librarians to serve on the personnel review committee, the librarian on the personnel committee, the Director, and the Assistant Director will appoint additional committee members who are academic professionals and/or faculty from the College of Law and/or the University Libraries.

For law librarians applying for promotion to full librarian, the committee shall consist of all law librarians with full status, excluding the Director and excluding the immediate supervisor of the librarian being reviewed. In the event that there are not two or more eligible librarians to serve on the personnel review committee, the librarian on the personnel committee, the Director, and the Assistant Director will appoint additional committee members who are academic professionals and/or faculty from the College of Law and/or the University Libraries.

For purposes of law librarian personnel actions, the College personnel review committee shall consist of three or more academic professionals and/or faculty from the College of Law and/or the University

Libraries chosen by the Director and the Assistant Director of the Law Library.

4. Initial Appointment

Before recruitment of a new librarian begins, the law library hiring committee will recommend to the Director whether to post the position as Assistant Librarian, Associate Librarian, or Librarian. When making an offer, for purposes of rank, the Director will determine the equivalency to be given for prior service. The initial offer of an appointment shall normally be made by a letter from the Director after review by the office of the University Provost setting out the terms and conditions of the position being offered. The offer letter shall contain those items set forth in ACD 505-01. Acceptance of the offer of appointment implies acknowledgment that the individual will serve under the provisions of the Conditions of Professional Service.

5. Length of probationary period for continuing-status-eligible academic professionals

The length of the probationary period shall be no later than the date specified in the librarian's initial offer of appointment unless an extension is granted within the provisions of ACD507-05.

6. Types of reviews after appointment

a. Annual performance evaluations

Performance evaluations are conducted annually by the librarian's immediate supervisor.

The librarian being reviewed shall prepare a self-evaluation that includes a critical appraisal of the librarian's level of success in meeting his or her goals for the year. It shall be organized by the criteria for evaluation set forth in (1) above. Under each criterion, the librarian should list the goals set for the evaluation period followed by a narrative discussing the activities toward meeting the goals, or an explanation of any obstacles that may have prevented completion. Include any projects or activities which were not anticipated in the previous year's goal statement. The librarian shall also prepare a draft of proposed goals for the next evaluation year.

These evaluations will include feedback on progress toward continuing appointment, as well as an evaluation of the previous year's performance.

After the librarian receives the evaluation in writing, the librarian and the immediate supervisor will meet to discuss the evaluation, set goals for the next year, and agree on modifications to the job description, if necessary. With the exception of academic professionals with continuing appointment, an academic professional who receives an overall unsatisfactory rating in a performance evaluation may receive a notice of non-reappointment.

In accordance with ACD 507-08, a librarian may appeal an annual performance evaluation to the Director of the Law Library. The appeal must be made within 30 business days of the evaluation discussion.

Annual performance reviews are kept on file in the law library. They are not forwarded to the Office of University Provost, but are available for inspection by that office upon request to the Dean of the College of Law.

b. Probationary review

Librarians on probationary contracts will be reviewed during their third year for librarians hired at the Assistant Rank and during their second year for librarians hired at the Associate Rank unless otherwise stated in the offer letter. Librarians working part-time will have the timing of their probationary review adjusted accordingly. The probationary review shall be an evaluation of the cumulative evidence of an individual's progress toward continuing status. It supplements the annual performance reviews described above. The procedures for probationary reviews are described in 7(a) below.

c. Review for continuing appointment

A person is granted continuing appointment on the basis of excellent performance and the promise of continued excellence. Review includes assessment of the individual's Position Effectiveness, Professional Contributions, and Institutional, Professional, and Community Service. The time at which a decision whether to grant continuing appointment will be made will be that specified in the initial offer of appointment (or earlier if requested by the probationary librarian). A request for continuing appointment is not optional in the final probationary year. Procedures will therefore be initiated by the Library Administration at the appropriate time during that year based on the schedule of personnel actions set by the University Provost. The procedures for requesting continuing appointment are described in 7(b) below.

d. Review for promotion

In order to be recommended for promotion, a librarian must fulfill the criteria stated in 2 above in relation to the definition for the higher rank. The procedures for requesting promotion are described in 7(c) below.

e. Post-continuing appointment review

A post-continuing appointment review takes place if a librarian with continuing appointment receives an unsatisfactory in the librarian's annual performance review in one or more of the following areas: position effectiveness; professional contributions; or institutional, professional, and community service. The review shall be conducted according to the procedure set forth in ACD 507-09.

7. Procedure

a. Probationary reviews for continuing-status-eligible academic professionals

The University Provost sets the procedure for probationary reviews for continuing-status-eligible academic professionals, and these documents are available at https://provost.asu.edu/promotion_tenure.

b. Reviews for continuing appointment

The University Provost sets the procedure for reviews for continuing appointment, and these documents are available at https://provost.asu.edu/promotion_tenure.

c. Reviews for Promotion

The University Provost sets the procedure for reviews for promotion, and these documents are available at https://provost.asu.edu/promotion_tenure.

Librarians hired at the Associate rank may apply for promotion several years after being awarded continuing appointment if they meet the expectations for promotion as determined by University policies and standards.