

PROPOSED UNIVERSITY HANDBOOK CHANGES
REGARDING LIBRARY FACULTY

- I. Add the following subsection (#8) to section VI of the University Handbook [In the present University Handbook, this would begin on p.50.]:

8. Library Faculty

- a. Definition: Library faculty are a special category of administrative and professional faculty. The library faculty includes the University Librarian (Library Director) and all other professional librarians who hold the MLS or equivalent degree and whose assigned responsibilities in the library require the attainment of the MLS degree or its equivalent. The University Librarian is a member of the administrative faculty; all other members of the library faculty are members of the professional faculty.
- b. Precedence: For library faculty, the provisions of this subsection take precedence over those of all other subsections of section VI with which they might differ. Otherwise, the regulations applicable to library faculty are those specified in section VI for all administrative and professional faculty. All matters of interpretation involving this subsection shall be decided by the provost.
- c. Employment Status: Library faculty are employees by contract rather than employees at will. For full-time, salaried library faculty, contracts of employment normally extend from July 1 through June 30 of the following calendar year, with nonrenewal decisions requiring notification to the employee to that effect being given no later than the April 1 immediately preceding the expiration of the final contract. Contracts of employment which begin on a date other than July 1 will normally expire on the next June 30 and are not subject to the April 1 nonrenewal notification deadline. Library faculty serving on part-time, temporary, or other wage (as opposed to salaried) employment may be employed by contract for specified periods of time; such employment terminates automatically at the expiration of the applicable contract, with no notice of termination required.
- d. Relationship to the Instructional Faculty: Inasmuch as the University Library is a unit in the budgetary program of "academic support" rather than the budgetary program of "instruction," library faculty are not members of the instructional faculty and their positions are not tenure-eligible. However, because library faculty play a key professional role in support of the instructional program of the University, it is appropriate that Library Faculty participate in the governance of the University in a fashion consistent with this role. Accordingly, library faculty may serve as members of committees and other bodies of governance of the instructional faculty. The conditions of such membership, if and when it occurs, are determined by the provost, acting on the recommendation of the Faculty Senate.
- e. Academic Freedom: The provisions of the Board of Visitors' policy on academic freedom are applicable to members of the library faculty.
- f. Participation in Academic Ceremony: Library faculty shall participate with the instructional faculty in all formal, academic University ceremonies and, when appropriate, shall do so in appropriate academic regalia.
- g. Emeritus Status: Library faculty shall be eligible for consideration for emeritus status, as that term is defined for the instructional faculty in section XI. The process of consideration shall be as defined in section XI, subsection 11, with the library faculty as a whole substituting for the academic department and with the University Librarian substituting for the school or college dean.

- II. Delete the language stricken on the attached pages 92, 103, 108, and 145 of the 05-06 edition of the *University Handbook*.

the recommendation and acts on it from the perspective of academic management. A University committee of members of the faculty provides University-wide faculty perspective in its review of all

recommendations and forwards its recommendation, together with that of the dean, to the Provost, who makes the final recommendations to the President. The President makes the final decision and, subject to the approval of the Board of Visitors, authorizes a contract reflecting that decision.

- 2) The University considers promotion, tenure, and (in the case of non-tenured faculty) retention to be privileges to be sought by the evaluatee. In so seeking, the evaluatee asks that both certain peers and certain academic administrators render informed judgements on the strength of the evaluatee's candidacy. It is therefore a condition of the evaluation process that the recommendations or decisions of peer groups, committees, and administrative officers be accepted by the evaluatee unless the evaluatee can demonstrate that the recommendation or decision has been rendered in a fashion that violates applicable policy, regulations, or law.
- 3) An annual evaluation of all faculty members will be conducted by the deans and the Provost. This annual evaluation may lead to a full-scale peer review when the faculty member's performance is considered to be unsatisfactory and in need of significant improvement in one or more area(s).

b. General Standards and Procedures for all Evaluations
1) University-wide Standards and Procedures

- a) The criteria for retention, promotion, and tenure are teaching, professional development, and service. At Christopher Newport University the first, teaching, is of paramount importance, and poor teaching cannot be redeemed by superiority in the other two areas. ~~A special consideration is made here for members of the department of library science. Because such individuals have limited responsibilities involving teaching in the traditional sense and have heavy responsibilities involving the practice of professional librarianship, when the term "teaching" is applied to members of this department in this section it is to be construed as meaning "librarianship and, if applicable, teaching."~~
 - b) Decisions involving promotions or awarding of tenure, henceforth designated "class A decisions," receive special attention, due to the long-term commitment involved. Decisions on the retention of probationary faculty, conversion of restricted appointments to probationary status, and performance reviews of tenured faculty are henceforth-designated "class B" decisions. When an evaluation requires more than one decision and the decisions are of a different class, the peer group for the evaluation will be that appropriate to the highest ranking class of decision involved.
- 2) Departmental Standards and Procedures Consistent with the general standards described below, each department delineates the specific criteria and procedures it will use in evaluating its members. The criteria are submitted to the appropriate dean for approval of the initial statement or amendments thereto. The dean submits the resulting criteria to the Provost for final approval. (In the absence of departmental action, the dean writes the departmental criteria.) In rendering this decision, the Provost acts on the advice of the Faculty Review Committee (FRC).
- 3) Evaluation Scope and Schedule
- a) By the end of January, the Provost, after consultation with the FRC, publishes the PEER REVIEW, ANNUAL EVALUATION and MERIT EVALAUTION CALENDAR of deadlines for each step of the peer review and evaluation process. The schedule is driven by the deadlines for notification of appointment for probationary faculty members. (See index: evaluation)
 - b) Probationary faculty are evaluated under the peer group format in the spring of their first year for reappointment to a second year. Possible outcomes of this peer review include:
 1. Recommendation to reappoint to a second year.
is thereby extended beyond seven years (including one year under a terminal contract if tenure is not awarded).

Service at one or more other academic institutions will ordinarily be counted as satisfying no more than two years of the CNU probationary period.

(b) Leaves of absence are not counted as part of the probationary period except in those

instances where leave is granted for full- time teaching or research (not in pursuit of a degree) at another institution of higher learning, in which case, with the approval of the Provost, no more than one year may be counted.

- (3) ~~With the exception of members of the department of library science, candidates for tenure are normally required to hold the terminal degree in their field. Exceptions must be justified on the basis of the standards in [XI-8-d-2)-b]. Members of the department of library science are required to hold an acceptable master's degree in library science from an ALA accredited school (see index: terminal degree).~~

- b) Evaluation Standards A decision on tenure is based on two judgments: the long-range needs of the department and the University, and the overall performance of the candidate. These judgments are independent and tenure is awarded only if both judgments are positive. Since a tenure decision carries long-range implications for all concerned, this decision is made with great care. The peer group, dean, FRC, and Provost consider all previous recommendations and supporting evidence, as well as information for the current year. Particular attention is given to the long-term needs of the department, college/school, and University, and to the need for the candidate in fulfilling the mission of the University.
- e. Salary of Instructional Faculty The amount of contractual salary to be offered each Instructional faculty appointee for each academic year is determined annually by the Provost on the recommendation of the appropriate academic dean.

Such amount is to be consistent with relevant considerations of rank, seniority, educational achievements, market forces and quality of service. (Regarding quality of service, the dean's recommendation is guided by the results of applicable recent evaluations.) All final determinations of contractual salary are subject to negotiation between the individual employee and the Provost (representing the University).

9. Termination of Appointments

- a. Tenured Faculty Appointments The employment of a faculty member with a tenured appointment may be terminated at any time as a consequence of: 1) retirement; 2) resignation; 3) failure of the faculty member to execute and return a new employment contract within the time period specified by the University, such failure to be deemed a voluntary resignation;
- 4) physical or mental incapacity;
- 5) financial exigency as declared by the Board of Visitors;
- 6) noncontinuance of positions compensated by wages;
- 7) elimination or reduction of a program, department, or college/school;
- 8) declaration of an emergency, as made by specified Board resolution;
- 9) dismissal for one or more of the following causes:
- a) incompetence in one or more areas of assigned responsibilities;
- b) continuing neglect of duty in one or more areas of assigned job responsibilities;
- c) academic misconduct in one or more areas of teaching, research, public service, or administration;
- a) Teaching Effectiveness Teaching effectiveness is the most important element in the evaluation process. Materials included should provide evidence of course planning, selection of course materials, and other indicators of effectiveness as a teacher. Documentation may include examples of course syllabi, tests, handouts, self- description of teaching methods, statement of colleagues following class visitation, or other statements by colleagues. IES 3-Year Summaries through Summer 2000 should be included in this section of the dossier. IDEA Reports for class sections rated using the *Student Ratings of Instructors* are included in this section of the dossier.

~~For members of the department of library science only: "Librarianship" instead of teaching is the primary evaluation area for members of the department of library science. While some members of this department may have occasional teaching responsibilities (which are evaluated according to the protocols of the preceding paragraph), the primary concern of this area of evaluation for these members of the faculty is librarianship. The following text describes the essential ingredients of librarianship:~~

~~(1) Librarianship requires communication and cooperation with faculty, students, and library staff in furthering the objectives and priorities of the University. This includes bibliographic instruction, online searching, cataloging of materials, performing liaison activities to assigned departments, providing reference assistance, and assisting members of the Instructional faculty in acquiring resources for instruction and research.~~

~~(2) Librarianship requires an understanding of the operations and services of the library and their interrelationships, and the application of this knowledge in discharging assigned responsibilities within and outside the library.~~

~~(3) Librarianship requires the interpretation of curriculum in selecting books, periodicals, and other materials for the library's collection, and the capacity to contribute to the development of library services to support and implement the mission and policies of the University.~~

~~Appropriate mechanisms for documenting quality of professional performance in the area of librarianship for members of the department of library science shall be provided annually in accordance with the provisions of this *Handbook* (see index: departmental standards).~~

- b) Professional Development Professional development includes participation in professional societies, including presentations; formal and informal interaction with university peers in professional matters; participation in short courses and additional course work in professionally related areas; completion of additional degrees; research in progress and publications; attainment of honors and awards.

Faculty members serving on probationary appointments are expected to either already hold a terminal degree acceptable to the University for the position held or else to be making satisfactory progress toward the completion of such a degree according to a timetable that can realistically (in the judgment of the University) result in the actual conferring of such a degree upon the faculty member in advance of tenure considerations, if any.

~~Members of the department of library science are expected to hold the terminal degree for their profession which, as defined by the American Library Association and the Association of Academic and Research Libraries, is a Master's degree in librarianship from an ALA accredited program (see index: terminal degree).~~

The professional development of every faculty member is expected to include contributions to the fund of knowledge in the appropriate discipline. Such contributions will ordinarily take the form exercise the authority of the Instructional faculty with respect to policy on academic matters and the professional affairs of faculty, and perform such other functions as are delegated to it by the Instructional faculty in recommending policies to the President and to other appropriate individuals and bodies on academic requirements; credit; faculty development; personnel policies, standards for retention, promotion, tenure, and merit; institutional planning; and all other concerns which affect the welfare of the University.

3. Membership

a. All members of the Instructional faculty having full-time contractual teaching appointments on probationary or tenured contracts are eligible to serve in the Faculty Senate.

b. The Faculty Senate shall consist of members from four academic areas of the university: The School of Business (Accounting and Management and Economics); Liberal Arts (Communications Studies, English, Fine and Performing Arts, Modern and Classical Languages, Philosophy and Religious Studies ~~and Library Science~~); Science and Technology (Biology, Chemistry, and Environmental Science, Mathematics, Physics, Computer Science & Engineering); Social Science and Professional Studies (Government and Public Affairs, History, Psychology, Sociology and Social Work). Membership shall consist of three at-large members from the area of business and four at-large members from the areas of liberal arts, science and technology, and social sciences and professional studies. Members shall be nominated and elected by the faculty of their respective academic areas. All full-time instructional faculty members are eligible to vote for Senate members. No department shall have more than two members elected to the Senate. At least two of the three senators for business and three of the four senators for each of the other areas must be tenured members of the faculty.

c. The term of the office of Faculty Senators shall be two years beginning May 1. A faculty member is eligible for election to the Faculty Senate for no more than two consecutive terms.

d. Elections shall be held each spring by March **31. Seven** members shall be elected in odd-numbered years and eight in even-numbered years, the respective terms for the initial election to be determined by lot. The President of the Faculty Senate notifies the voting body of the election and appoints a Senator to conduct the election. A quorum (51%) of the eligible voters in the voting body must be present to hold an election. Each vacant Senate position must be filled through a vote by a separate, secret ballot. Senators are elected by a majority vote of the eligible voters present at the election. Eligible voters are full-time instructional faculty.

Voting Process:

- 1 A slate of candidates can be determined before the meeting by the Nominating Committee, but at the meeting candidates can be added to the slate.
- 2 For one position, the slate of candidates is given. Voters vote for one person.
- 3 If one person receives a majority of the votes, that person is elected a Senator.
- 4 If one person does not receive a majority vote, the top two candidates are placed on a new slate and voters vote for one person. In the event of a tie for first or second, all tied candidates are included on the slate. This process continues until one person receives a majority.
- 5 If all candidates receive the same number (percentage) of votes or there are no top two candidates, the entire slate is voted on again.