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### Governance Document of the USF Libraries Faculty

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## **Governance Document of the USF Libraries Faculty**

### **Article I: Purpose**

The purpose of the USF Libraries Faculty (hereinafter referred to as the Faculty) is to represent the library faculty of the Tampa Library, Nelson Poynter Memorial Library and the USF Library at Sarasota-Manatee. Governance shall be shared between the USF Libraries administration and the Faculty. The Faculty operates according to principles of shared governance with the college administration and serves as the main channel of communication between the faculty and the administration. All provisions of this document must be in accordance with all policies and procedures of the University, the USF/UFF Collective Bargaining Agreement, and all applicable federal, state and local regulations.

In shared governance with the USF Libraries administration, the Faculty shall take part in the following activities:

- Attend to professional matters that affect its members, including peer evaluation, promotion and retention of faculty.
- Be a representative voice of its members to the USF Libraries administration.
- Serve as a professional advisory and feedback resource for the USF Libraries administration.
- Contribute to the development of USF Libraries policies.
- Foster collegial relationships among its members across the USF Libraries.
- Serve as the voice for the USF Libraries faculty on matters affecting faculty.

### **Article II: Membership**

The general faculty of the USF Libraries includes full-time faculty members with the ranks and classifications of Assistant Librarian, Associate Librarian, Librarian, Assistant Research Professor, Associate Research Professor, or Research Professor. Full time is defined as 100 percent for 9 months or at least 75 percent for 12 months. Visiting faculty, regardless of rank or duration of appointment, are not counted as members of the general faculty. Faculty members who hold administrative appointments beyond the department level, such as dean, campus dean, associate dean, assistant dean, or similar other positions and titles, and persons acting in the above capacities are not counted as members of the general faculty for the duration of their administrative appointments. Department chairs and directors of academic departments or units are members of the general faculty.

## **Article III: Executive Group/Officers and Representatives**

### *Section A: General*

1. The Executive Group consists of the officers and two members-at-large. During elections, one member-at-large position will be held for a period of one week exclusively for nomination of a faculty member from USF St. Petersburg, but if no candidate is nominated for that position, it will be opened to all USF Libraries faculty for nomination.
2. Each member of the Executive Group shall serve for two (2) years. Terms shall be staggered.
3. The Executive Group shall:
  - a. set agendas for all Faculty meetings;
  - b. call special Executive Group meetings;
  - c. establish ad hoc committees, as needed
4. The Executive Group will meet as often per annum as the Faculty.

### *Section B: Officers*

The officers of the Faculty shall be a President, a Vice-President/President-Elect, and a Secretary.

### *Section C: Duties of the Officers*

1. The President shall:
  - a. call and preside at all meetings of the Faculty;
  - b. call special Faculty meetings;
  - c. represent the Faculty in communications with USF Libraries Administration;
  - d. perform such other duties as customarily pertain to the office of president.
2. The Vice-President/President-Elect shall:
  - a. assume and perform the duties of the President in their absence;
  - b. assist the President in the performance of their duties;
  - c. schedule Faculty meetings at the request of the President and/or the Executive Group, and notify members of the meetings;
  - d. publish a slate of nominees prior to elections and conduct elections;
  - e. perform such other duties as customarily pertain to the office of vice-president/president-elect.
3. The Secretary shall:
  - a. record and report minutes of all meetings;
  - b. maintain the Faculty's archives and website including minutes of meetings and committee reports and make available copies of standing committee reports to incoming chairs;
  - c. perform such other duties as customarily pertain to the office of secretary.

*Section D: Representative to the USF Faculty Senate*

The USF Libraries will hold elections whenever the Faculty Senate seat for the College is vacant; the result will be forwarded to the Faculty Senate Office.

**Article IV: Elections**

*Section A: Nominations and Self-Nominations*

Nominations and self-nominations for vacant Executive Group positions shall be made by members of the Faculty. The procedure shall provide that eligible members of the electorate shall have the opportunity to place their own name or the name of another eligible faculty member in nomination. All those whose names appear on the ballot shall have agreed in advance to accept the nomination. No member shall run for more than one vacancy.

*Section B: Timing of Elections*

Each year, during the month of March, an election shall take place. Terms of office will begin on the first day of the Fall Semester. The election ballot must be provided to the faculty at least 7 business days before the vote is closed. All votes must take place electronically in order to include input from all campus libraries

*Section C: Vacancies*

Governance and Elections Committee shall call for nominations for vacancies in positions which occur between annual elections meetings and hold a special election in accordance with regular election procedures.

**Article V: Meetings**

*Section A: Frequency*

The Faculty shall meet at least once during the Fall semester, the Spring semester, and the Summer sessions. The Executive Group may, at their discretion, call for additional meetings at any time, but must call a meeting upon the petition of a majority of the members. Committees shall meet as frequently as needed in order to accomplish their charges.

*Section B: Announcements of Meetings*

Announcements of upcoming meetings and minutes of previous meetings shall be communicated

to the members at least ten (10) working days in advance. Agenda items shall be submitted to the Executive Group at least five (5) working days before the meeting.

*Section C: Access*

Meetings and elections shall be held using appropriate technology so that members can fully participate regardless of location. All meetings not designated as executive sessions will be open to the public. The College Dean of Libraries or their designee shall be extended speaking privileges upon request. Other non-members may contact the Executive Group at least five (5) working days in advance to request speaking privileges.

*Section D: Proxy*

A voting member who is unable to attend a meeting may assign a proxy vote to another voting member who will be attending the meeting, by communicating this assignment in writing to the Secretary prior to or at the meeting.

*Section E: Quorum*

A quorum consists of a simple majority of the total number of the voting Faculty, either present or represented by proxy (including virtual attendees). In the absence of a quorum, the meeting may include announcements and discussion, but may not entertain any votes on any issues, although such issues may be voted on electronically after the meeting, so long as members have at least five (5) working days to register their votes.

*Section F: Voting*

Unless otherwise indicated in this document, a vote on any issue is carried by a simple majority of those present (including virtual attendees) and eligible to vote, including those represented by proxy. Any voting member may request a secret ballot for any issue.

*Section G: Rules of Order*

Meetings shall be guided by established policies, procedures, and standing rules, and otherwise by Robert's Rules of Order, latest edition.

**Article VI: Responsibilities of USF Libraries Administration**

Library administrators exercise control and discretion over the organization and operations of their units including, but not limited to, determining the purpose of the unit, establishing standards of department performance, allocating and assigning personnel, and developing policy and procedures. The USF Libraries College Dean will have a collaborative relationship with the Director

of the USF Health Libraries.

For the purposes of this document, “Library Administration” refers to individuals holding the following titles and responsibilities:

College Dean: administers and oversees the consolidated USF Libraries.

Campus Dean: administers and oversees a single campus library. May have responsibilities spanning more than one campus.

Associate Dean: administers and oversees one or more department(s) or unit(s) with responsibilities spanning more than one campus.

Assistant Dean: administers and oversees multiple departments or units with responsibilities limited to a single campus.

Director: administers and oversees a single department or unit.

#### *Section A: Fiscal Resources*

The College Dean exercises control over the USF Tampa Library budget and consults with the Regional Chancellors (or their designees) and the USF Libraries Campus Deans on the allocation of budgetary resources to branch campus libraries. The Regional Chancellors (or their designees) are responsible for implementation of the branch campus library budgets. Assistant and Associate Deans and Directors make recommendations on annual budget allocations relative to their assigned campus and areas of responsibility. Library administration will share information about the budget with the library faculty at least twice annually.

#### *Section B: Faculty Assignment*

In consultation with the affected faculty member, supervisors assign faculty duties and responsibilities in compliance with Article 9 of the USF/UFF Collective Bargaining Agreement, latest version. Faculty assignments are constructed to accomplish goals and objectives established by the Library Administration. Directors and other faculty supervisors have the right "to determine the types of duties and responsibilities which comprise the professional obligation and to determine the mix or relative proportion of effort an employee may be required to expend on the various components of the obligation."

#### *Section C: Policy Development*

Library Administration develops and implements policies ensuring the effective operation of the USF Libraries. Policies are developed in consultation with library faculty and are reviewed and approved by the USF Libraries College Dean prior to submission to the “Regulation and Policy

Development and Repeal” process managed by the Office of the General Counsel.

#### *Section D: Position Recommendations*

Library Administrators make recommendations regarding faculty positions to the USF Libraries College Dean. Regional Chancellors or their designees will serve as a voting member on all search committees for faculty hiring on branch campuses (see USF Consolidation Handbook). The USF Libraries College Dean consults with the Provost, Regional Chancellors or their designees, and Campus Library Deans to establish position requirements and to secure funding. Final selection decisions reside with the College Dean as hiring authority. Consultation with affected faculty is one element of the initial recommendation to the College Dean.

#### *Section E: Selection/Hiring of Library Administrators*

Library administrators are selected in one of two ways: 1) external search or 2) internal appointment. External selection formally incorporates faculty consultation through established search committee processes and may include administrative and staff input as appropriate.

Internal appointments must include formal consultation involving the entire faculty. A secured, anonymous vote by faculty in the affected department(s) to endorse/not endorse the appointment shall be conducted by the USF Libraries College Dean. If the appointment decision is contrary to the faculty recommendation, the USF Libraries College Dean shall meet with them to provide rationale.

Library Administrators serve for set terms of office not to exceed five years. If the USF Libraries College Dean wishes to extend a term of office, faculty in the affected department will participate in a non-binding vote by secret ballot to recommend/not recommend extension.

Library Administrators serve at the pleasure of the College Dean; administrative assignment may be terminated by following the formula outlined in the letter of assignment.

#### *Section F: Evaluation of Library Administrators*

Once selected, appointed, and assigned under Article 4.1, Library Administrators are evaluated annually, by their supervisor and by the faculty in the affected area(s). Regional Chancellors or their designees will provide formal written input for branch campus faculty prior to a College Dean completing the performance appraisal, see USF Consolidation Handbook. Evaluations may include administrative and staff input as deemed appropriate by the supervisor and affected administrator. When a branch campus faculty member is being evaluated, at least one eligible branch campus faculty member (if a qualified one exists) should be included in the process.

Evaluations take the form of secured, anonymous surveys designed and administered by the USF

Libraries College Dean on a timetable agreed to by both the College Dean and the faculty and in compliance with University guidelines.

The administrator will be evaluated on general themes, such as communication, professional values and ethics, availability, opportunities for leadership, advocacy and representation, and transparency of fiscal matters. A standard instrument will be developed with input solicited from faculty and Library Administration.

## **Article VII: Responsibilities of the Library Faculty**

### *Section A: Selection/Hiring of Faculty*

The procedures for requesting new faculty lines shall be determined by the College Dean. Search committees are appointed by the College Dean. Search committees should include adequate representation of library faculty from the affected area. The search committee shall review and screen all candidate applications, participate in the interview process and forward a list of the remaining final candidates in alphabetical, non-ranked, order to the Hiring Unit Director along with their strengths. The hiring decision and employment offer is made by the College Dean, with rank determined in consultation with the USF Libraries Promotion Committee.

The operative principle is that significant faculty involvement in the search, review and selection process is essential to the successful recruitment and retention of quality faculty. The College Dean and appropriate administrator, in collaboration with the faculty, will determine the standards, qualifications and criteria used to fill faculty appointment vacancies with the best possible candidates. Faculty appointments will be made in consultation with the faculty members in the affected departments.

### *Section B: Evaluation*

Faculty members are evaluated every year. Responsibilities and criteria for evaluation are described in the appended Evaluation Guidelines for USF Libraries Faculty document.

## **Article VIII: Committees**

### *Section A: Standing Committees:*

Committee membership should consist of a broad representation of USF Libraries units and include at least one representative from each library where there are enough eligible candidates to fill the positions. Committee members are responsible for representing all faculty colleagues regardless of principal place of employment. Members of standing committees may be elected from among the members of the Faculty, in accordance with committee documents, subject to eligibility requirements and limitations. Standing committees carry out the functions pertinent to their respective charges and provide status reports at meetings of the Faculty. The following shall



be standing committees of the Faculty:

*Evaluation Committee:*

*Evaluation Committee:* The Evaluation Committee reviews the professional performance of individuals within the USF Libraries in the USF General Faculty bargaining unit and provides a rating to USF Libraries Administration. Responsibilities of the Evaluation Committee are described in the *Evaluation* document, which is appended.

Composition:

Committee membership should represent a broad representation of USF Libraries units and campuses and include at least one, preferably more, representatives from all libraries where there are enough qualified candidates to fill the positions. All committee members and officers will be responsible for representing all of their faculty colleagues inclusive of all campuses.

The Committee has five (5) members nominated/self-nominated and elected by the USF Libraries Faculty. Supervisors may serve on the Committee but may not participate in the peer evaluation of their supervisees.

Election:

Section A: Nominations and Self-Nominations

Nominations and self-nominations for vacant Evaluation Committee positions shall be made by members of the Faculty. The procedure shall provide that eligible members of the electorate shall have the opportunity to place their own name or the name of another eligible faculty member in nomination. All those whose names appear on the ballot shall have agreed in advance to accept the nomination. No member shall run for more than one vacancy.

Section B: Timing of Elections

Each year, during the month of March, an election shall take place. Terms of office will begin on the first day of the Fall Semester.

Section C: Vacancies

Governance and Elections Committee shall call for nominations for vacancies in positions which occur between annual elections meetings and hold a special election in accordance with regular election procedures.

Term of Office:

The Committee chooses its own Chair and members serve staggered two-year terms.

Eligibility:

Eligibility is limited to permanently appointed USF Libraries faculty members with at least one year at the USF Libraries. After the completion of one term, a member is not eligible to

serve again for two years unless staffing circumstances dictate otherwise.

Process:

In addition to evaluation done by the Evaluation Committee and the supervisor, evaluation for faculty at the USF St. Petersburg campus and the USF Sarasota-Manatee campus will be done by the appropriate Regional Chancellor or their designee. Criteria for USF Libraries faculty annual review are included in Appendix A.

*Promotion Committee:*

*Promotion Committee:* The Promotion Committee reviews the promotion packets of faculty applicants and makes recommendations to USF Libraries Administration in accordance with the guidelines established by the *Promotion Guidelines for USF Libraries Faculty* document. This committee also makes recommendations to USF Libraries Administration on faculty applications for Emeritus status and Professional Development Leave. Responsibilities of the Promotion Committee are described in the *Promotion Guidelines for USF Libraries Faculty*.

Charge:

To review and make recommendations concerning the promotion of faculty in the USF Libraries.

Composition:

The Library Promotion Committee will consist of five members of the USF Libraries Faculty. Supervisors may serve on the Committee, but may not participate in the evaluation of their supervisees. Candidate for promotion may not be members of the committee in the year they are applying for promotion. Committee membership should represent a broad representation of library units and include at least one, preferably more, representatives from all libraries where there are enough qualified candidates to fill the positions. All committee members and officers will be responsible for representing all of their faculty colleagues regardless of physical location.

Election:

Section A: Nominations and Self-Nominations

Nominations and self-nominations for vacant Promotion Committee positions shall be made by members of the Faculty. The procedure shall provide that eligible members of the electorate shall have the opportunity to place their own name or the name of another eligible faculty member in nomination. All those whose names appear on the ballot shall have agreed in advance to accept the nomination. No member shall run for more than one vacancy.

Section B: Timing of Elections

Each year, during the month of June, an election shall take place. Terms of office will begin on the first day of the Fall Semester.

Section C: Vacancies

Governance and Elections Committee shall call for nominations for vacancies in positions which occur between annual elections meetings and hold a special election in accordance with regular election procedures.

Term of Office:

The term of office for committee members should be staggered and ordinarily would be for two years in order to assure both continuity and change.

Eligibility:

The members of the Promotion Committee must have been members of the USF Libraries Faculty for at least one year and must hold the rank of Associate Librarian, Associate Research Professor; Librarian, or Research Professor. If a member is unable to complete their term, the current chair of the Promotion Committee will hold an election after notifying all USF Libraries Faculty of a vacancy. USF Libraries Faculty in the USF Libraries, covered by the Promotion Guidelines for Library faculty, are eligible to vote in this election. No member of the Promotion Committee who has served a complete term may serve a second consecutive term.

*Professional Development Committee:*

Charge:

The Professional Development Committee (PDC) shall work collaboratively to identify, promote, and facilitate professional development and research needs, including, but not limited to participation in professional organizations, opportunities for continuing education, mentorship opportunities, and research, writing, and presentation opportunities.

Composition:

The Committee shall consist of 5 to 8 representatives from as many USF campuses as feasible.

Election:

Section A: Nominations and Self-Nominations

Nominations and self-nominations for vacant Professional Development Committee positions shall be made by members of the Faculty. The procedure shall provide that eligible members of the electorate shall have the opportunity to place their own name or

the name of another eligible faculty member in nomination. All those whose names appear on the ballot shall have agreed in advance to accept the nomination. No member shall run for more than one vacancy.

#### Section B: Timing of Elections

Each year, during the month of June, an election shall take place. Terms of office will begin on the first day of the Fall Semester.

#### Section C: Vacancies

Governance and Elections Committee shall call for nominations for vacancies in positions which occur between annual elections meetings and hold a special election in accordance with regular election procedures.

#### Term of Office:

Committee members shall serve staggered two-year terms.

#### Eligibility:

After the completion of one term, a member is not eligible to serve again for two years unless staffing circumstances dictate otherwise.

#### *Governance and Elections Committee:*

#### Charge:

The Committee is responsible for the overall supervision and execution of all nominations and elections for the USF Libraries Faculty. The committee shall endeavor to ensure wide representation on standing committees of faculty from all units and campuses.

#### Composition:

The Committee will consist of three members of the USF Libraries Faculty. Committee membership should represent a broad representation of library units and campuses and include at least one representative from each library where there are enough qualified candidates to fill the positions. All Committee members and officers will be responsible for representing all of their faculty colleagues inclusive of all campuses. The Committee shall elect its own chair.

#### Election:

##### Section A: Nominations and Self-Nominations

Nominations and self-nominations for vacant Governance and Elections Committee positions shall be made by members of the Faculty. The procedure shall provide that eligible members of the electorate shall have the opportunity to place their own name or the name of another eligible faculty member in nomination. All those whose names appear on the ballot shall have agreed in advance to accept the nomination. No member shall run for more than one vacancy.

Section B: Timing of Elections

Each year, during the month of March, an election shall take place. Terms of office will begin on the first day of the Fall Semester.

Section C: Vacancies

Governance and Elections Committee shall call for nominations for vacancies in positions which occur between annual elections meetings and hold a special election in accordance with regular election procedures.

Term of Office:

Committee members shall serve staggered two-year terms.

Eligibility:

After the completion of one term, a member is not eligible to serve again for two years unless staffing circumstances dictate otherwise.

*Section B: Ad Hoc Committees*

Ad hoc committees are intended to be short term, to work on a specific problem or issue relating to library faculty concerns. They are given a defined assignment that will be stipulated in their charge. Ad hoc committees are established by the Executive Committee of the USF Libraries Faculty.

**Article IX: Adoption**

Approval of the USF Libraries Governance Document shall be by a two-thirds vote of the membership and shall have the effect of establishing the Faculty as herein defined.

**Article X: Amendments**

*Section A: Proposals to Amend*

Amendments to the faculty bylaws may be proposed by the Executive Group or by written petition from any member. Proposed amendments will be discussed at the next regularly scheduled library faculty meeting.

*Section B: Adoption of Amendments*

Amendments may be adopted by a two-thirds vote of the membership by either of the following two methods, provided that written notice of the proposed amendments has been given to all members of the Faculty at least one (1) week previous to the conclusion of the vote: by online vote, or (2) at any meeting of the Faculty provided that a quorum is present.

**Article XI: Document Review**

The USF Libraries Governance Document shall be reviewed at least every two (2) years, which may result in a proposed revised set of bylaws. A revised set of bylaws may be adopted by a two-thirds vote of the membership by either of the following two methods, provided that written notice of the proposed revised set of bylaws has been given to all members of the Faculty at least one (1) week previous to the conclusion of the vote: 1) by online vote or 2) at any meeting of the Faculty provided that a quorum is present.

## Appendix A: Evaluation Guidelines for USF Libraries Faculty

USF Libraries faculty members are evaluated in writing annually by their supervisors. This review process is intended to assess performance, to provide feedback to enhance the library faculty's professional development, and may be used to determine appropriate salary adjustments and merit awards if such funds are available. The evaluation process seeks to acknowledge the different talents, interests, and responsibilities of the library faculty. The annual evaluation is focused primarily on the USF Libraries faculty's assigned duties, research, scholarship, creative activities, and service, but it also considers success in meeting annual goals and the assessment of contributions to the USF Libraries, the university, and the library profession. Evaluation ratings may also be considered by university administration in determining a faculty member's differential salary adjustment.

Every year, each member of the USF Libraries faculty also has the opportunity to participate in a second process and be evaluated by a committee of peers, who are elected from within the membership of the USF Libraries Faculty. This process is intended to assist USF Libraries faculty members in their professional development by identifying strengths and weaknesses. Since the USF Libraries faculty's record of peer evaluation has traditionally been an important part of the evaluation and promotion process, this procedure should be followed every year, even when money for salary adjustments is not available.

The supervisor and Evaluation Committee conduct their reviews independently.

The *Evaluation Guidelines for USF Libraries Faculty* relies on the following current documents for its authority:

- *Collective Bargaining Agreement:*  
Employee Performance Evaluations, Article 10.4, (A-E) Salaries, Article 23.1 (A) (1-3);
- *Promotion Guidelines for USF Libraries Faculty;* and the
- *University of South Florida Guidelines for Tenure and Promotion,*
- *As well as: The operative USF St. Petersburg Faculty Annual Review Guidelines for its authority.*

The *Evaluation Guidelines for USF Libraries Faculty* is divided into the following sections:

### Section I. Procedure

Provides a step-by-step account of the peer evaluation process

### Section II. Evaluation Criteria

Presents criteria for judging the library faculty's level of performance

## Section I. Procedure

### Self-Evaluation

1. Each USF Libraries faculty member will prepare an annual self-evaluation addressing their effort during the preceding calendar year. This document will be considered by their supervisor and the Evaluation Committee in their assessment of the faculty member's quality, quantity, and effectiveness regarding their primary professional duties, scholarship, and service. This document should provide enough detail to demonstrate the faculty member's overall impact and success in achieving their annual goals. Faculty may use the USF Libraries Faculty Evaluation Template to record their contributions.
2. USF Libraries faculty must submit the most recent copy of their job assignment with the self-evaluation to determine the percentages devoted to primary professional duties, scholarship, and service. This document will serve as the cover sheet for the faculty member's documents.
3. Although optional, each faculty member is encouraged to provide a numerical score, determined on a scale of 1 to 5, based on a self-assessment of their primary professional duties, scholarship, and service.
4. The above documents are then submitted to Archivum, the Faculty Information System, and distributed to supervisors and the Evaluation Committee for review.

### Peer Evaluation

1. The Evaluation Committee reviews each faculty member's self-evaluation and job assignment. Based on these documents and the evaluation criteria set forth in Section II below, the Committee provides its recommendation. If sufficient information is lacking, the Committee may ask to interview the faculty member in question. Committee members may not evaluate themselves or any faculty they supervise. Quorum must be met in order for evaluation voting to take place.
2. For each faculty member who participates in the peer-evaluation process, the Committee provides a concise, signed narrative supporting its recommended rating. Faculty may request a meeting with the Committee to discuss their rating.
3. The Chair of the Committee adds the Committee's ratings and narratives to the Faculty Information System.
4. Peer evaluation may be used in merit pay decisions based on administration and collective bargaining agreements [CBA Article 23.1 (4)]



## **Section II. Evaluation Criteria**

The following are the criteria used by both supervisors and the Evaluation Committee to guide their ratings of faculty performance.

The performance of faculty is evaluated based upon 1) the accomplishment of goals reflected in their annual assignment, and 2) the impact of their contributions on USF Libraries and university goals and objectives. Faculty in supervisory roles should provide evidence of effective leadership, administration, coordination, and the ability to successfully train and evaluate personnel. Each USF Libraries faculty member can expect an effective and objective evaluation of their achievements with respect to three categories:

- A. Primary Professional Duties
- B. Research, Scholarship, and Creative Activities
- C. Service

### **A. Primary Professional Duties**

The faculty member's regularly scheduled activities, which may include but are not limited to: reference assistance; research consultations; creating online teaching and learning resources; cataloging; collection development; administrative and supervisory duties; for-credit teaching; library instruction; database management; scholarly communication and publication assistance; assisting faculty in finding and adopting course materials; including library-licensed and openly licensed educational resources etc.; and continuing education that contributes to the faculty member's performance. These activities are the foundation of the USF Libraries faculty member's position, form the bulk of the job assignment, and should be given the greatest weight in evaluation ratings.

Professional duties among USF Libraries faculty are diverse. However, each USF Libraries faculty member should be able to provide an effective and objective evaluation of another USF Libraries faculty member's achievements. In turn, each USF Libraries faculty member should expect an effective and objective evaluation of their achievements.

USF Libraries faculty work comprises a broad spectrum of activities across disciplinary areas, meeting users' information, curricular, and research needs. Therefore, the examples below are provided for the benefit of USF Libraries faculty to document their achievements.

These examples do not reflect a comprehensive list of all potential activities that constitute librarianship:

- the USF Libraries faculty's knowledge of their assigned area of library specialization;
- initiative, resourcefulness, and originality in developing resources;
- solving problems and locating information;
- productivity and accuracy;
- organizational and administrative skills;

- successful interaction with staff and USF Libraries clientele;
- development of productive liaison relationships with the faculty and students of designated departments;
- contributions to improvements in service and efficiency;
- critical perspective;
- capacity for growth;
- ability to remain current with the policies, procedures and technologies that are necessary to carry out primary responsibilities;
- assumption of new or expanded responsibilities;
- special efforts made under difficult circumstances;
- demonstration of significant leadership;
- mentoring or advising activities;
- professional development such as participation in training, webinars, workshops, course work, and conference attendance to enhance professional skills

Documentation of activities should include transaction, assessment, and impact data.

An evaluation of effectiveness and excellence in the performance of the USF Libraries faculty member's assigned professional duties may consider the following:

- a) demonstrated knowledge of assigned area of specialization;
- b) meeting the information, curricular, and research needs of students, faculty, staff, and community users;
- c) initiative, resourcefulness, and originality in developing resources, solving problems, and locating information;
- d) productivity and accuracy;
- e) organizational and administrative skills;
- f) understanding of the organization, policies, procedures, and services of the USF Libraries, and demonstrated ability to effectively follow these policies and procedures;
- g) demonstrated ability to work cooperatively and collaboratively with USF Libraries colleagues;
- h) successful interaction with USF Libraries users and the community;
- i) contributions to improvements in service and efficiency;
- j) evidence of continuing professional growth;
- k) participation in USF Libraries and/or university-wide initiatives;
- l) understanding and support of the mission, goals, and objectives of the University, the USF Libraries, and the department/unit.

### **Outstanding (5)**

To receive this performance rating, a USF Libraries faculty member should demonstrate exceptional and meritorious performance in all areas, and consistently exceed the goals and expectations reflected in their annual assignment. Faculty should

exhibit a high degree of effectiveness in all job responsibilities and be recognized and utilized by others for their expertise in their professional and/or subject specialty.

**Strong to Outstanding (4.5)**

This rating falls just below the outstanding level of performance. Faculty should meet and frequently exceed expectations as reflected in their annual assignment and demonstrate a high degree of competence in all job responsibilities.

**Strong (4)**

This performance rating designates a faculty member who consistently meets expectations reflected in their annual goals and assignment and demonstrates a high level of competence in all assigned tasks. The faculty member should demonstrate significant achievements in at least one or more annual assignment goals or objectives.

**Satisfactory to Strong (3.5)**

This rating is appropriate when the faculty member adequately meets the expectations of performance and previously identified goals with no significant failings. The faculty member should demonstrate a significant achievement in one annual assignment goal or objective.

**Satisfactory (3)**

This performance rating is appropriate when the faculty member adequately meets the expectations of performance and previously identified goals on the annual assignment with no significant failings.

**Weak to Satisfactory (2.5)**

This rating indicates that there are specific, but remediable, deficiencies in the faculty member's job performance, although the overall performance may minimally satisfy the expectations of performance and previously identified goals on the annual assignment.

**Weak (2.0) to Unacceptable (1.0)**

This performance rating indicates the faculty member has consistently failed to satisfy most or all of the expectations of performance and previously identified goals on the annual assignment.

**B. Research, Scholarship, and Creative Activities**

The purpose of scholarship at a university such as USF is to make a substantive contribution to the body of knowledge and understanding in one's discipline. Each year, a USF Libraries faculty member's research, scholarship, and creative activities will be evaluated on their quality, significance, and impact as they relate to either research librarianship or to subject fields in which the USF Libraries faculty has professional assignments or subject expertise. An evaluation of the USF Libraries faculty member's research, scholarship, and creative activity might consider the following:

- the number of the USF Libraries faculty's activities and the time spent on each, relative to their research assignment (percentage)
- the level of knowledge, investigation, and creativity involved in the activity
- the activity's contribution to knowledge or to the development of techniques
- the activity's contribution to the USF Libraries faculty member's professional development, the reputation of the USF Libraries, or the university

Additional considerations might include faculty rank and length of time in rank, originality and independence of contribution, reputation (impact factor) of the publication, and nature of the review process. Research-in-progress may be considered; however, it must eventually lead to a public presentation, publication, performance, exhibit, etc., and should not be considered after being "in-progress" more than one year unless it is a book or similarly sized project. For a detailed list of examples of research, scholarship or creative activities, Evaluation, Section B, in the *Promotion Guidelines for the USF Libraries Faculty*. A USF Libraries faculty member's research, scholarship, and creative activity will be evaluated annually using the following criteria:

**Outstanding (5.0): (Very productive research agenda)**

Evidence of significant contributions to the profession, with at least one completed activity defined as Impact Level One and at least one activity outlined as Impact Level Two or Three. Research-in-progress is not eligible for an Outstanding rating. To be considered, research-in-progress (i.e. accepted for publication) requires verification of acceptance.

**Strong to Outstanding (4.5):**

Performance falls just below the outstanding and just above the strong level. This could include, but is not limited to, several works-in-progress defined by Impact Levels One or Two that are nearing completion, or substantial work on a major project, such as a book, that is not yet completed. At least one completed activity outlined in Impact Level Three is expected.

**Strong (4.0): (Productive research agenda)**

Evidence of an active research agenda and has research-in-progress in Impact Levels One or Two. At least one completed activity outlined in Impact Level Three is expected.

**Satisfactory to Strong (3.5):**

Performance falls just below the strong and just above the satisfactory level. This could include, but is not limited to, multiple contributions determined to be Impact Level Three.

**Satisfactory (3.0): (Engaged)**

Evidence of an active research agenda and engagement in the initial phase of a Level One or Two activity. Has completed at least one activity from Level Three.

**Weak to Satisfactory (2.5):**

Performance falls just below the satisfactory and just above the weak level. No sign of an active research agenda above Level Three.

**Weak 2.0-1.0 Unacceptable:**

Scores of 2.0 or lower indicate limited to no involvement in research projects at Levels One, Two, or Three.

**C. Service**

All service activities will be evaluated to include the significance and impact they have on the USF Libraries, the University, the profession, and the external community. Service at the national and international levels may be considered as more significant due to the potential for greater impact than service at the local and regional levels.

Service and outreach activities are an important part of a faculty member's overall contribution and may be integrated into the faculty member's professional position. The number of the USF Libraries faculty's service activities will be evaluated relative to the percentage reflected in their overall assignment. Faculty members are encouraged to participate in such activities each year. Faculty members are responsible for documenting the impact of their participation in appropriate professional activities which further the service and outreach mission of the USF Libraries, the university, and the profession. Faculty rank and time in rank will be considered as a factor. Service activities may fall into three categories, as defined below:

- Service to the USF Libraries and/or the University refers to active participation or leadership in the educational and administrative functions of the USF Libraries and/or the University through committees, task groups, organizations, etc. which relate to and further the mission of the USF Libraries, the University, and/or the State University System.
- Service to the Profession refers to active participation in local, state, national, or international professional organizations. Service to the External Community must relate to the basic mission of the University and should utilize the USF Libraries faculty's professional expertise. The *Guidelines for Tenure and Promotion- Academic Year 2020-2021* indicate that "the normal service activities associated with good citizenship are not usually evaluated as part of the...promotion process" (page 5). This also applies to the Peer Evaluation process. Service to the external community refers to contributions in local, state, national and international affairs.

An evaluation of the USF Libraries faculty's service activities might consider the following:

- the number of the USF Libraries faculty's activities and the time spent on each, relative to their service assignment (percentage)
- the level of the USF Libraries faculty's responsibility in the activity
- the knowledge and creativity demanded by the activity
- the activity's contribution to the functioning or improvement of the USF Libraries, the university, the community, or the profession

- the activity's contribution to the USF Libraries faculty's professional development or the reputation of the USF Libraries
- the assumption of leadership roles

Service activities may include, but are not limited, to the following:

- Leadership of/membership on
  - USF Libraries and faculty committees, task forces, or workgroups
  - University committees (e.g. search committees)
  - USF Faculty Senate or its committees/councils
  - Statewide library committees, sub-committees, or task forces
  - Local, state, regional, national, or international professional library or academic organizations (committees, boards, governing bodies, councils, etc.)
- Professional service to local, state, regional, national, or international organizations (e.g., archival processing or collection development for historical society)
- Editorial, peer-review, or grant-review service
- Program planning
- Presentations to civic groups
- Service to public schools
- Consulting

**Outstanding (5.0): (Very active/Productive service activities)**

Professional service at state, national or international level, including virtual participation. Significant professional service or outreach to multiple constituencies that goes beyond participation could include but is not limited to national or international committee service, significant contribution or officership in professional organizations. Leadership might include serving on a panel, planning a conference, preconference, or workshop, chairing a committee, or other similar activity with documented committee outcomes. This rating may also include major leadership roles such as chairing or co-chairing a committee or council at the state or university that favorably impacts the USF Libraries and the institution as a whole.

**Strong to Outstanding (4.5):**

Performance falls just below the outstanding and just above the strong level. This could include, but is not limited to, several state or regional activities instead of just one or two. This rating may also include participation in one or more university-level committees or councils.

**Strong (4.0): (Productive service activities)**

Professional service at state or regional level, including virtual participation. Significant professional service or outreach to multiple constituencies that goes beyond participation could include but is not limited to state or local committee service, significant contribution or officership in professional organizations. Leadership might include serving on a panel, planning a conference, preconference, or workshop, committee chair, or other similar activity with documented committee outcomes. This rating may also include participation in one or more university-level committees or councils.

**Satisfactory to Strong (3.5):**

Performance falls just below the strong and just above the satisfactory level. This could include, but is not limited to, activity on multiple committees at the USF Libraries, or a single regional committee with no state-level activity.

**Satisfactory (3.0): (Engaged)**

Professional service within the library only.

**Weak to Satisfactory (2.5):**

Performance falls just below the satisfactory and just above the weak level.

**Weak to Satisfactory 2.5-1.0 Unacceptable:**

Scores of 2.0 or lower indicate limited or no involvement in service or outreach activities.

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