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Associate Dean

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Thomas Cetwinski

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Education:

M.A.L.S., 1975; Dominican University (Rosary College) School of Library and Information Science; River Forest, Illinois 60305. Area of interest: administration and management of special and academic libraries.

B.A., 1971; Loyola University of Chicago; Chicago, Illinois 60610. Major: Modern European History; Minor: Political Science, Philosophy.

Professional Experience:

2009 – Present; Associate Dean of Libraries (2018 - present); Director of Planning & Accountability (2016-2018); Director of Administrative Services (2009–2016); University of South Florida Libraries, Tampa, Florida 33620

Scope of responsibilities include, but are not limited to, directing: (1) fiscal operations and services as required in order for the Library to successfully meet goals and objectives including, but not limited to, overseeing budget planning and preparation, tracking and reporting unit expenditures, overseeing purchasing and receiving; and travel reimbursements; (2) the USF Libraries Planning and Accountability Office, which facilitates leadership decision-making by providing data, analysis, business solutions, and reporting to the USF Libraries leadership, the USF community and external entities; (3) facilities management ensuring a safe and secure environment for study and research, and coordinating and managing all renovation projects; (4) USF Libraries Collection Maintenance, which includes the receipt and processing of all Library material, general stack maintenance and shelving, and preservation activities; (5) the Library Services Desk, the main service point in the Library which includes circulation of material and equipment, course reserve program, and study room reservations. Previously directed Library HR which required working closely with faculty and staff to provide responsive, appropriate guidance and support to strengthen recruiting and retention, employee engagement, performance management and compliance, and other HR-related areas of focus.

2008 -2009; Assistant Director of Libraries for Administrative Affairs; King Abdullah University of Science and Technology; Thuwal, Saudi Arabia

Team leader for the planning and development of the KAUST university library. The short term goal was to create an “opening day” university library by September 5, 2009. The long term goal was to establish a foundation on which to build a world-wide recognized science and technology library. KAUST is an international, graduate-level research university dedicated to inspiring a new age of scientific achievement around the globe. As an independent, merit-based institution, KAUST will enable top researchers from around the globe and across all cultures to work together to solve challenging scientific and technological problems. The KAUST global research and education network will support diverse talents both on its campus and at other premier universities and research institutions through collaborative research agreements, grants, and student scholarship programs.

2003 – 2008; Program Manager, University Libraries; Ohio State University; Columbus, Ohio 43210

Assist the Director of Libraries in a number of initiatives as requested. Primary responsibility is the coordination and promotion of the Ohio State University's Knowledge Bank, a joint venture of the University Libraries and the Office of the Chief Information Officer. The Knowledge Bank is a dynamic institutional repository for the digital intellectual output of the university community. The objective of the Knowledge Bank is to collect, preserve, and index and makes available the intellectual output of the university community in a digital format.

Secondary responsibility includes:

Facilitating the development of a visioning group within the libraries as a preliminary to campus wide strategic planning. Initial activity consisted of five task forces of thirty-six staff identifying five strategic values on which to move forward; currently coordinating appropriate implementation teams.

Coordinating the activity of the Learning Group which resulted in a widely circulated and discussed report. The objective of the report was twofold: the first to inform the design decision making process for the 109 million dollar renovation of the Thompson Library, and the second to create awareness for the learning environment in future decisions.

Facilitating the Renovation Committee, comprised of faculty and staff, whose objective is to inform decisions on building and program planning and to share information with colleagues?

Directed the Science and Engineering Library Feasibility Study, a collaborative initiative with the office of the CIO, conducted by Comprehensive Facilities Planning, Inc (CFP) which resulted in a final document that presented a conceptual plan for the use of the facility which promotes and encourages learning centered environments.

Facilitate the creation of a campus wide committee to address copyright and intellectual property issues for classroom use, e-reserves and new methods of scholarly communication.

Facilitated the Outreach & Engagement Committee, tasked to develop a strategic plan to promote library services to the university and the community at large.

Collaborated with the Association of Research Libraries in developing on site institutes for Program Management (2007) and Facilitation Skills (2008).

Ohio State University search committee service includes: OSU Expertise Directory Program Manager, Metadata Librarian (2) hires, Systems Librarian (2) hires, Development Officer II, Programmer (for the Knowledge Bank), and Web Developer.

Active participant on the Ohio State University Libraries Executive Committees.

1999 – 2003; Human Resources, University Libraries; University of Georgia; Athens, Georgia 30602.

Assist in the administration of the Libraries comprehensive personnel program for all levels of faculty, staff, and students in the areas of recruitment, compensation, employee relations, performance review, job analysis, promotion, and records maintenance; developed policies and

procedures in personnel administration as needed; provided information and guidance in human resources and related issues. Developed, implemented and coordinated a staff training and development program in the general areas of electronic resources, employee orientation, supervisory skills, management and interpersonal skills, and career development. Consulted and advised on departmental training and development issues; offered career guidance to staff. Actively and responsibly participated in the management of the libraries' personnel budget.

1997 – 1999; Library Personnel Officer. George A. Smathers Libraries; University of Florida; Gainesville, Florida 32611.

Primary responsibility for coordinating the Libraries' personnel policies and practices with those of the University of Florida, the Board of Regents and the State in terms of recruitment, compensation, employee relations, performance reviews, job analysis, staff development, tenure and promotion, personnel management information and records maintenance. Developed policies and procedures in the above aspects of personnel administration provide advice and guidance to department chairs and directors in dealing with personnel issues. Collaborated with the University of South Florida to offer graduate courses in library and information science on the University of Florida campus and other central locations in north Florida.

1993 – 1997; Training & Development Officer. George A. Smathers Libraries; University of Florida; Gainesville, Florida 32611.

Assessed staff development, skills training and orientation needs of the library staff; planned and implemented appropriate development programs; designed and drafted training materials; served as chair if the Libraries' Staff Development Committee; edited and maintained the Libraries' Policy and Procedures Manual. Planned, administered and evaluated the travel support program. Coordinated the Libraries' Staff Exchange Program; advised department chairs on program needs; assessed and evaluated the staff development program in terms of recruitment and retention, attending to employee relations issues, affirmative action concerns, payroll and other budget matters as requested.

1990 – 1993; Assistant to the University Librarian, Assistant Personnel librarian; University of Illinois at Chicago; Chicago, Illinois 60680.

Assisted in the implementation of the University Library's personnel program, including acting as Director in the absence of the Personnel Librarian. Assisted in recruiting faculty, academic and support staff; coordinated candidate interviews; assisted with the coordination of the University's Academic Librarian Residency Program; advised supervisors and department chairs on personnel matters; oversaw the planning and implementation of an in-house orientation and staff development program. Served on library and campus committees related to personnel and training. Initiated and responded to disciplinary actions and grievance cases required responsibly attending to affirmative action objectives and legal matters as necessary.

1988 – 1990; Personnel Services Director. C. Berger & Company (a library management and consulting firm); 327 E. Gunderson Drive; Carol Stream, Illinois 60188.

Directed personnel services in which professional librarians and trained support staff were placed on temporary assignments in special, academic and local public libraries throughout the greater Chicago metropolitan area. Directed professional executive search activities in which professional librarians were recruited, screened and placed in international library association,

library and information center upper management positions. Developed and implemented recruiting practice to attract appropriate librarians to successfully accomplish corporate objectives. Oversaw benefits and compensation, performance reviews and exit interviews; attended to unemployment matters. Coordinated staff development to respond to changing professional client needs. Evaluated libraries and corporate information centers for clients recommending changes in personnel and internal policy and procedures.

1980 – 1987; Library Director. Telemedia, Inc. (an international management training and consulting firm); 750 Lake Cook Road; Buffalo Grove, Illinois 60089.

Royal Saudi Naval Forces School, Jubail, Saudi Arabia, 1980 – 1983
Egyptian Air Force Academy, Cairo, Egypt, 1984 – 1987

Established an academic library and information center to support an undergraduate curriculum; selected and trained foreign nationals; implemented systems for material selection, procurement, cataloging and classification of a core collection; designed bibliographic instruction in measurable modules. Managed transition to on-line services identifying equipment and staff requirements. Oversaw architectural design of new facilities. Planned and managed the logistics of relocating libraries resulting in one central library and three satellite locations. Coordinated international purchasing. Supervised college wide accreditation plans and procedures with appropriate reporting to US and international agencies.

1974 – 1979; Library Director. Barat College; 700 East Westleigh Road; Lake Forest, Illinois 60045.

Introduced an automated shared on-line system (OCLC) allowing a shift to increase student/faculty services. Designed and facilitated a professional development program offering members of a thirteen-library consortium shared training. Developed an integrated program of bibliographic instruction implemented at various levels of the undergraduate curriculum.

1966 – 1974; Supervisor of the Main Reading Room. The Newberry Library; 60 W. Walton Street; Chicago, Illinois 60610.

Integrated the circulation, reference, interlibrary loan, admissions and photo-duplication services into a Reader Services Department. Attended to budget matters; motivated subordinates in understanding and accepting institutional goals and objectives during a period of reorganization.

Select Professional Activities:

Advisory Boards:

- TELRL, R2R: Served on an advisory panel that assisted in the development and implementation of the “Research on Research” TELR program. Continued as a proposal reviewer resulting in student/faculty awards. Ohio State University
- Olentangy Wetlands Research Park Advisory Board: Advisory board provides input for community projects sponsored by the park. Ohio State University
- Carmen Advisory Board: Serve on an advisory team to identify issues related to copyright and intellectual property needed to be addressed in the new course management system. Ohio State University

- Digital Union: User Advisory Panel: The User Advisory Panel is charged with advising the CIO on procedures regarding the use of the facility, identifying and recommending best practices and providing feedback on user experience. Ohio State University
- OSU Expertise Directory Advisory Team: Continue to serve on the advisory team responsible for the development and implementation of the directory. Ohio State University
- DRC/OhioLink Steering Committee: Serve on the steering committee for the development of OhioLink's, Digital Resource Commons (DRC). Ohio State University
- Gay Lesbian Bi-sexual Transgender Student Advisory Board: Serve on the advisory board of the Gay, Lesbian, Bi-sexual, Transgender Student association to assist with preservation of records in the Knowledge Bank. Ohio State University
- Friends of the Libraries, serve on the Executive Committee of the group dedicated to promoting the collections and services of the Ohio State University Libraries and to encourage gifts in kind and financial support. Ohio State University

Coordinated Speaker Programs:

- Technology Based Student Services, 2005-2006: The program included a trip to the University of Georgia, Student Learning Center, hosted by Florence King; Emory University, hosted by Charles Forrest; and the Georgia Institute of Technology, hosted by Richard Meyers & Crit Stuart. The program also included consultative presentations by Martha Kyrillidou, Director, ARL Statistics & Measurement Program, Cathy De Rosa, Vice President Marketing & Library Services, OCLC; and Peter Murray, OhioLink. Additional speakers were Michael Buckland, University of California; Susan Gibbons, University of Rochester; Bernie Reilly, CRL; David Lewis, IUPUI; James Mullins & Scott Brandt, Purdue University; Carol Tenopir, University of Tennessee; and David Carr, University of North Carolina
- Information Overload and Copyright & Intellectual Property in a Digital Age, 2006-2007: Joel Best, author of "Flavor of the Month"; Mark Sandler, Committee on Institutional Cooperation; Gregory Crane, Tufts University; David Levy, author of "Scrolling Forward"; Clifford Lynch, Coalition for Networked Information; Laura Gasaway, University of North Carolina; Heather Joseph, SPARC; and Peggy Hoon, North Carolina State University.
- 2020 Vision: The Future of Scholarship and Publishing, 2007-2008: Kate Wittenberg, Director of Electronic Publishing, Columbia University; Nancy Eaton & Sanford Thatcher, Pennsylvania State University; Juan Cole, University of Michigan; Michael Jensen, National Academies; William Thomas, University of Nebraska and Peter Brantley, Digital Library Federation.
- Program Management Institute – Association of Research Libraries, May 2 & 3, 2007: Collaborated with ARL to provide project management training for senior level library staff.

- Facilitation Skills Institute – Association of Research Libraries, February 11 & 12, 2008:
Collaborated with ARL to provide facilitation skills training to senior level library staff.

Consulting:

Consulting topics focus on areas of expertise – developing an effective human resource program in academic libraries and implementing an institutional repository for digital assets: Monash University, Australia, 2005; Oregon State University, 2005; Battelle Memorial Institute, 2005; Vanderbilt University, 2006; University of Oklahoma, 2006; University of Florida, 2006; University of Georgia, 2005; University of North Carolina Chapel Hill, 2006.

Publications, Presentations and National Committees:

Chair, ALA/LLAMA Emerging Trends Committee, 2009-2011.

Member, ARL Position Description Bank Steering Committee.

“An American Librarian in the Middle East.” College and Research Libraries News. January 1995, pages 6 – 9.

“Observations on the Hiring Process.” Society of American Archivists; 1998 Annual Meeting; September 3, 1998; Orlando, Florida.

“Management in a Full Employment Market.” Society of Research Administrators, Southern Section Annual Meeting; June 1, 1999; San Juan, Puerto Rico.

“Conflict Resolution in the Workplace.” Society of Research Administrators, Southern Section Annual Meeting; June 1, 1999; San Juan, Puerto Rico.

“Using Training for Recruitment and Retention.” A presentation at the Georgia Library Association/Georgia Council of Media Organizations Annual Meeting; Jekyll Island Convention Center, October 22, 1999.

“To Meet or Not to Meet.....” (An interactive workshop on facilitating a meeting) Society of Research Administrators, Southern Section Annual Meeting; April 17, 2000; Asheville, North Carolina.

“Using Training for Recruitment and Retention.” The Georgia Library Quarterly. Vol. 37 no. 1, Spring 2000, pages 5 – 10.

"Facilitation Skills." (An interactive workshop on practicing facilitation techniques) University of Georgia, Law Library, August 2, 2001.

"Facilitating a Meeting." Presentation to the University System of Georgia, Board of Regents Staff, Athens, Georgia, February 18, 2002.

"Facilitation Skills." (An interactive workshop on practicing facilitation techniques) University of Georgia Training & Development; twice a year beginning in 2000.

Chair, Academic Library Division of the Georgia Library Association, Georgia Chapter of ACRL, Academic Paper Presentation, Georgia Library Association Annual Meeting, 2000, 2001, 2002, 2003.

"Facilitation Skills." (An interactive workshop on practicing facilitation techniques)
Columbus State University, Simon Schwab Memorial Library, March 11, 2002.

"Strategic Planning at University of Georgia Libraries" facilitated the strategic planning process for the University of Georgia Libraries, July 2005.

"Promoting an Institutional Repository: Lessons Learned", Purdue University, June 29, 2006