



FAU Libraries Promotion Guidelines

Florida Atlantic University Libraries Promotion Guidelines

This document supersedes all previous FAU Libraries promotion documents.

Submitted by the FAU Libraries Promotion Criteria Committee:

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I. Introduction

The practice of librarianship is a multifaceted discipline in which library faculty engage in a broad spectrum of professional endeavors. As specialists, librarians are responsible for providing access to information, document delivery, collection development and preservation, digitization, technological expertise and support, bibliographic control and organization, instruction, reference, outreach services, and administration and planning. FAU Libraries' faculty are partners with other academic faculty and contribute to the University's goals of teaching, research, and service.

This document serves as a guide both for candidates who are eligible for promotion in rank, and for the individuals charged with the responsibility of evaluating those candidates. It describes in detail the timetable, policies, and procedures associated with all aspects of the review process. In addition, it outlines the basic assumptions and criteria that underlie the process.

The attached criteria and procedures will ensure librarians an opportunity to be reviewed on equitable terms that adequately recognize the differences in individual positions and contributions, within a reasonable time, for promotion within the FAU Libraries. The promotion review process is a qualitative evaluation rather than a mere quantitative check-off. Promotion of candidates is not automatic.

The Florida Atlantic University Libraries Promotion Guidelines are to be used in conjunction with the ["Promotion and Tenure" memorandum](#) from the Office of the Provost.

This document will be updated on a continuing basis to maintain compliance with University requirements and the changing environment of academic librarianship. Review and/or revision of this document may be undertaken at the request of the majority of library faculty, the Dean of University Libraries, or the Provost. Recommended revisions are forwarded to the Provost by the Dean of University Libraries. The URLs/links within this document will be revised as necessary and will not require the request of the majority of the library faculty, the Dean of University Libraries, or the Provost.

II. Criteria for Promotion Specific to Rank

Ranks of library faculty parallel those of other members of the faculty: assistant, associate, and university librarian.

A. Promotion from Assistant to Associate University Librarian

1. Serve a minimum of five years FTE responsible, professional experience after receiving the appropriate master's degree, at least two of which must be in rank at Florida Atlantic University. Completion of time requirements must be fulfilled by the time the promotion becomes effective, which is the beginning of the contractual year following the promotion process.
2. Associate university librarians are expected to have achieved a high level of expertise and have a demonstrated record of accomplishments to advance the goals of the FAU Libraries, the University, and the profession. Librarians at this rank are expected to exercise significant professional judgment and provide evidence of a substantial degree of leadership.
3. Provide evidence of distinction and commitment significantly beyond the degree expected of an assistant university librarian in scholarship, research, and/or creative endeavors, with notable contributions to the advancement of librarianship and increasing service to the University, and community.

B. Promotion from Associate to University Librarian

Promotion to this rank is predicated upon mastery of the qualities described for an associate university librarian at Florida Atlantic University. University librarians' careers show evidence of superior performance at the highest levels of professional responsibility.

1. Serve a minimum of eight years FTE responsible, professional experience after receiving the

appropriate master's degree, at least two of which must be in rank at Florida Atlantic University. Completion of time requirements must be fulfilled by the time the promotion becomes effective, which is the beginning of the contractual year following the promotion process.

2. University librarians are expected to have achieved a superior level of expertise and have a demonstrated record of accomplishments to advance the goals of the FAU Libraries, the University, and the profession. Librarians at this rank are expected to exercise the highest level of professional judgment and provide evidence of longstanding leadership.
3. Provide evidence of distinction and commitment in scholarship, research, and/or creative endeavors, with notable contributions to the advancement of librarianship and service to the University and community.
4. Provide evidence of recognized distinction in at least one of the categories of librarianship, scholarship, or service.

III. Criteria for Promotion Specific to Areas of Achievement

The areas of achievement to be considered in the promotion process are as follows: Librarianship, Scholarship, Research, and/or Creative Endeavor, and Service.

A. Librarianship

Librarianship is the most important criterion for faculty in the FAU Libraries and is given the most weight in promotion decisions. Library faculty should demonstrate sustained growth and high-quality contributions in the area(s) of their core responsibilities. General characteristics expected of all library faculty regardless of job assignment include but are not limited to:

- Consistency in professional performance and effectiveness
- Imagination and skill in solving complex problems
- Initiative in improving processes and services
- Ability to organize work and produce results
- Effective communication skills
- Awareness of current developments in the library profession and appropriate subject fields
- Ability to apply professional principles and standards to local situations
- Meaningful participation in departmental or library-wide decision making
- Comprehensive understanding of the departments', Libraries', and Universities' goals
- Flexibility to adapt to new technologies and acquire new skills
- Accuracy and attention to detail
- Ability to work effectively in a team environment
- Effective decision making
- Ability to work effectively in a variety of library functional areas
- Effective supervision (if assigned)
- Leadership
- Active participation in self-study activities in all areas of the FAU libraries' operations
- Ability to innovate

Academic libraries are complex information environments, and the responsibilities of library faculty vary markedly in their focus. The multifaceted nature of library faculty responsibilities and contributions constitutes the strength of the FAU Libraries. As specialists, librarians are responsible for providing access to information, document delivery, collection development and preservation, digitization, technological expertise and support, bibliographic control and organization, instruction, reference, outreach, and administration and planning.

B. Scholarship, Research, and/or Creative Endeavor

Library faculty are expected to establish and sustain a program of high quality research and/or creative accomplishments appropriate to their core responsibilities and rank as based on the percentage of time

allocated to research/writing in the librarian's annual assignment and which are consistent with the FAU Libraries mission and goals. Scholarship is not evaluated on the basis of philosophical orientation nor the specific topic examined.

In addition, the scholarship, research, and/or creative activities of the candidate will be examined as an entire body of work. Criteria for evaluating the quality of a candidate's research, regardless of format, includes evidence of originality, breadth of dissemination, and impact on scholarship and/or practice in the candidate's field of research. Works that demonstrate a command of a subject, collect and analyze new data, undergo rigorous peer review prior to publication, and are widely disseminated are particularly important.

When reviewing a candidate's promotion portfolio, it is important to take into consideration that excellent performance or librarianship is the primary criterion, and professional development, research, and/or creativity and service are secondary. The candidate's annual assignment will also be reviewed and evaluated according to how much time is allocated by his/her supervisor for service and scholarship activities. This evaluation will be given merit when deciding the candidate's likelihood for promotion.

The FAU Libraries value both collaboration and individual initiative. Although coauthored or solo-authored publications and presentations are both valued, the candidate's portfolio should show some evidence of independent research, particularly for candidates to the level of University Librarian.

Weight will be given to scholarship published in peer-reviewed publications. In addition, librarians may request up to 10% of one's annual assignment to complete research as cited in the Faculty Handbook (http://www.staff.library.fau.edu/handbook/professional_development.htm). At the year-end evaluation, if productivity is satisfactory, the librarian may request additional time in their annual assignment if agreed upon by the supervisor.

Scholarship of Discovery:

- Obtaining grants and other funding, such as fellowships, internships or study leaves, which benefit the FAU Libraries or librarianship
- Assessment Studies
- Developing original computer software or successful adaptations of software for the FAU Libraries or professional use
- Developing original uses of other technologies to enhance FAU Libraries' operations

Scholarship of Integration

- Presentations (given by individuals) that have been invited, accepted, or otherwise solicited by professional or scholarly organizations
- Panel presentations that have been invited, accepted, or otherwise solicited by professional or scholarly organizations
- Poster sessions that have been invited, accepted, or otherwise solicited by professional or scholarly organizations
- Recruitment and marketing
- Exhibitions that have been invited, accepted, or otherwise solicited by professional or scholarly organizations

Scholarship of application

- Scholarship published in peer reviewed journals, book chapters, books
- Scholarship published in significant non-refereed journals, book chapters, books
- Editorship or editorial contributions for scholarly publications
- Publications that have been invited or otherwise solicited by professional or scholarly organizations
- Completion of a dissertation or a thesis
- Advanced study, such as for – credit courses, additional degrees, or certification in a specialization.

- Self-education toward a specific goal agreed upon with the individual's supervisor; these contracted goals should develop proficiencies that enhance library services
- Obtaining Internships, fellowships, or sabbaticals
- Special projects (above and beyond one's annual assignment)

Scholarship of teaching

- The research and development of courses or classes in librarianship or a scholarly topic where the individual has expertise, such as teaching a semester-long for credit course (s)
- Development and teaching of continuing education workshops or courses for library colleagues
- Professional mentoring activities (SEFLIN, FLA, ACRL, external)
- Advising and mentoring of DIS students, interns, etc.

C. Service

The FAU Libraries highly value active participation and leadership in service to the University, FAU Libraries, community, and profession. Library faculty are expected to apply their professional expertise in developing new programs and services, providing solutions to problems, and guiding the strategic direction of the FAU Libraries. Library faculty members contribute to the governance of the University or its various units, and to the diversity and intellectual life of the University and the community. Professional participation at an appropriate level is expected. Such participation may be in regional, state, national, or international associations or organizations.

Examples of Service include but are not limited to:

- Participation in committees and/or task forces at all levels (FAU Libraries, University, regional, state, national, and international) with emphasis on leadership
- Mentorship of new faculty
- Contributions to the University's programs to enhance equal opportunity and cultural diversity
- Assistance to student organizations
- Consultation on professional topics
- Participation in promotion and academic governance processes
- Outreach service or service in professional associations or learned societies with emphasis on leadership
- Service in civic organizations and community agencies
- Collaboration with regional cultural organizations
- Presentations to community groups or civic organizations
- Participation in University activities and scholarly events
- Any other extracurricular involvement or volunteer commitments that significantly improve the well-being of the community

IV. FAU Libraries Promotion Documentation: Portfolio and Supplement

The library faculty member is responsible for supplying evidence of accomplishment to support the granting of promotion. This evidence is compiled into a portfolio and a supplement, the content and arrangement of which are determined by the most recent [University "Promotion and Tenure" memorandum](#) promulgated by the Office of the Provost. For advice and assistance in preparing a promotion portfolio and supplement of the highest possible quality, the candidate is encouraged to consult with an advisor/mentor who has successfully completed the promotion process at FAU Libraries, or with the FAU Libraries Promotion Committee (also referred to as Promotion Committee or Committee).

Promotion and Supplement portfolios that are submitted to the Promotion Committee that fail to meet the requirements stated in the University "Promotion and Tenure" memorandum and the FAU Libraries Promotion Guidelines will not be accepted for consideration and will be returned immediately to the candidate.

- A. The following is intended to interpret some of the terms the Provost's document may contain into their library equivalent.
- i. Peer review is interpreted as a special review instituted at the time of candidacy for promotion (See [Appendix C](#))
 - ii. Student evaluations are not applicable at this time with the exception of library faculty teaching official FAU courses as stated in his or her letter of assignment
 - iii. Librarianship should be substituted whenever there is reference to instruction
 - iv. FAU Libraries Promotion Committee should be substituted whenever there is reference to College Promotion and Tenure Committee
 - v. If the librarian chooses to submit internal letters of recommendation, one of the internal letters of recommendation must be from a librarian
 - vi. The librarian's supervisor is the equivalent of a Chair/Director
 - vii. If the Provost's document requires tables, the librarian must adapt the table to the librarian's work (the fact that a sample table does not reflect a librarian's work does not mean that the librarian can omit the table)
- B. Documentation for use by the Promotion Committee should be included in the Supplementary Portfolio.

The Supplementary Portfolio must include the Library Promotion Application Form (See [Appendix B](#)) but may also include:

- i. Transcripts of courses completed after the appropriate master's degree
- ii. Documentation of completed continuing education activities
- iii. Professional certifications
- iv. Additional letters of commendation or acknowledgement
- v. If applicable, a letter from the Dean of University Libraries detailing the amount of professional experience credited at the time of initial appointment at FAU Libraries (See [Appendix A](#))

For more information on the Supplementary Portfolio, refer to the section on "Supplementary Portfolio" in the ["Promotion and Tenure" memorandum](#) from the Office of the Provost.

V. Role of the FAU Libraries Promotion Committee

The purpose and function of the FAU Libraries Promotion Committee is to help implement the promotion guidelines, to assist the candidates who are assembling their promotion portfolios, and to advise the Dean of University Libraries by reviewing and making recommendations, either positive or negative, concerning specific promotions and the promotion process.

The Committee consists of three members and one alternate (all library faculty members, each preferably representing a different library department or campus library), excluding the Dean of the Libraries, Associate Dean, and Assistant Deans. Committee members are elected from the ranks of Assistant, Associate, and University librarian. The Committee will select its chair. It is preferred that a prospective chair of the Promotion Committee has completed the promotion process at least once. Each member serves a two-year term. To ensure continuity, two new members are elected in one year, and two new members are elected in the consecutive year. To encourage change, no one may serve two consecutive terms. However, if no candidates apply for promotion during the second year of service on the Committee, those Committee members should remain on the Committee through the following year if practical. All members must have been employed by Florida Atlantic University Libraries for at least one year and must be at the assistant university librarian level or above. No more than one assistant university librarian may serve on the Committee at one time. Committee members may not be candidates for promotion. If a candidate's direct supervisor is on the committee during the year that the candidate is going up for promotion, the supervisor is to recuse him or herself from all committee activities related to the evaluation of that candidate. Yet, the supervisor can continue to serve on the committee and evaluate other candidates going up for promotion. The Promotion Committee will notify the Chair of the Faculty Assembly to call for nominees to fill vacancies on the Promotion Committee. The Faculty Assembly will hold an election to fill the vacancies.

In its role as an evaluative body, the Promotion Committee investigates whether the candidate has performed the job with mastery, distinction, effectiveness, and commitment to both the FAU Libraries' and University's mission. Further, the Committee assesses each candidate's potential to be a creative and contributing scholar recognized within the University and the profession, while demonstrating a strong service orientation to the FAU Libraries and to the larger Florida Atlantic University community. **The Promotion Committee's duties also include the following:**

- Notifying the Chair of the Faculty Assembly to call for nominees to fill vacancies on the Promotion Committee
- Selecting a Chairperson
- Being thoroughly familiar with the FAU Libraries Promotion Guidelines and the Promotion and the Tenure Memorandum from the Office of the Provost for the current promotion process. New requirements in the Promotion and the Tenure Memorandum or conflicts between the FAU Libraries Promotion Guidelines and the Promotion and the Tenure Memorandum should be reported to the FAU Libraries Promotion Criteria Committee.
- Reviewing the Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreements as new versions are released. New requirements in the Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreements or conflicts between the FAU Libraries Promotion Guidelines and the Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreements should be reported to the FAU Libraries Promotion Criteria Committee.
- Providing the candidates with the link to the Provost's latest "Promotion and Tenure" memorandum and the link to the FAU Libraries Promotion Guidelines
- Maintaining confidentiality of the promotion process and assuring candidates of the confidentiality of the promotion process
- Upon receipt of the promotion application forms, sending out a list of candidates along with the candidate's curriculum vitae to all library faculty and peer review forms to all library faculty members (except Temporary or AMP), who have worked for one year or more in the FAU Libraries
- Providing the completed peer review forms to the candidates for promotion within one week of the peer review forms deadline.
- Upon receipt of the promotion application forms, a list of all candidates will be sent out by the Promotion Committee along with the candidate's curriculum vitae and peer review forms to all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process excluding the Dean of the Libraries.
- Conferring with candidates for promotion while they compile their portfolios
- Advising candidates of the right to reply to any material added to the portfolio
- The Promotion Committee will be available to consult with the Dean of University Libraries should the Dean require additional information regarding a candidate. The Committee will then consult with the candidate on both the sort of information to be gathered and the information that is finally acquired.
- Calling for a numerical library faculty vote with ballots sent to all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process excluding the Dean of the Libraries.
- Ensuring the candidate's portfolios are available for review in the Wimberly Administration Office and that access to the portfolios are restricted to library faculty who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process excluding the Dean of the Libraries. A list of library faculty members should be provided to the library administration staff to ensure the portfolios are only checked out by library faculty members eligible to participate in the numerical library faculty vote. One or more members (including the chair) are strongly encouraged to travel to the northern FAU campus(es) so that all eligible faculty will have the opportunity to view the portfolios at a northern campus library location.
- Writing the "Report of the Department/School" (the reporting of the numerical library faculty vote) to include in the candidate's portfolio and providing official notification of the result to the candidate within one week of the numerical library faculty vote deadline.
- Copying and maintaining (by Committee Chair) all incoming documentation (peer review form results, the numerical library faculty vote, letters of evaluation, etc.) in a separate file, while returning the originals to each candidate within one week of the deadline for submitting these items.
- Ensuring that all library promotion paper work is correctly filled out and submitted on time.
- Submitting written recommendations covering positive and negative issues about specific candidates for promotion, and also any recommendations for changes in the promotion process to the Dean of University Libraries

Additional duties:

- Conducting an informational session each Spring semester to provide an overview of the FAU Libraries' and University's criteria, policies, and procedures regarding promotion. This session will include a question and answer period to address specific questions or concerns the attendees may have regarding the promotion process.
- Interested library faculty may request an individual consultation with the committee to see if he or she is ready to apply for promotion. The faculty member should have an up-to-date curriculum vitae to share with the Promotion Committee.
- Informing new library faculty of the promotion process, which could include the following: sending an introductory email that lists the links to the online versions of the FAU Libraries Promotion Guidelines and the University Promotion & Tenure Memorandum; offering to meet with new library faculty to review the guidelines or answer any questions.
- Reviewing emeritus candidates' portfolios. Typically this will include an up-to-date curriculum vitae and additional supportive documentation as per [FAU Libraries' Emeritus Policy](#).

VI. Promotion Appraisal Process**A. Formal Promotion Appraisal Process:**

As employees eligible for promotion, FAU Librarians may be apprised of their progress toward promotion as stated in Article 14 of the 2009-2012 "Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreement." Within Article 14, section 14.1 (b) and 14.3 (b) address the promotion appraisal and are included below:

Article 14
Promotion Procedure

"14.1 (b) Upon annual written request beginning with the second year of employment, employees eligible for promotion shall receive a non-binding appraisal of their progress toward promotion. The appraisal, which shall be a separate component of the annual evaluation, is intended to help candidates qualify themselves for promotion. Upon written request of the employee, an administrator at the next higher level, shall meet with the employee to discuss unresolved appraisal issues." *

"14.3 (b) Recommendations for promotion shall include a copy of applicable promotion criteria, the employee's annual assignments and annual evaluations, and, if the employee chooses, the employee's promotion appraisal(s). The reviewers at any stage in the review may request to view the appraisal(s)."

*The formal promotion appraisal process as stated above is subject to revision pending future Florida Atlantic University Board of Trustees/United Faculty of Florida collective bargaining agreements.

B. Informal Promotion Appraisal Process:**Role of the Mentor:**

As stated in the "FAU Libraries Faculty Mentoring Program," one of the responsibilities of the mentor is to "be familiar with and explain the FAU Libraries' and University's criteria, policies, and procedures regarding promotion."

Role of the FAU Libraries Promotion Committee:

One of the responsibilities of the Promotion Committee is to conduct an informational session each Spring semester to provide an overview of the FAU Libraries' and University's criteria, policies, and procedures regarding promotion. This session will include a question and answer period to address specific questions or concerns the attendees may have regarding the promotion process. For additional responsibilities of the Promotion Committee, see the "[Role of the FAU Libraries Promotion Committee](#)."

VII. Negative Recommendations and Notice of Denial, Notice of Denial from the Provost:

The candidate has 5 business days to provide a written response to any added material to the portfolio. This section specifically addresses negative recommendations.

Negative Recommendations from the FAU Libraries Promotion Committee:

If the candidate chooses, he/she will have 5 business days to provide a written response to the Promotion Committee's negative recommendation. This response will be submitted to the Promotion Committee and included in the candidate's portfolio. The portfolio cannot move forward for 5 business days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.

If the candidate wishes to continue in the promotion process, the candidate's portfolios will then be sent to the Dean of University Libraries for review.

Negative Recommendations from the Dean of University Libraries:

If the candidate chooses, he/she will have five business days to provide a written response to the Dean of University Libraries' negative recommendation. This response will be submitted to the Promotion Committee and included in the candidate's portfolio. The portfolio cannot move forward for 5 business days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.

If the candidate wishes to continue in the promotion process, the candidate's portfolios will then be sent to the Provost for review.

Notice of Denial from the Provost:

Any employee who is denied promotion shall be notified in writing by the appropriate administrative official as stated in the most recent BOT/UFF Collective Bargaining Agreement. As stated in Article 14, Section 4 of the "2009-2012 Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreement."

"Any employee who is denied promotion shall be notified in writing by the appropriate administrative official. The employee has twenty (20) days after notification to submit a written request for a statement of reasons and the University shall provide the employee with a written statement within twenty (20) days thereafter of the reasons why the employee did not meet the promotion criteria." *

*"14.4 Notice of Denial" as stated above is subject to revision pending future Florida Atlantic University Board of Trustees/United Faculty of Florida collective bargaining agreements.

VIII. Procedures and Timetable for Promotion

(This timetable may change each year depending on the University's "Promotion and Tenure" memorandum.)

MARCH

Second week - If vacancies exist, the Faculty Assembly announces that vacant seats on the Promotion Committee will need to be filled. The Faculty Assembly presides over the election of members to the Promotion Committee. The Chair of the Faculty Assembly calls for nominees to fill vacant seats on the Promotion Committee. (See "[Role of the FAU Libraries Promotion Committee, section V.](#)" for the makeup of the Promotion Committee.)

Third week - The Faculty Assembly presides over the election of members to the Promotion Committee. All librarians are eligible to vote in the election of Committee members to the Promotion Committee, excluding the Dean of the Libraries.

Fourth week - Ballots should be counted by the end of the fourth week and election results reported so that

new committee members are in place by the first week of April. After the votes are counted, the Chair of the Faculty Assembly announces the new members of the Promotion Committee. The Committee members select a chair and an alternate.

APRIL

Whenever possible, the informational session designed to explain and guide librarians through the promotion process will be held after the Provost's Promotion and Tenure Forum, but before the promotion application form deadline. Anyone who is interested in attending the information session is encouraged to do so.

The chair of the Promotion Committee is encouraged to create a monthly calendar for this timetable with actual dates that takes note of where items on this timetable apply to the current year

Second week - The Dean of University Libraries requests applications for promotion (see [Appendix B](#))

The FAU Libraries Promotion Guidelines are available at:

http://www.staff.library.fau.edu/promotion/promotion_guidelines.htm and through the FAU Libraries Staff Web site: <http://www.staff.library.fau.edu/>.

Fourth week - The Dean of University Libraries forwards all applications to the Promotion Committee.

MAY

First week - At the beginning of the first week, The Promotion Committee directs the candidates to the most recent "[Promotion and Tenure](#)" memorandum from the Office of the Provost.

The Committee sends the following to the library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process. Everyone except for the Dean of the Libraries should receive the following:

- List of candidates for promotion
- Curriculum vitae for each candidate
- Peer Review Form

The candidate sends to the Promotion Committee a list of external referees with an explanation of why the referees were selected. The candidate may also include a maximum of two internal referees, but the use of internal referees is strictly optional. If the candidate chooses to submit any internal letters, one must be from a librarian. For more information about University requirements, please see the section on "Letters of Evaluation" in the University "[Promotion and Tenure](#)" memorandum.

Second week - The Promotion Committee requests letters of evaluation and résumés from internal and external referees. Referees will have one month to submit their letters to the Promotion Committee. The library faculty members return the peer review forms to the Promotion Committee.

Third week - Peer review forms must be forwarded to the candidate.

JUNE

Second week - Letters from referees by the Promotion Committee. The supervisor's letter must be received by the candidate to include in the promotion portfolio.

Third week - Original letters from referees must be forwarded to the candidate. The candidate has five business days to provide a written response to the supervisor's letter. The portfolio cannot move forward for 5 business days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.

JULY

Second week - The candidate submits all the required documentation.

- The candidate is responsible for the completeness of the documentation file
- Promotion and Supplement portfolios that are submitted to the Promotion Committee that fail to meet the requirements stated in the University "Promotion and Tenure" memorandum and the FAU Libraries Promotion Guidelines will not be accepted for consideration and will be returned immediately to the candidate.

- With the candidate's permission, the Promotion Committee may request further documentation, e.g., additional letters of recommendation from colleagues and other qualified persons
- The Committee may choose to interview candidates

Third week of JULY through the beginning of the first full week of SEPTEMBER– The Promotion Committee may choose to work with the candidate on certain aspects of the portfolio before writing the report. **The Promotion Committee may wish to use the initial 4 weeks to review the candidate's portfolio. Portfolios must be returned to the candidate by the end of the fourth week at the latest. The last 3 weeks should be used by the candidate to make any revisions and to have the revisions reviewed by the Promotion Committee.**

SEPTEMBER

Second week - Secret Ballots for the numerical library faculty vote are sent out to all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process. Everyone except for the Dean of Libraries should receive a ballot. Portfolios are available for review by eligible library faculty in the Wimberly Library Administration offices.

Third week - Portfolios continue to be available for review by library faculty.

Fourth week - Ballots are due and counted on a date specified by the Promotion Committee. Following the ballot count, a report of the Department/School will be completed by the Promotion Committee and sent to the Dean.

OCTOBER

Second week - The Promotion Committee completes the report for or against promotion detailing positive and/or negative evaluation for each candidate, and documentation/portfolios for each candidate.

- All reports or letters originating from the Promotion Committee or the Dean of University Libraries must be in writing
- Reports or letters for or against promotion are sent to the candidate

Third week - The candidate has five business days to provide a written response to the Promotion Committee's recommendation. The portfolio cannot move forward for 5 business days after the candidate has received the report unless, before the 5 day period has expired, the candidate indicates there will be no response. See "[Negative Recommendations and Notice of Denial, section VII.](#)"

Fourth week - The Library Promotion Committee must forward to the Dean of University Libraries the following items: written report for or against promotion detailing positive and/or negative evaluation for each candidate, and documentation for each candidate.

NOVEMBER

Second week - Dean of University Libraries:

- Reviews the documentation and report of the Promotion Committee
- Makes his/her own written recommendation

Letter of Recommendation for or against promotion is sent to the candidate.

Third week - The candidate has five business days to provide a written response to the Dean of University Libraries' recommendation. The portfolio cannot move forward for 5 business days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response. See "[Negative Recommendations and Notice of Denial, section VII.](#)"

DECEMBER

First week - At the beginning of the first full week, the Promotion Committee forwards the Committee and Dean of University Libraries' recommendations to the Office of the Provost prior to the deadline for the year. The Committee notifies the Dean that the candidate's portfolios have been hand delivered to the Provost's office. The Dean provides any clarification if requested by the Office of the Provost.

MARCH

Beginning with the 2007-2008 promotion process, the Provost will meet with candidates who are applying for

promotion prior to writing the official letter. Recourse from any negative administrative decision outside the Library is provided by the provisions of the current BOT/UFF Collective Bargaining Agreement. See "[Negative Recommendations and Notice of Denial, section VII](#)" in this document: http://www.staff.library.fau.edu/promotion/promotion_guidelines.htm.

The Provost submits his/her recommendations to the President.

MAY

Letters regarding promotion decisions by the Provost and the President are forwarded to the candidate.

The effective date of the promotion is determined by the Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreement.

Appendix A

Florida Atlantic University Libraries: Guidelines for Assessing Previous Work Experience

Crediting of prior experience towards fulfillment of promotion eligibility requirements, including part-time service, must be negotiated at the time of initial appointment at Florida Atlantic University regardless of the rank into which a librarian is being hired.

If this assessment of prior experience did not take place at the time of initial appointment, the librarian may request a statement of credited, professional experience from the Dean of University Libraries by April 1st to ensure appropriate review time prior to the official call for promotion applicants during the second week of April.

Professional Library Experience:

After receiving an ALA-accredited master's degree, professional library experience in an accredited U.S. academic institution or a recognized and established foreign academic institution may normally be credited on a one-to-one ratio.

Credit towards promotion for professional librarian experience in other types of libraries may be given after such experience has been carefully examined and evaluated by the Dean of University Libraries. While the promotion decision considers the entire academic career, it should weigh heavily the candidate's accomplishments and activities while at the Florida Atlantic University Libraries.

Professional Non-Library Experience:

The term "professional," as used here, refers strictly to those specialty fields requiring an academic degree. Potentially relevant non-library experience may include academically related or professional business/industrial experience. Examples include teacher, nurse, lawyer, doctor, counselor, CPA, marketing researcher, chemist, computer scientist, etc. Fields requiring only a license or certificate do not apply.

Educational Leave:

The candidate may not receive credit towards professional library experience and time in rank for time spent on educational leave. Sabbaticals are counted as time in rank.

Appendix B

[Florida Atlantic University Libraries:
Promotion Application Form](#)

Appendix C

Florida Atlantic University Libraries:

Peer Review Forms:**[Promotion to Associate University Librarian](#)****[Promotion to University Librarian](#)**

Appendix D**Florida Atlantic University Libraries:
Numerical Library Faculty Vote****Introduction:**

The purpose of the numerical library faculty vote is to determine the FAU Libraries recommendation regarding a candidate's application for promotion. The review of a colleague's portfolio for promotion is one of the most important obligations for library faculty.

Voting Procedures:

During the second week of September, the candidate's promotion portfolios will be available for review by the library faculty. Secret ballots will be sent to all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process. Everyone except for the Dean of the Libraries should receive a ballot. The ballot will state the candidate's name and will designate the present rank and rank sought. On the ballot, all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process, except for the Dean of the Libraries, will be asked whether the candidate should be recommended for promotion. The ballot will also include the date the ballots should be returned and counted as specified by the Promotion Committee. **Library faculty should ONLY abstain from voting when there is a clear conflict of interest.** Being unfamiliar with a candidate or portfolio is not considered a conflict of interest. A clear conflict of interest does exist when there is personal financial gain.

Confidentiality in Voting Procedures:

In order to ensure the confidentiality of the candidate's promotion portfolio, a list of eligible voting faculty with permission to view the information will be provided to the individual responsible for supervising the portfolio review. This list shall be provided by the Promotion Committee.

Voting Results:

There is no specific weight assigned to this vote. The candidate's promotion portfolios including requested documents by the Promotion Committee (e.g. numerical library faculty vote, peer review forms, supervisor's letter, referee's letters, etc.) are all carefully considered in the Promotion Committee's recommendation to the Dean of University Libraries.

The supervisor's letter will include the numerical library faculty vote, an explanation of who had voting rights on the application, and how the voting was done.

Appendix E**[Florida Atlantic University Libraries:
Promotion Committee's Summary Checklist](#)**

Appendix F**Florida Atlantic University Libraries:
Promotion Guidelines Bibliography**

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