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TO: Library Faculty

FROM: Jennifer Younger
Edward H. Arnold Director of Libraries

RE: Calendar for Annual Reviews, Reappointments and Promotions, Fall 2003

DATE: September 4, 2003

This memo is written with reference to the *Library Faculty Manual*. Section III.D&E on general procedures and criteria. It is available at <http://www.nd.edu/~adminoff/dol/facmanual.htm>. Also, in reference to the *Library Faculty Appointments and Promotions in the University Libraries of Notre Dame: an Interpretation of Criteria and Procedures presented to the Library Faculty, October, 2002*, prepared by the 2002/03 CAP (file attached). Reappointment cases are listed at the end. Please feel free to consult your supervisor, associate director, or CAP member (current members are Charlotte Ames, Doug Archer, Laura Bayard, Sherri Jones, Joni Kanzler and myself) if you have questions.

Calendar deadlines for 2003

- October 11, 2003: Nominations and candidate requests for promotion due to Director.
- October 17, 2003: Exchange of notes between individual library faculty and supervisor and submission of current CV for annual review process. The CV outline and examples are at <http://www.nd.edu/~adminoff/dol/CVOutline.htm> and <http://www.nd.edu/~adminoff/dol/cvexamples.htm>. Please note that candidates for promotion must include the names of at least 3 references in their CV.
- October 21, 2003: Memo sent to all library faculty announcing candidates for promotion and reappointment requiring CAP review (first-time and/or Staff Librarian reappointments) and opportunity for input.

Checklist sent to promotion or reappointment candidates requiring CAP review of documents to be included in the dossier (CAP file) for their information. The Director's Office compiles the dossier.

- November 3, 2003: Activity supervisor comments due to primary supervisor.

Department head supervisor/associate director meetings on annual reviews for library faculty in that department are completed.

- November 7, 2003: Dossiers for candidates for promotion or reappointment requiring CAP review (first-time reappointments or those at rank of Staff Librarian) must be completed, except for current annual review. Candidates will be asked to review their dossier for completeness with a member of CAP.
- November 14, 2003: Annual review summary report due. It is written by the supervisor and signed by both parties. For those library faculty being considered for reappointment and/or promotion, the supervisor must include a specific recommendation in regard to reappointment and/or promotion.

Library faculty input on candidates for reappointments requiring CAP review (first-time reappointments and those at the rank of Staff Librarian) and/or promotion is due to the Director's Office.

- December 3, 2003: CAP reports due to Director of University Libraries.
- December 10, 2003: All cases for reappointment (first, subsequent) and promotion due to Provost
- May 18, 2004: President's Annual Dinner. Promotions to ranks of associate and full are announced.

Documentation

- Annual reviews: All faculty members should complete two copies of the following. They should send one set to their supervisor and a second set to Melodie Eiteljorge, 221 Hesburgh Library, for inclusion in their personnel file.
 - A current CV
 - A description of experience, interests and goals: a statement of professional interests and goals in all aspects of the job - professional service, scholarship, growth in the profession and University/community service. You may also include ideas on how to achieve your goals, e.g., what kinds of library support or professional development are needed, using a time frame of 3-5 years. Length can be several paragraphs or pages, as needed. It is understood that your interests, plans and goals may evolve and change over time and are not cast in stone.
 - In addition, any statement or evidence on the faculty member's own behalf.
- Second time or later reappointments at the rank of Assistant Librarian or above (not requiring CAP review): In addition to the annual review documents, individuals should send the following to Melodie Eiteljorge for later submission to the Provost:
 - A new, original, signed University Form P available on the web at http://www.nd.edu/~provost/resources/FORM_P.pdf. Complete the faculty questionnaire section only. The description of experience, interests and goals and current CV used in the annual review are Sections I and II of Form P respectively.

- Reappointments requiring CAP review (first-time reappointments and those at the rank of Staff Librarian) and promotion cases: A dossier (often called a CAP file) is created for the use of CAP. It will include the checklist of what is required. The dossier contains some information pulled from the library faculty personnel folder, e.g., past annual reviews, job description, together with newly submitted information. Dossiers contain the following:
 - The candidate's letter stating the case for reappointment and/or promotion (Definition included in the *Library Faculty Appointments and Promotions ... October 2002* document).
 - A current job description
 - Annual review for this year and 2 prior years
 - A current CV
 - A description of experience, interests and goals.
 - A new, original, signed University Form P available from the web at http://www.nd.edu/~provost/resources/Form_P.pdf. Complete as above.
 - Candidates are invited to submit letters of support or other documentation as well.

Individual faculty are responsible for ensuring all required documentation is in their files. In lieu of missing documentation that the individual cannot provide, e.g., an annual review or job description, the faculty member should put a memo in the file stating the absence of required documentation.

All letters of reference, including those received from library faculty as well as those requested by CAP from the list of references submitted by candidates for promotion, are sent to the Director's Office and included in candidate dossiers.

Procedures

Annual reviews follow the same process for all library faculty. Consult the *Library Faculty Manual* for the general procedures. Note that activity supervisors, when more than 10 hours a week are involved, should submit appropriate comments on an individual's performance in this area to the primary supervisor. A meeting is not required. If agreed to by both parties, the activity supervisor's report is optional. Committee chairs and supervisors of activities in which the person is involved for less than 10 hours a week should submit comments only where an individual's performance has been significantly above or below expectations.

After the annual review is completed, reappointment cases for library faculty at the rank of assistant, associate or full who are being reappointed for the second or more times follow the expedited process stated in the *Library Faculty Manual*. Special circumstances absent, these cases are handled by the department head, associate director and director. CAP is involved only if requested by the individual or supervisor.

Also after the annual review is completed, the reappointments for faculty at the rank of Staff Librarian, all first-time reappointments, and promotions are handled by the Committee on Appointments and Promotions (CAP).

Disposition of documentation from the annual reviews, reappointments and promotions

At the end of the annual review process, there will be three documents in the library faculty personnel files. They are: 1) the current/updated CV, 2) the individual's description of experience, interests and goals, and 3) the summary report of the meeting between supervisor and faculty member written by the supervisor.

For promotions and reappointments requiring CAP review, the dossier is also kept intact and separate from the personnel files, until the process is complete. After that, the materials are put into the personnel file. Individuals are, however, requested to reclaim copies of publications or other work from the dossier as these are not retained in library faculty files.

Reappointment cases for Fall 2003

* First-time reappointments and reappointments at the staff librarian level are reviewed by CAP.

Charlotte Ames
Aaron Bales*
Joanne Bessler
Katharina Blackstead
Fernandre Boze
Bartley Burk
Nigel Butterwick*
Jane Devine
Elizabeth Dube
Hector Escobar*
Laura Fuderer
Louis Jordan
Alan Krieger
Robert Kusmer
Patricia Loghry
Mary McKeown
Daniel Marmion
Carole Pilkinton
Kathryn Ryan-Zeugner
Linda Sharp
Marina Smyth
Cameron Tuai
Lorenzo Zeugner

**Checklist for Candidates for Reappointment Requiring CAP review
(first-time reappointments and those at rank of Staff Librarian)
AND
for Candidates for Promotion**

- The candidate's letter stating the case for reappointment and/or promotion

- A current job description

- Annual reviews for this year and 2 prior years

- A current CV

- A description of experience, interests and goals.

- A new, original, signed University Form P available from the web at http://www.nd.edu/~provost/resources/FORM_P.pdf. Complete as above.

- Candidates are invited to submit letters of support or other documentation as well.