

# Library Faculty Handbook

Created: November 30, 2019

Next Scheduled Review: June 1, 2024

Revision History: 1/12/2021; 1/24/2022; 3/1/2022; 5/03/2022; 08/01/2022, 8/07/2023, 12/12/2023, 10/03/2024, 12/13/2024, 2/14/2025, 2/19/2025

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# Library Faculty Handbook

## I. Introduction

### I.A Purpose of the Handbook

The purpose of the Mary and Jeff Bell Library Faculty Handbook is to collect the expectations, guidelines, and procedures that apply to library faculty into one document for ease of reference.

The handbook is not intended to dictate the details that must be followed by the faculty; instead, it is designed with sufficient flexibility to meet the specific needs consistently and fairly. Processes included in this handbook are broad in scope.

The handbook does not replace university rules/procedures or university and system policies/regulations, but rather supplements them. In several cases, the handbook refers to university rules and procedures published in such documents as the [University Handbook of Rules and Procedures](#). The Library Faculty Handbook may be more restrictive than the university rules/procedures or the university system policies/procedures.

Every new faculty librarian will be oriented to this document, together with the university rules and procedures relevant to faculty librarians, during their first regular semester of employment by their supervisor. All faculty librarians are responsible for making themselves familiar with the contents of this handbook and for asking questions if they need clarification or have concerns.

### I.B Review and Approval of the Library Faculty Handbook

The information in this handbook should represent current practice within the Mary and Jeff Bell Library. The content will be monitored for compliance with University and System Rules and Procedures, as well as the extent to which the material reflects and supports library faculty activities. The content will be comprehensively reviewed on an annual schedule.

The Library Faculty Affairs Committee has an integral role in the periodic review and revision of the handbook. The Committee updates the handbook and makes revisions as needed. Non-substantive changes (examples: grammatical revisions and other minor changes) are communicated with faculty promptly. Any change to the handbook can be reviewed for majority approval if requested. Major issues are formally presented and discussed in faculty meetings before being approved. Changes in University and System Policy that affect faculty but are not subject to approval will also be communicated by the Committee. The Dean of University Libraries has final approval of the Handbook.

## II. The Handbook

### II.A Library Faculty Qualifications

To be appointed as a faculty librarian or archivist, an individual must possess a master's in library and/or information science from an American Library Association accredited program (or the international equivalent). Programs accredited solely by the American Association of School Libraries do not satisfy this requirement. Exceptions to the library degree requirement may be granted at the Dean of University Libraries' discretion, should the position responsibilities warrant it.

### II.B Faculty Recruitment and Selection

The library adheres to University Procedure [12.99.99.C0.01 Recruitment and Appointment of Faculty](#). The following is an outline of the Bell Library's process for faculty recruitment and selection.

#### Identify Need

The need to recruit faculty is determined by:

- Business needs: filling empty positions, adding new services requiring a faculty librarian, or making current services more robust
- Accreditation needs
- Academic improvements: for example, adding positions when new academic programs necessitate, or specific expertise is required

The Dean prioritizes faculty needs within budget constraints and recommends positions to the Provost. The Provost approves searches for faculty openings.

#### Create Position Restriction

The supervisor of the position to be filled develops the position restriction in collaboration with the Dean of University Libraries. The Dean establishes the hiring range for the position in consultation with the supervisor.

#### Appoint Search Committee

The Dean will appoint a search committee to review applications, identify qualified applicants, conduct interviews, and submit a hiring recommendation. The committee will be composed of library faculty, with faculty from academic departments included on a case-by-case basis, depending on the nature of the position being filled.

One member of the search committee will be designated as chair. The chair has the primary responsibility for communicating with Human Resources and library administration concerning the recruitment process.

The search committee will follow current search guidelines provided by the Faculty Recruitment and Records Coordinator in Human Resources.

### Promote Availability of the Open Position

The library advertises positions (after approval by the Provost and Chief Human Resources Officer) in publications such as:

- Chronicle of Higher Education
- Inside Higher Ed American Library Association Joblist
- Texas Library Association Joblist
- Other appropriate channels

Texas A&M University-Corpus Christi and the Mary and Jeff Bell Library are committed to equal opportunity for faculty, staff, and students, and we are therefore committed to promoting and enhancing the principles of equal opportunity in our hiring practices.

### Screening of Candidates

The search committee screens all applicants and identifies finalists. Screening may include telephone interviews or web-based conference calls. The search committee will recommend finalist(s) to the Dean. References are checked and finalists are invited to campus for an interview.

### On Campus Interview

Campus visits will include meetings with the search committee, the Dean of University Libraries, and other interested parties. The candidate will deliver a presentation to library employees and may include other faculty and members of the campus community. The presentation will cover a topic proposed by the search committee and the candidate will respond to questions from the audience.

Each search will be properly documented in accordance with equal employment guidelines. Information on policies may be obtained from the Employee Development and Compliance Services Office.

### Selection

Input from library employees is requested by the search committee chair. The search committee meets and makes a recommendation to the Dean. The Dean makes a recommendation to the Provost, which is routed through the proper faculty recruitment channels.

### Offer of Employment

The Dean communicates with the candidate, outlining the major provisions of the offer. If the offer is accepted, the candidate is sent an employment contract by the Provost which includes a description of compensation, professional expectations, and appointment details. The successful applicant must sign and return the contract, indicating their acceptance of the terms.

## II.C Appointment

All faculty librarians will be provided with a notice of appointment each year that will outline the terms and conditions of employment. The notice of appointment at the time of hire will include the faculty librarian's timeline for eligibility for promotion to the next rank. Specific job responsibilities and functions can be found in the employee's position restriction in Workday.

Assistant and Associate Deans in the University Libraries are appointed according to [33.99.99.C0.02 Assistant and Associate Deans](#) and are evaluated accordingly. The Assistant Dean of University Libraries is paid an administrative salary, and no additional stipend is granted.

For more information on appointments, see University Procedure [12.07.99.C0.01 Fixed-Term Faculty Members](#), section 2.5.

## II.D Library Faculty Responsibilities

As faculty members at Texas A&M University-Corpus Christi, all faculty librarians are expected to fulfill certain responsibilities. These responsibilities are detailed in University Procedure [12.01.99.C0.03 Responsibilities of Faculty Members](#). Additional duties may be specified in other library policies, and the Dean or the faculty librarian's supervisor may assign other responsibilities.

What follows is a list of expectations that are not spelled out in detail elsewhere but do apply to faculty librarians and are therefore important to know.

### Work Schedule

Faculty librarians are expected to work a 40-hour week. Faculty librarians are not eligible for overtime.

### Work Location

Faculty librarians may, in coordination with their supervisor, work from an alternate location for up to 20% of their work schedule. Faculty librarians will submit a written request to their supervisor seeking approval for an alternate work location. Work at an alternate location should be planned thoughtfully in order to avoid conflict with other commitments and to minimize the impact on library operations. Flexible work arrangement time does not accrue and cannot be used to work remotely for extended periods of time.

### Absence

Faculty librarians work 12-month appointments and qualify for vacation, sick leave, and family and medical leave (FMLA). Details about these benefits are available on the Human Resources website at <https://www.tamucc.edu/human-resources/>. Faculty librarians will communicate absences to their supervisor and submit required leave requests in a timely fashion.

### New Faculty Orientation

New faculty librarians are expected to attend university orientation programs at the first opportunity after they begin work. New faculty librarians are strongly encouraged to participate in additional faculty orientation opportunities as they arise, as such programs can be relevant to them as members of the TAMU-CC faculty.

#### Attendance at Commencement Ceremonies

Faculty librarians will attend at least one Commencement ceremony each academic year.

#### Meetings

Faculty librarians are required to attend the following meetings unless they have a conflict:

- Monthly meetings of all librarians with the Dean
- Monthly meetings of all library employees

#### Office Hours

Faculty librarians are not instructional faculty and as such, are not required to hold office hours. Faculty librarians with instruction responsibilities will be available by appointment to assist with research questions.

### II.E Library Faculty Workload

Full-time faculty librarians engage in a combination of librarianship / archives management and service. The percentage of effort will reflect 80% librarianship and 20% service.

While the balance of effort devoted to each area of activity may vary based on projects and other endeavors, the average balance during any review period should strive to attain the 80/20 split. In addition, all library faculty are encouraged to, but not required to, participate in scholarship, and at times, do so as part of their librarianship and/or service efforts.

### II.F Annual Performance Review

Faculty librarians are reviewed on an annual basis. The annual performance review covers the year from January through December. The results of the annual performance review provide evidence for recommendations on merit salary increase and promotion in rank – if the faculty librarian is eligible and chooses to apply for promotion. The Dean of University Libraries is responsible for assuring that all eligible faculty librarians are reviewed.

Annual performance reviews should address the relevant dimensions of performance that are defined in University Procedure [33.99.04.C0.02 Promotion of Full-Time Faculty Members](#). In addition, annual performance reviews should address requirements established in the faculty librarian's original notice of appointment and all other goals and requirements that may have been added during subsequent annual reviews (see University Procedure [12.07.99.C0.01 Fixed-Term Faculty Members](#), section 3.2).

To encourage progress in librarianship and service, the faculty librarian and their supervisor

will agree on specific, measurable goals at the beginning of the year, which target the dimensions of performance and workload balance. Goals will be officially agreed upon at the time of annual performance review but work on developing these goals may begin at any time. New full-time faculty librarians will be asked to draft goals for the coming year (or portion of the year if assuming duties mid-year) in consultation with their supervisor, soon after employment begins.

In the annual performance review, ranking levels are assigned to each dimension of performance. These ranking levels are defined generally in [12.01.99.C0.06 Performance Reviews of Full-Time Faculty Members](#) and more specific criteria are provided in this document, in section II.H *Rank and Promotion*.

An overall ranking will be assigned for the annual review period based on the ranking assigned in each area. An unsatisfactory ranking in Librarianship will result in an unsatisfactory overall ranking. An unsatisfactory ranking in the same evaluation area two years in a row will also result in an unsatisfactory overall ranking. A faculty librarian who receives an unsatisfactory overall ranking for two years in a row will not have their appointment renewed.

If a faculty librarian receives an unsatisfactory ranking in any area, the faculty librarian's supervisor will work with them to devise a performance development plan to assist the faculty librarian in improving their performance.

The following section describes how the ranking levels will be determined for each dimension of performance.

### *Librarianship*

The criteria for librarianship are outlined in section II.H *Rank and Promotion*. The professional competencies listed there are considered minimum expectations, with the understanding that not all faculty librarian positions require the same engagement with all of the competencies. In addition to these competencies, the following expectations apply to all faculty librarians:

- Meet department and position-specific expectations.
- Perform library instruction as applicable to meet the objectives of the course, program learning outcomes, and the principles of the *ACRL Framework for Information Literacy for Higher Education*.
- Participate in the library instruction evaluation survey and other library assessment approaches that may be adopted.
- Be professional and show respect in interactions with all members of the TAMU-CC community and the public.
- Be available to students for consultations on research projects as applicable.
- Participate in reference service as applicable.
- Increase professional competence through formal or informal study and professional development activities.

Over and above these minimum expectations, faculty librarians will be assessed on librarianship in a holistic, qualitative fashion. One strong area or one major accomplishment would not necessarily outweigh all other indicators of performance.

### *Rankings*

#### **Exceeds Expectations:**

Consistently meets the minimum expectations described, has worked toward all goals established at the beginning of the year, and exceeds the standard for librarianship as reflected in:

- Examples of innovation, including implementing new technologies, finding novel solutions to work problems, development of new approaches to instruction
- Examples of leadership and/or above-average teamwork
- Examples of projects or initiatives completed above and beyond the goals set for the year under review
- Receipt of awards or commendations for achievements in librarianship

#### **Meets expectations:**

Consistently meets the minimum expectations described and has worked toward all goals established at the beginning of the year.

#### **Unsatisfactory:**

Performance is below minimum expectations for a full-time faculty librarian of comparable rank.

### *Service*

University Procedure [12.01.99.C0.04 Descriptions of Teaching, Scholarship and Creative Activity, and Service](#) defines service as “a variety of activities through which members of the faculty employ their academic expertise for the benefit of University, the community, and the profession.” The procedure further states that service must be counted in promotion for all ranks.

For faculty librarians, minimum expectations for service include:

- Participation in library and department meetings, committee meetings, and library-wide staff development events.
- Participation in commencement ceremonies according to library guidelines.
- Actively serving on all committees as appointed by the Department Head, Dean, or other university authority.
- Productively participating and interacting in a collegial manner in the conduct of all



service activities.

Over and above these minimum expectations, faculty may define their own institutional, professional, and/or community service agendas according to their interests and goals, in communication with their supervisor. Service will be assessed in a holistic, qualitative fashion by weighing the responsibilities required by the different service activities both in light of the faculty librarian's rank and a determination by the supervisor of its importance to the library or university mission.

[33.99.04.C0.02 Promotion of Full-Time Faculty Members](#) includes service to the university, academic unit, department, colleagues, students, student organizations, and service beyond the campus. Examples of service activities are provided in section II.H of this document.

### *Rankings*

#### *Exceeds Expectations:*

Consistently meets the minimum expectations described above and exceeds the standard for service as reflected in:

- Initiative in seeking out service opportunities.
- Leadership in service activities, such as chairing a committee, serving as an officer, or assuming some other specialized role.
- Breadth of service activity, including a variety of service roles within the library, campus, and community.
- Contributions to the library and the profession by serving as a mentor for other library employees in developing their service portfolio.

#### *Meets Expectations:*

Consistently meets the minimum expectations described above and has worked toward all goals relating to service established at the beginning of the year.

#### *Unsatisfactory:*

Performance is below minimum expectations for a full-time faculty librarian of comparable rank.

### *Research, Scholarship and Creative Activity*

While not required, engaging in scholarly and creative activity is encouraged for all faculty librarians at the Mary and Jeff Bell Library. Research, scholarship, and creative activity (RSCA) contributes to the profession and elevates the presence of faculty librarians in the campus and larger academic community. General criteria for scholarship and creative activity can be found in University Procedure [12.01.99.C0.04 Descriptions of Teaching, Librarianship, Scholarship and Creative Activity, and Service](#). The definition listed in the procedure includes the "expansion and application of knowledge and understanding about the world in which

we live.” Professional faculty librarians may engage in some combination of the following during the course of the review period:

- The production of intellectual contributions and development of a publication record which includes contributions to the body of knowledge.
- Engagement in work that is non-routine, novel, creative or original, showing verifiable and significant progress toward a clear product that meets the criteria defined in 12.01.99.C0.04.
- Special projects requiring substantive endeavor and awareness of current developments in fields related to librarianship or professional/academic interest.

Participation in RSCA is encouraged and not a requirement for performance review and promotion. Therefore, there are no minimum expectations set for this category. Active participation in this area is commendable and of worth, highlighting our role in the academic enterprise at TAMU-CC. Productive RSCA, when applicable, should be considered in the overall review of the faculty member.

### *Annual Performance Review Process*

The review process for faculty librarians follows these steps:

1. Materials are submitted to Interfolio by the faculty librarian to their supervisor **on or before January 31**. Required materials include:
  - a. An updated CV
  - b. A Personal Performance Report that highlights specific accomplishments in the dimensions of performance: Librarianship and service, and any scholarship/creative activity. The report should also address goals pursued during the review period. Goals for the upcoming year should be included in this report.
  - c. All instruction evaluations for the year under review
  - d. An updated Faculty Annual Report (FAR) in Interfolio
2. The faculty librarian’s supervisor will complete a performance review for the faculty librarian. The supervisor will share the review with the Dean of University Libraries by **March 1**. The Dean has two weeks to respond and return feedback to the supervisor.
3. After incorporating any feedback as needed, the faculty librarian’s supervisor will then schedule an individual meeting to take place by **April 1** to discuss the performance review. The purpose of the meeting is to discuss the evaluation and address any concerns or questions as well as to establish goals for the coming year. The supervisor will share the review with the faculty librarian prior to the meeting. At the conclusion of the meeting, both supervisor and faculty librarian will sign a statement acknowledging the receipt of the review and the discussion.
4. The supervisor will upload the signed copy of the performance evaluation for each direct report to the Dean of University Libraries by **April 1**. On the occasion that the

candidate's supervisor is the Dean, a single letter and/or meeting with the Dean will suffice. The Dean reviews all faculty librarian performance reviews, and a copy of the review will be placed in the faculty librarian's personnel record.

5. The faculty librarian will have two weeks from the date of their individual meeting, to respond in writing with any objections or comments to the results of their performance review. The supervisor has ten working days from the date the concern was presented to respond. In the event that a satisfactory conclusion cannot be reached, the faculty librarian may appeal to the Dean. The Dean has ten working days to respond. If the Dean serves as the immediate supervisor of a faculty member, the faculty librarian may appeal to the Provost. See University Procedure [12.01.99.C0.06 Performance Reviews of Full-Time Faculty Members](#), section 3.2 and 3.3.

## II.G Merit Compensation

University Rule [31.01.08.C1 Merit Pay](#) specifies that the university may award salary increases to employees who demonstrate meritorious job performance. University Procedure [31.01.08.C1.01 Merit Pay for Faculty](#) specifies that merit increases for faculty shall be based on the quality of teaching, RSCA, service, and other duties specified in University Procedure [12.01.99.C0.03 Responsibilities of Faculty Members](#). For faculty librarians, merit pay will be based on the quality of librarianship and service, included in the dimensions of performance outlined in University Procedure [33.99.04.C0.02 Promotion of Full-Time Faculty Members](#), section 3.5.

Merit pay for faculty is linked to the annual performance review. Faculty achieving an overall performance review ranking of "meets expectations" or higher will be eligible for merit.

The University President decides whether to fund merit increases in any given year. When that occurs, the Dean, in conjunction with supervisors, will assign a percentage increase for each employee, based on the individual's most recent overall performance review rating. The Dean's proposed distribution of the merit pool is submitted to the Provost for final review and approval by the President.

## II.H Rank and Promotion

University Procedures [12.07.99.C0.01 Fixed-Term Faculty Members](#) and [33.99.04.C0.02 Promotion of Full-Time Faculty Members](#) apply to faculty librarians seeking promotion. Ranks and general expectations for promotion for fixed-term faculty members are defined in University Procedure 12.07.99.C0.01. Procedure 33.99.04.C0.02 outlines the process and requirements for promotion. Faculty librarians are responsible for familiarizing themselves with the information contained in both procedures. Supervisors are expected to serve as a resource for faculty librarians who have questions about these procedures.

Only full-time members of the library faculty with the rank of Assistant or Associate Faculty Librarian are eligible for promotion. Library faculty are not required to seek promotion to maintain their employment. Note: If denied promotion, the candidate may reapply after one

additional year of full-time service has passed beginning in the academic year that follows the issuance of the denial of promotion.

Faculty librarians should plan and prepare for the promotion process and take advantage of the resources available. Library and university documents are crafted to provide useful guidelines for the process. Faculty librarians are encouraged to engage their colleagues, supervisors, and Dean in the preparation for promotion. Evaluations can be used as annual reminders to prepare and assess one's progress. Faculty librarians that have participated in the promotion process (in their own promotion and as a promotion committee member) are encouraged to offer support and guidance for those preparing for advancement. Details on the documentation required in the promotion packet and a timeline of events in the promotion process are featured in the appendices at the end of this document.

The criteria listed below, form the basis for promotion consideration. Expectations are higher as a faculty librarian progresses in rank. Years of service do not guarantee promotion in rank.

1. Degrees held
2. Years at Texas A&M University-Corpus Christi
3. Years in rank
4. Evidence of performance in librarianship
5. Evidence of service

Guidelines for the last two criteria are detailed below. The guidelines are representative and not exhaustive.

#### *Guidelines for Determining Success in Librarianship*

Performance of professional assignment for faculty librarians includes the recurring and specialized assigned tasks of faculty librarians in support of the mission and goals of Texas A&M University-Corpus Christi. The nature of appointment for faculty librarians includes a balance of workload with 80% of effort in the performance of job responsibilities and 20% of effort in service activity. Therefore, professional effort, as performed by faculty librarians may include one or more of the following:

- Research assistance to the faculty, staff, and students at the university, as well as to external constituents
- Information retrieval and analysis
- Collection development activities
- Development and maintenance of bibliographic organization and control over the library's collections
- Instruction in and promotion of the use of information resources and the library
- Management and supervision
- Archival management
- Library computer systems management

- Assessment of library operations and services
- Creation of special indices and/or bibliographies and guides to using library materials, divisions/departments, reviews, abstracts, or similar materials
- Original and/or educational displays
- Promotional materials and/or activities to publicize the library or promote its use

Professional competencies, as performed by faculty librarians, may include one or more of the following:

- Demonstrates commitment to the library's mission, goals, and services
- Shows initiative and innovation (e.g., is able to determine and assign work priorities and/or staff duties, can handle increased or new job responsibilities, etc.)
- Effectively plans strategies for current and anticipated use of library resources
- Communicates effectively and works productively with fellow library employees, as well as university students, faculty, and staff
- Participates in information literacy instruction (e.g., teaches/instructs students, faculty, and staff) to facilitate full use of and access to the library and its resources
- Understands overall library operations and one's own role in providing access to materials and services
- Incorporates current library/information science technologies into library operations and services
- Applies appropriate techniques when acquiring, cataloging, classifying, organizing, and developing library resources
- Demonstrates flexibility in the face of constant change

### *Guidelines for Determining Success in Service*

Service to the library, university, and profession and community (local, regional, national, or international) may each be considered on their merits.

#### *Service to the Library*

- Serves on library committees, working groups, task forces, and similar teams
- Works on special projects and library events

#### *Service to the University*

- Serves on university committees
- Works on special projects and university events
- Teaches a course, seminar, or workshop
- Works with faculty, student organizations, and individuals as a consultant, advisory, etc.

#### *Service to the Profession and Community (local, regional, national, or international)*

- Serves as an officer or committee member for a professional organization or on the planning committee for a professional conference
- Participates in community organizations (e.g., officer, speaker, active member, or consultant) and engages in activities that draw on professional and/or personal expertise (e.g., conducting community education classes in computer skills, genealogy, web design, assisting community members with research, etc.)
- Receives honors, awards, or other evidence of significant professional or community service

#### *Guidelines for Determining Success in Research, Scholarship and Creative Activity (RSCA)*

RSCA consists of contributions to the body of knowledge and are the basis for most publications. Individuals are encouraged, but not required, to produce intellectual contributions and to develop a publication/presentation record. Collaboration in RSCA is also encouraged.

RSCA, as performed by faculty librarians, can include one or more of the following:

- Performs research in librarianship, or fields of professional/academic interest
- Publishes articles, chapters, book reviews, or similar works in professional sources
- Creates literary or artistic products appropriate to librarianship
- Gives presentations at professional meetings, such as papers, workshops, and poster sessions
- Edits published or unpublished works
- Pursues grants and external funding opportunities

#### *Library Promotion Review Process*

The library must establish written criteria for each area of evaluation and provide examples of evidence to be used for judging the candidate's performance. The guidelines must be appropriate to the various positions within the library and consistent with the missions of the library and university. Promotion procedures and measures shall be provided to all incoming faculty librarians at the time they are hired.

Library criteria must be ratified by a simple majority of the faculty librarians. The criteria and measures must be approved, by the Dean of University Libraries and Provost.

When revisions are made to the promotion criteria, the revisions should address how they apply to current library faculty. Any special provisions for current library faculty should consider the degree of change in the criteria and the time until promotion review. Revisions can be approved by a simple majority of library faculty.

All promotion proceedings and discussions will be strictly confidential to the extent permitted

by law, Texas A&M University System policies and regulations, and Texas A&M University-Corpus Christi rules and procedures.

The Dean of University Libraries will verify that the time in rank criterion has been met and will notify the applicant of their eligibility for promotion within two (2) weeks of being notified of intent to seek promotion. If there is a disagreement over whether the faculty librarian applying for promotion has fulfilled their responsibilities to the extent they are eligible to apply for promotion review, the faculty librarian may seek final clarification and review of their relevant academic record from the Office of the Provost. In such an instance, the Office of the Provost, in consultation with the faculty librarian, Dean of University Libraries, and other relevant parties, will provide in writing a clarification and justification for whether the faculty librarian is eligible to apply for promotion review or not, based on the formal criteria outlined in this document.

All faculty librarians at the level of Associate Faculty Librarian and above will be considered for membership on the Library Promotion Committee. In a year in which there are candidates for promotion, the faculty librarians will vote on three (3) members to serve on the committee. Direct supervisors, Department Heads, and the Assistant/Associate Dean are not eligible to serve on the committee. Any candidate for promotion is also ineligible to serve on the committee. If there are not enough eligible librarians to serve on the committee, additional faculty members nominated by the library committee members and confirmed by the Dean, shall make up the remaining members of the Committee for promotion recommendation. (Additional faculty members may be nominated from Library Department Heads, Texas A&M University-Corpus Christi faculty and/or recruited by the Dean, from other TAMU System Libraries.) The committee will meet in September to elect a chair. The Dean of University Libraries will be notified of the election of the chair no later than September 15<sup>th</sup> of the year in which the Library Promotion Committee is active.

The candidate's immediate supervisor will evaluate the applicant's packet against the standards for promotion and submit a promotion recommendation to Interfolio. The supervisor will meet with the candidate and review their recommendation. The recommendation and subsequent meeting will take place no later than October 1<sup>st</sup> of the fall semester in which the applicant submits their portfolio.

The candidate may submit a written response to the recommendations. Responses must be submitted within five (5) business days of the meeting and will be included in the promotion materials going forward.

Once the supervisor's review is uploaded in Interfolio, the packet is available to the Library Promotion Committee. The members of the committee will evaluate the applicant's packet against the standards for promotion. Instructions and forms for the committee's evaluation of candidate portfolios will be provided. The committee's written recommendation to the Dean of University Libraries will state whether the faculty librarian meets the qualifications to advance in rank and the reasons for the decision. The recommendation of the committee will

be submitted to Interfolio by the committee chair no later than November 1<sup>st</sup> of the fall semester in which the candidate has submitted their portfolio.

The Dean of University Libraries will then write their own recommendation and meet with the candidate to review all recommendations and written responses, if available. All materials will be uploaded to Interfolio by November 21<sup>st</sup>. Once these items are uploaded, they will be routed to the University Tenure and Promotion Committee.

### *University Review Process*

The members of the University Promotion and Tenure Committee are elected by the respective college faculties and must meet the membership criteria described in the University Committees and Councils document.

In the review process, tenured faculty members will review and vote on all fixed-term promotion candidates. They will also review and vote on all tenured/tenure-track promotion candidates if they are at or above the rank at which promotion is being requested. Only tenured faculty members will review and vote on tenure candidates. Members ineligible to vote on a candidate will not participate in the review or discussion of that candidate's case.

The committee's promotion recommendations shall be based on the written measures of the library faculty and on discussion among the committee members. After review of each candidate's materials, the committee shall prepare a written recommendation for each candidate and send them to the Provost.

After reviewing all recommendations, the Provost shall write a personal recommendation for each candidate to grant or deny promotion. The Provost may consult with the committees, supervisor, dean, and/or candidate regarding the recommendations.

The Provost will meet with the President to discuss all promotion recommendations. After that meeting, the President will develop and approve a final promotion list to submit to the Board of Regents. The President may consult with the candidate, committees, supervisor, Dean, and/or Provost regarding the recommendations.

The Provost will meet with the faculty member to inform the candidate of the Provost's recommendation, the recommendation of the University Promotion and Tenure Committee, and the recommendation of the President. The President shall submit their recommendation to the Board of Regents.

Following action by the Board of Regents, the Provost will send a letter to the candidate relaying the Board of Regents' decision regarding the recommendation for promotion, with copies provided to the Dean of University Libraries.



## II.I Faculty Emeritus Status

### *Mary and Jeff Bell Library Faculty Emeritus*

In accordance with University Rule 31.08.01.C1 *Faculty and Staff Emeritus*, the Mary and Jeff Bell Library recognizes retiring faculty librarians who have performed significant contributions to the university over the course of their careers by awarding them the title of “Emeritus”. Please refer to this rule for further details on university policy governing the conferring of emeritus status, the nomination process, and emeritus privileges and responsibilities.

#### *Criteria*

Significant contributions for library faculty are defined as contributions in librarianship and service that go above and beyond the normal duties and responsibilities of an appointment. Such contributions should include, but are not limited to, actions that:

- a. bring credit to the university within the academic and/or broader community;
- b. serve the university in times of need, change, or development; or
- c. serve a particular department or constituency of the university not ordinarily associated with the duties of appointment.

Significant contributions in scholarly and creative activity, while not required of faculty librarians for annual evaluation or promotion, may be taken into consideration for the awarding of emeritus status.

The Library Faculty Affairs committee will review the submitted documentation for faculty emeritus status.

## II.J External Employment

The library adheres to University Rule [31.05.01.C1 Faculty Consulting, External Professional Employment, and Conflict of Interest](#); University Procedure [31.05.02.C1.01 External Employment](#); and the Texas A&M University System Policy [07.01 Ethics](#).

External work must be reasonable in amount, avoid unfair competition with private enterprise, be conducted at no expense to the System, and not interfere with an employee’s work assignments.

Faculty librarians considering external employment opportunities relevant to their discipline, such as business consulting, should notify their supervisor and contact the Dean’s Office to determine the appropriate actions to take, if any. Faculty librarians must receive explicit written permission from the Dean before agreeing to work simultaneously at any other institution. If permission is granted, the [Faculty Consulting and/or External Professional Employment Application and Approval Form](#) must be completed.

Permission to pursue employment in a field outside the faculty librarian’s discipline should be requested using the External Employment Application and Approval Form. Both forms can be

obtained from Human Resources and are also on the TAMU System website. Approval must be sought each fiscal year.

## II.K Library Faculty Development and Travel Guidelines

The library encourages all faculty librarians to be professionally active and to pursue professional development opportunities. To that end, the library provides funds to support professional development and travel. The amount of reimbursement varies depending on the availability of funds. While each faculty librarian establishes priorities supporting their professional goals and interests, there are some general guidelines that apply.

1. All travel plans and requests must be approved by the faculty librarian's supervisor and the Dean. Requests specify the date(s) of travel, purpose or reason for travel, costs, how attendance at the desired event will benefit the library and enhance the faculty librarian's professional development, etc.
2. No travel will occur without the appropriate documentation and paperwork being completed and approved. Travel requests and expense reports must be submitted according to the approved university processes.
3. Travel expenditures must conform to university, system, and state policies.
4. If expenditures exceed approved amounts, the excess costs are the faculty librarian's responsibility.

Because they are not tenure-track faculty, faculty librarians are not eligible for Faculty Development Leave.

Faculty librarians also have the option, subject to supervisor approval, to participate in virtual conferences from an alternate location, to facilitate immersion in the conference experience and help avoid workplace distractions. Faculty librarians may submit a written request and negotiate with their supervisors to attend a virtual conference from a remote location. As with in-person conference attendance, off-campus attendance of virtual conferences will be balanced with the need to maintain an adequate presence in the library.

Further details on travel policies are available on the [Travel Office website](#).

## II.L Business Continuity Planning

The library prepares a Business Continuity Plan which also serves as an Academic Continuity Plan. These documents are updated annually and address the critical functions of the library per University Procedure [34.07.01.C0.02 Academic Continuity Planning](#). The Business Continuity Plan is available to all library employees in the library's shared file space in [MS Teams > LIB- General-group > Emergency Preparedness channel](#). It is also available on the University's Finance and Administration website.

## II.M Abandoned Faculty Property

This policy expands on the University Rule [21.99.04.C1 Disposition of Abandoned and Unclaimed Personal Property](#) to outline the process of handling personal belongings left behind by a faculty librarian upon separation from employment at the university.

1. Collection of the abandoned personal property
  - a. The supervisor will notify the Office of the Dean and the University Center that the former faculty member left personal property behind.

The supervisor will appoint at least two individuals from the department to box up the abandoned property, create a log of the property, and transfer the property to the University Center administration office or other designated department for storage until the property can be disposed of according to section two of this document.

    - i. The supervisor may appoint individuals from another department if necessary to ensure that at least two people perform this task.
    - ii. If college or department staff are available for this task, the supervisor may request their assistance.
  - b. The supervisor will attempt to contact the former faculty members or authorized designee within ten business days to pick up the property.
  - c. The former faculty member or authorized designees will be given ten business days from initial contact with the supervisor to make arrangements to pick up the personal property from the University Center.
2. Disposition of the abandoned property
  - a. if the attempt to contact the former faculty member is successful and arrangements have been made for retrieval of the property in the allotted time frame:
    - i. The former faculty members or authorized designee may pick up the property during the University Center's normal business hours; and
    - ii. The University Center must notify the Office of the Dean that the property has been picked up by the former employee or authorized designee.
    - iii. At the department's discretion, it may ship the property to the former faculty member or authorized designee at either the department's or faculty member's/authorized designee's expense.
3. If the attempt to contact the former faculty member or authorized designee is unsuccessful after the allotted time frame, the University Center will dispose of the property in accordance with University Rule [21.99.047.C1 Disposition of Abandoned and Unclaimed Personal Property](#).

## II.N Facilities and Administrative (Indirect) Costs of Extramural Projects

**Procedure Explanation:** In addition to the information provided by University Procedure 15.01.05.C0.01, Facilities and Administrative (F&A) Costs of Extramural Projects, the Mary and Jeff Bell Library has established the following guidelines to determine fair and transparent

methods of determining grant application eligibility as well as distribution of recovered F&A costs.

*Procedures Mapping:*

System Policy/Regulation:

[15.01 Research Agreements](#)

[15.01.05 Cost Sharing on Sponsored Agreements](#)

University Procedure:

[15.01.05.C0.01 Facilities and Administrative Costs of Extramural Projects](#)

[15.01.01. C0.02 Administration of Sponsored Agreements](#)

Library: [Mary and Jeff Bell Library Faculty Handbook](#)

Repository: Not Applicable

Location of files and usage: Not applicable

Responsible Party: Finance, Planning, and Assessment Manager and Dean of University Libraries  
Creation/Revision/Version: Created 5.5.2023/v.1

*Limited Submissions Guidelines*

Limited submission programs typically allow only one or a small number of proposals to be submitted to a sponsoring agency. The guidelines require the unit to internally screen applications and determine which research project(s) will go forward to the agency, targeting multiple needs across the unit. If multiple submissions are proposed within the unit to such a program, the Dean or his/her designee will review the proposals and determine which one(s) may advance. Then the proposal(s) would be submitted to the Research Development Office (RDO), who would then have final determination as to what proposal, out of all the campus wide proposals would be submitted to the sponsor. Such reviews, when determined to be necessary, will be performed in a timely manner to meet final submission deadlines.

*Facilities and Administrative (F&A) Costs*

According to University Procedure 15.01.05.C0.01.1.1, F&A costs (or “indirect costs” or “IDC”) are the general operating costs incurred by the University in support of sponsored research, public service, and instruction. These costs must be budgeted so that the University can recover the true cost incurred by such projects. All applications for extramural funding must charge the federally negotiated allowable F&A rate regardless of funding source unless a sponsor precludes or limits such cost. Additional details are available in the aforementioned University procedure.

1. Distribution of recovered F&A costs:
  - a. For proposals originating with principal investigators (PIs) salaried by the library, 50% shall go to the University, 45% to the Dean of Libraries, and 5% to the PI(s).
  - b. In general, distribution amounts shall be determined at the pre-award stage.

- c. F&A recovery may be retained by the PI(s) for the life of the sponsored project. The Dean (or designee) will notify PI(s) at least 60 days from the sponsored project end date in advance of recovering any unexpended funds. Unexpended funds are transferred into the Dean's F&A account.
- d. PI(s) can petition the Dean (or designee) for any funds that were swept. The Dean (or designee) reserves the right to deny or approve any requests based on the justification provided.
- e. For proposals originating with PI(s) salaried in the library in collaboration with those in another college or a center/institute, 50% shall go to the University, and the remaining 50% shall be distributed proportionally to deans/department chairs of the PIs in their colleges/unit/center/institute, based on the negotiated effort allocation established during pre-award.

For example:

At budgeting and, if needed, with the assistance of R&I, PIs will be required to document an agreed upon percent effort for each PI on the project. In the following hypothetical situation, PIs from Library, College of Liberal Arts (CLA) and College of Education and Human Development (COEHD) agree to the following percentages of effort:

PI Library = 20%

PI CLA = 20%

PI COHED=10%

In this case, 50% of the unit or college level IDC proportion will be distributed to Library, CLA, and COHED based on the above percentages. The portion of IDC for the library (20%) will be split 15% to the Dean of Libraries and 5% to the PI.

Should the PI(s)'s deans and/or directors and/or unit/division heads not approve the agreed upon delegation of percent effort, the Associate Vice President for Research (AVPR) within Research & Innovation (R&I) will adjudicate the dispute regarding IDC distribution.

- 2. Exceptions to the distribution amounts listed above may be made on a case-by-case basis, upon written appeal to the Dean.
- 3. In no event shall the University receive less than 50% of the F&A costs from all sponsored projects.

## Appendices

### Appendix A

#### *Preparation of the Promotion Packet*

The candidate applying for promotion should review the Bell Library Faculty Handbook, including this list of suggested documents, and decide which supporting materials to include based on their job responsibilities and professional achievements.

Candidates will build their promotion packet in Interfolio. The Office of the Dean will create a case in Interfolio and alert the faculty librarian when access is available. The candidate will also be given access to their personnel file and will upload the appropriate documents into their packet. The candidate should review their personnel file and its contents for accuracy and reach out to the Office of the Dean with any discrepancies. Foreign credentials must be accompanied by certified translations from appropriate agencies.

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit. The packet should consist of no more than 750 electronic pages.

#### *Faculty Activity Reporting (FAR) Vita*

A current FAR is required for the packet. The content in the FAR will mirror the content in a candidate's curriculum vitae. While the content is similar, the information contained in the FAR is communicated with a variety of university channels and serves many purposes.

#### *Candidate Documents*

##### *Letter from the Department Chair/Supervisor*

A letter from the department chair/supervisor noting the nature of the appointment (percent librarianship and service, including semi-administrative and administrative duties) and any changes in those duties over time.

##### *Executive Summary*

An executive summary (2 pages maximum) that clearly illustrates how the candidate's qualifications meet each of the requirements listed in section 3.5 of University Procedure [33.99.04.C0.02 Promotion of Full-Time Faculty Members](#).

##### *Curriculum Vitae*

A current *curriculum vitae* must be uploaded to this section in addition to the Faculty Activity Reporting (FAR).

#### Evidence of performance in librarianship

- A statement of librarianship philosophy and growth (2 pages maximum) discussing improvements, innovations, and changes initiated over the pre-promotion period.
- Documentation demonstrating performance in librarianship.
- For faculty librarians who provide information literacy instruction, documentation must include copies of instruction evaluations.

#### Evidence of performance in service

- A statement explaining leadership and service contributions (2 pages maximum).
- Documentation demonstrating performance in regard to the following service categories: library, university, and profession/community.

#### Evidence of performance in RSCA (optional)

- A statement explaining contributions and success in the area of scholarship/creative activity (2 pages maximum).
- Documentation demonstrating performance in regard to scholarship/creative activity.

#### Other Documentation

2-3 letters of support. The letters should come from those who have worked closely with the candidate and are most familiar with the candidate's capabilities in an academic environment. For faculty librarians seeking promotion to Associate Faculty Librarian, at least one letter should come from someone outside the library. For faculty librarians seeking promotion to Senior Faculty Librarian, at least one letter should come from someone outside the TAMU-CC community.

The following documents can be uploaded from the candidate's personal file:

- Position restrictions from the last five years
- Notice of Appointment that includes promotion eligibility year
- Annual Evaluations and any attached responses from the period under review

The candidate should select and organize this material with the understanding that the committee is evaluating quality, not quantity. The candidate is expected to include copies of their works. If complete copies are too large for the packet, the candidate should include a portion of the work if possible. Complete works should be available to the committee on short notice if requested.

## Appendix B

### *Faculty Promotion Timeline for Faculty Librarians*

#### *Spring and Summer leading up to Promotion Review Year*

By Mar 30

- The Dean confirms promotion eligibility and notifies candidate(s) of eligibility for promotion.

By Apr 15

- Intent to seek promotion: Candidate notifies the Dean of their intent to seek promotion.

By May 1

- The Dean will hold a meeting with all eligible candidates to review timelines, processes, promotion packet expectations, and submission deadlines.
- Candidate cases are created in the electronic faculty review system (i.e., Interfolio)

By Jun 1

- Nature of appointment letter: The supervisor writes a letter noting the nature of the appointment (percent librarianship and service, including semi-administrative and administrative duties) and any changes in duties over time. The emphasis of the letter is on percentage of effort toward each area of responsibility. The candidate is responsible for asking their supervisor for this letter. The candidate will include this letter in their packet.

By June 15

- Personnel file and access: Candidate will be notified of access to their personnel file in Laserfiche and their Interfolio promotion case.
- Dean will provide the following documentation to the candidate in their file: A) the original Notice of Appointment that states year of promotion review, B) position description, and C) last 5 years of annual supervisor evaluations.
- Candidate begins uploading documents to their promotion packet.

By Aug 31

- Assign committee members: Library Promotion Committee is formed.



### *Fall of Promotion Review Year*

#### By Sep 1

- Full promotion packet must be completed in Interfolio by 11:59 pm of September 1.

#### By Sept 5

- Dean meets with the Library Promotion Committee and all Supervisors

#### By Sep 15

- Chair election: Committee meets to elect a chair.
- Announce Chair: Committee announces the committee chair to the Dean.

#### By Oct 1

- Supervisor packet review and recommendation: Supervisor uploads their letter of recommendation to Interfolio and meets with the candidate to discuss their recommendation.

#### By Oct 20

- If needed, the candidate submits a response to the Supervisor's recommendation to Interfolio (optional)

#### By Nov 1

- Committee packet review and recommendation: Library Promotion Committee shares its recommendation with the Dean. The committee chair will upload the committee's recommendation letter to Interfolio and submit the case.

#### By Nov 1 - 21

- During this period, the Dean will write a recommendation and meet with the candidate to review all recommendations.
- Within 5 days of meeting with the Dean: Candidate may choose to write a response to the recommendations which becomes part of the packet. (optional)

#### By Nov 30

- Packet and recommendations due. Dean submits the promotion packet with all recommendations and any written response to the University Promotion and Tenure Committee.
- After the recommendations are forwarded to the University Tenure and Promotion Committee, the candidate may no longer withdraw from promotion consideration.

#### By Jan 5

- University Promotion and Tenure Committee sends their recommendation to the Office of the Provost

#### By Jan 20

- The Provost sends the recommendation to the President

By Jan 25

- Provost notifies the candidate of their recommendation, the University Promotion and Tenure Committee's recommendation, and the President's recommendation via Interfolio

By Jan 31

- President's list of approved promotion and tenure candidates is sent to the Texas A&M University System Board of Regents

By March

- Board of Regents takes action on the submitted list of promotion and/or tenure candidates

By May 15

- Candidates are notified of the Board of Regents' official decision to award promotion and/or tenure

September 1

- Promotion and/or tenure becomes effective

Academic units (e.g., college, school, library) and departments may set their own deadlines in advance of the dates listed on the University Promotion and Tenure timeline.

Dates that fall on weekends or holidays will be moved to the next business day.

## Appendix C

### Documentation Examples for Promotion Packet

In the following section, the dimensions of professional effort, drawn from the promotion document, are matched with work products and types of evidence that could help show achievement in those areas.

These are suggestions of possible documentation to include in a packet for promotion. Requirements for the packet are listed in *Promotion of Full-Time Faculty Members*, section 5 and in Appendix A of this document. This is not an exhaustive list. It is intended to guide the faculty librarian in selecting suitable materials for the promotion packet but should not be regarded as prescriptive or restrictive.

In choosing materials for the packet, the faculty librarian should feel free to consult with their supervisor and colleagues for ideas and guidance.

### Librarianship

#### Evidence of assistance to patrons

- Reference and research consultations to the faculty, staff, and students at the University, as well as to external constituencies
- Reference interactions / consultations conducted
- Scholarly communication consultations (scholarly publishing, open access, OER, etc.)
- Chat ratings and comments
- Thank you notes from patrons

#### Information retrieval and analysis

- Reports (published and unpublished)
- Planning documents (ex: web analytics reports, reports on study findings, program reviews, proposals for new services or service changes)

#### Collection development activities

- Evidence of collection management (materials added/weeded/reorganized)
- Collection development policies created; processes documented

#### Cataloging and processing

- Development and maintenance of bibliographic organization and control over the library's collections
- Statistics showing number of materials processed
- Training manuals created; new work flows developed, and processes documented

#### Instruction in and promotion of the use of the library's resources and services

- Data on classes/orientations conducted and students reached
- Instructional materials (ex: subject guides, course guides, lesson plans, course

handouts, tutorials, videos, workshop materials, FAQs written)

- Instruction evaluations

#### Management and supervision

- In-house policies and procedures
- Training materials adopted (examples: students training materials, library policies, collection development policies, web style guides)

#### Archival management

- Finding aids created
- Evidence of collections processing

#### Library computer systems management

- Training/procedures manuals created
- Training materials created
- Workflows designed and implemented
- Software evaluation and implementation

#### Assessment of library operations and services

- Data collected, analyzed, and reported
- Descriptions of assessment projects undertaken

#### Outreach and engagement

- Programming, including events and exhibits, designed to engage with the campus and local communities.
- Outreach activities designed to steward relationships with campus constituents and raise awareness of library offerings

#### Professional development

- Certificate of completion of other evidence of professional development
- Transcripts showing academic work
- Honors, awards, or other evidence of significant professional development

#### Service

##### Service to the Library:

- Letters of appointment to committees, letters of appreciation for service, or other documentation of committee service
- Documentation of efforts on library projects and events
- Honors, awards, or other evidence of significant service to the library

##### Service to the University:

- Letters of appointment to committees, letters of appreciation for service, or other documentation of committee service

- Evidence of efforts on university projects or events
- Evidence of teaching a course, seminar, or workshops
- Evidence of work with faculty, student organizations as an officer, speaker, active member, or consultant
- Honors, awards, or other evidence of significant service to the University

#### Service to the Profession/Community

- Evidence of participation in professional or community organizations as an officer, speaker, or consultant
- Evidence of activities with professional or community organizations that draw on professional or personal expertise
- Honors, awards, or other evidence of significant professional/community service

#### RSCA

- Copies of book chapters, articles, or other publications (including works in progress and those submitted but not yet published)
- Copies of presentation slides, conference proceedings, or other documentation of professional presentations.
- Copies of grant proposals and/or acceptance letters, progress reports, etc.
- Evidence of research projects performed