AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, April 13, 2016, 12:00 N to 1:50 PM
Provost’s Conference Room – KEL 5207

I. Approval of Agenda

II. Approval of Minutes – EC 4/6/16 Meeting

III. Chair’s Report, Deborah Kristan
Referrals

IV. Vice Chair’s Report, Michael McDuffie

V. Provost’s Report, Graham Oberem

VI. Vice Provost’s Report, Kamel Haddad

VII. Discussion Items
A. NEAC: Recommendation to Update Language on Participation of Ex-Officio Members on Senate Standing Committees (attachment) Page 2
B. FAC: Visiting Professor Policy and Procedure (attachment) Page 6
C. FAC: Library Retention, Tenure and Promotion Standards Policy (FAC 192-00) (attachment) Page 9
D. TPAC Report: Results of Open Access Opt-In/ Opt-Out Faculty Survey
E. FAC: Faculty Grants Review Committee Policy (FAC 322-07) (attachment) Page 19

VIII. EC Members’ Concerns & Announcements

Next meeting: April 20, 2016, 12:00-12:50 p.m., Reading Room – KEL 5400
(Senate: April 20, 2016, 1:00 to 2:50 p.m., Reading Room – KEL 5400)
NEAC’s Recommendation to Update the Language on the Participation of Ex-Officio Members on Senate Standing Committees

NEAC was charged with analyzing and seeking feedback from Standing Committee chairs, EC and the ex-officio members on senate standing committees on whether the designee title should be added or removed for each of the ex-officio members.

NEAC has conducted the analysis and received feedback from EC, standing committee chairs and the officers currently serving as ex-officio members on the committees. **NEAC recommends the following amendments to the Senate Constitution and by-laws for the purposes of correcting the titles.**

In line with Article 8.5 of the Constitution and By-Laws, title changes of committees or personnel listed in the Constitution and By-Laws may be made to the Constitution by the Executive Committee of the Academic Senate, upon recommendation from the Nominations, Elections, Appointments and Constitution Committee without the referendum process noted in Article 8.4.
<table>
<thead>
<tr>
<th>Committee</th>
<th>Current Status of Ex-Officio Member</th>
<th>Recommended Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC</td>
<td>The President, the Provost &amp; Vice President for Academic Affairs, and the Vice Provost shall sit as ex-officio, non-voting members. The President, or the President's designee, of the CSUSM-CFA shall serve as a liaison to the Executive Committee and as an ex-officio, non-voting member of said committee.</td>
<td>No change</td>
</tr>
<tr>
<td>APC</td>
<td>The membership of the Academic Policy Committee shall also include as non-voting members the Dean of Undergraduate Studies, the Dean of Graduate Studies &amp; Associate Vice President for Research, the Associate Vice President for Enrollment Management Services or designee, the Dean of Extended Learning or designee, and the Project and Degree Audit Coordinator. Two student representatives appointed by the Associated Students Incorporated shall also be non-voting members of this committee.</td>
<td>The membership of the Academic Policy Committee shall also include as non-voting members the Dean of Undergraduate Studies or designee, the Dean of Graduate Studies &amp; Associate Vice President for Research or designee, the Associate Vice President for Enrollment Management Services or designee, the Dean of Extended Learning or designee, and the Project and Degree Audit Coordinator. Two student representatives appointed by the Associated Students Incorporated shall also be non-voting members of this committee.</td>
</tr>
<tr>
<td>BLP</td>
<td>One college Dean appointed by the Provost, the Vice Provost, one Instructional and Information Technology Services (IITS) representative appointed by the Dean of IITS, a representative of Extended Learning appointed by the Dean of Extended Learning, and one student member appointed by the Associated Students Incorporated shall be non-voting members of the committee.</td>
<td>One college Dean appointed by the Provost, the Vice Provost, one Instructional and Information Technology Services (IITS) representative appointed by the Dean of IITS, the Dean of Instructional and Information Technology Services (IITS) or designee, a representative of Extended Learning appointed by the Dean of Extended Learning, the Dean of Extended Learning or designee, and one student member appointed by the Associated Students Incorporated shall be non-voting members of the committee.</td>
</tr>
<tr>
<td>FAC</td>
<td>non-voting members shall be the Provost &amp; Vice President for Academic Affairs or the Associate Vice President for Faculty Affairs and a representative from the CSUSM-CFA elected by the membership of CSUSM-CFA.</td>
<td>No change</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>GEC</td>
<td>The committee shall also include as non-voting, ex-officio members the General Education Assessment Coordinator, the Vice President for Student Affairs or designee, the Dean of Academic Programs or designee, and the Associate Vice President for Enrollment Management Services or designee. One at-large student representative appointed by the Associated Students Incorporated shall serve as a non-voting member of the committee.</td>
<td>The committee shall also include as non-voting, ex-officio members the General Education Assessment Coordinator, the Vice President for Student Affairs or designee, the Dean of Academic Programs or designee, and the Associate Vice President for Enrollment Management Services or designee and the Assessment Specialist in Academic Affairs division. One at-large student representative appointed by the Associated Students Incorporated shall serve as a non-voting member of the committee.</td>
</tr>
<tr>
<td>TPAC</td>
<td>The Technology Policy and Advisory Committee shall consist of voting members drawn from eligible faculty, Academic Affairs staff, and students. The eligible faculty in each college-level unit shall elect a representative to serve on the committee and one at-large faculty representative. The Instructional and Information Technology Services (IITS) staff shall select one IITS staff member; the Academic Affairs staff shall select one staff member; and the Associated Students Incorporated shall select two student members. The committee shall include as ex-officio, non-voting members the Dean of the Library and the Dean of IITS.</td>
<td>Await the outcome of a referendum</td>
</tr>
<tr>
<td>PAC</td>
<td>The committee shall include as a non-voting member, the Dean of Graduate Studies and Associate</td>
<td>The committee shall include as a non-voting member, the Dean of Graduate Studies and Associate</td>
</tr>
<tr>
<td>SAC</td>
<td>The committee shall include as ex-officio, non-voting members, the Vice President for Student Affairs or designee, and the Dean of Undergraduate Studies, and the Dean of Graduate Studies.</td>
<td></td>
</tr>
<tr>
<td>UCC</td>
<td>The membership of the University Curriculum Committee shall also include as non-voting members the Dean of Academic Programs, and the Associate Vice President for Enrollment Management Services or designee. One student representative appointed by the Associated Students Incorporated shall also be a non-voting member of this committee.</td>
<td></td>
</tr>
</tbody>
</table>

Vice President for Research, a representative from the Office of the Dean of Academic Programs, and the Learning Outcomes Assessment Fellow (or equivalent). When a program from a committee member’s department or associated program is under review, the member may engage in discussions about it, but shall be considered a non-voting member for the purposes of the review.

Vice President for Research or designee and a representative from the Office the Dean of Academic Programs, and the Learning Outcomes Assessment Fellow (or equivalent). When a program from a committee member’s department or associated program is under review, the member may engage in discussions about it, but shall be considered a non-voting member for the purposes of the review.

No change
FAC: VISITING FACULTY POLICY AND PROCEDURE

FAC was requested by EC to develop a policy and procedures for the appointment of visiting faculty. The questions we were to consider were the following:

- What resources should be provided to a visiting faculty? For example, office space? Computer? Phone? Parking pass?
- Who is responsible for providing the resources? The university? College? Department? Which unit? Need to explicitly state university obligations versus obligations of other units on campus.
- What is the process of the written contract when the person is permitted to come to campus and what does the contract contain? Who agrees to the contract and who enforces the contract?
- Can the contract note an explicit date for the end of the appointment and who ensures that the visiting professor clears the office etc. by this date?

For visiting faculty, the key instrument is CBA Article 12.32, which addresses the visiting faculty designation. It reads:

Visiting Faculty appointments are full-time appointments for up to one (1) academic year. Individuals appointed into this classification shall not be eligible for a subsequent appointment in this classification for the duration of this Agreement. Pursuant to 12.1, faculty shall be involved in the recruitment and hiring process. The hiring of Visiting Faculty shall not result in the displacement or time base reduction of an incumbent Temporary Faculty Unit Employee as reflected in the order of work in provision 12.29. Effective with Academic Year 2006/2007, the number of employees in the Visiting Faculty classification code shall not exceed one hundred twenty-five (125) full time equivalent faculty (FTEF) systemwide. The use of the Visiting Faculty class code shall expire at the end this Agreement, which includes any extensions agreed to by the parties, and shall be subject to re-negotiation during negotiations for a successor agreement.

A review of other CSU policies showed that some campuses simply refer to the CBA and state that the procedure for appointing visiting faculty is the same as for any temporary faculty. This proposed CSUSM policy is based on more detailed documents from CSU San Bernardino and CSU Channel Islands.

**Definition:** The process and procedures to be used for the appointment of visiting faculty within the Division of Academic Affairs

**Authority:** President of the University.

**Scope:**

Karen S. Haynes, President

Approval Date

Graham Oberem, Provost & Vice President for Academic Affairs

Approval Date

I. Introduction/Definitions
The appointment of visiting faculty is for the purpose of bringing to the campus individuals of special scholarly and/or professional interest and merit.

A. Who is eligible to be a visiting faculty member?

Generally, individuals under consideration for visiting appointments have earned terminal degrees in their fields of expertise or are recognized nationally for outstanding achievement in their fields. Visiting faculty are individuals who are typically employed elsewhere and are engaged in high-level research or other scholarly or creative work, or are in public service. Consequently, because of their stature or position, they provide our faculty and students with unusual opportunities for expanding their intellectual, artistic or scientific experiences or for pursuing research and scholarship.

B. What can visiting faculty members do on campus?

Visiting faculty may teach, advise and/or supervise students, assist in enhancing existing curriculum or in developing new courses, attend/host program meetings, attend and offer colloquia, and engage in other University or public service activities consistent with their appointments and with the mission of the University. Visiting faculty members are sometimes chosen to fill temporarily a vacancy in a tenure track faculty line.

C. Visiting faculty member titles

Based on the judgment of the host program and the college Dean, visiting faculty members may receive working titles of Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor to reflect their qualifications and professional experiences and to acknowledge the level of accomplishment achieved by the individual being considered for visiting faculty status.

II. Review and appointment process and responsibilities

A. Review

1. The current curriculum vita or resume of the individual nominated for a visiting faculty position will be provided to and reviewed by the proposed host department faculty and Chair. With the concurrence of the host program, the appropriate Dean will recommend appointment to the Provost (or his/her designee).

2. The following information must be included in the Dean’s recommendation submitted to the Provost for review and approval:
   - An indication of the individual’s willingness to accept the visiting faculty appointment;
   - A statement about the individual’s past involvement with the program (if any), and a description of the nature of the individual’s future involvement with the department as a visiting faculty member;
   - The benefits to the University that are anticipated or expected as a result of the proposed visiting faculty appointment;
   - The working title to be conferred on the individual;
The appointment beginning and ending dates;
The desired perquisites to be offered to the individual and who is responsible for providing them;
The current curriculum vita or resume of the individual.

B. Appointment

1. When the review process is complete, and with the approval of the Provost, the individual will be appointed as a visiting faculty member with the appropriate working title and invited to assume the duties and responsibilities of the position. Only upon formal written appointment by the University may the individual use the designated working title.

2. Visiting faculty appointments will be full-time appointments for up to one academic year. Individuals appointed into this classification shall not be eligible for a subsequent appointment in this classification.

3. The hiring of visiting faculty shall not result in the displacement or time-base reduction of an incumbent Temporary Faculty Unit Employee.

C. Resources and responsibilities

To the extent possible, visiting faculty will be given access to University resources similar to those offered and provided to tenured and tenure-track faculty and full-time temporary lecturers. Such resources may include, but are not limited to, library privileges, access to administrative and other related assistance, mail delivery, and a campus e-mail account. When a visiting faculty member teaches, space for office hours will be provided. The extent of the resources offered to a visiting faculty member is at the discretion of the Dean, and such perquisites will be identified in the appointment letter to the individual.
Rationale:

This is a revision of the Service requirements in the Library’s Retention, Tenure, and Promotion policy. The current policy language requires that library faculty engage in national-level service to the library profession in order to earn tenure and promotion to Associate Librarian or Librarian.

This proposed language makes clear that national-level service to the library profession is not required (although it does not prevent one from doing so). Instead, any sustained and substantial service to the University Library, CSUSM, and/or the library profession can be considered in one’s review for tenure and/or promotion.

Definition: Standards governing retention, tenure, and promotion process for faculty in the Library.

Authority: The collective bargaining agreement between the California State University and the California Faculty Association.

Scope: Eligible Library faculty at California State University San Marcos.

Karen S. Haynes, President  Approval Date

Graham Oberem, Provost and VP for Academic Affairs  Approval Date

I. PREAMBLE

This document sets forth general standards and criteria for retention, tenure, and promotion of full-time faculty in the Library. The provisions of this document are intended to be implemented in conformity with university-wide retention, tenure and promotion policies. The Library is guided also by the standards of the American Library Association (ALA) and Association of College and Research Libraries (ACRL).
II. DEFINITIONS OF TERMS AND ABBREVIATIONS

The Library uses the same definitions, terms, and abbreviations as defined in the University RTP document.

A. The University RTP standards require “Teaching, Research/Creative Activity, and Service.” The Library standards require “Professional Performance, Research/Creative Activity and Service.”

B. For clarity, the use of "is" is informative, "shall" is mandatory, "may" is permissive, "should" is conditional, and "will" is intentional.

C. A “standard” is a reference point or formalized expectation against which progress can be measured for retention, tenure, and promotion.

D. Tenure-track refers to all fulltime, permanent faculty librarians. More specific designations of status should use the terms untenured and tenured.

III. GUIDING PRINCIPLES

A. All standards and criteria reflect the University and Library mission statements and advance the goals embodied in those statements, including the following:
   1. Library faculty are active scholars.
   2. Enhance student learning through sustained excellence in professional performance, research, and service to the university and profession.
   3. Promote individual and cultural diversity and multiple perspectives.
   4. Value intellectual engagement, academic freedom, community, integrity, innovation, and inclusiveness.

B. The Library respects the intellectual freedom of their faculty by avoiding standards that are too prescriptive while emphasizing the unique nature of the library and information science discipline.

C. The performance areas to be evaluated include professional performance, research and service. While there will be diversity in the contributions of faculty members to the University, the Library affirms the university requirement of sustained high quality performance and encourages flexibility in the relative emphasis placed on each performance area. The relative weight given to the three criteria may vary over time as reflected in the librarian’s Assignment of Responsibility and as described in their curriculum vita and narrative. The faculty member must meet the minimum standards in each of the three areas.

D. These standards are designed to allow individual library faculty scope for achievement in various areas of library and information science and scholarship encompassing the values in the University and Library mission statements. While not expected to meet each and every criterion listed below, library faculty are required to progressively expand their contributions within the Library, the University, and the profession.

E. Library RTP Standards serve as guidelines for library faculty as they progress in their career and also to educate others outside of the discipline, including deans, university
committees, and the provost, with respect to the practice and standards of library and
information science.

F. Faculty have a right to clearly articulated performance expectations. Library RTP
Standards provide consistency in guiding tenure-track faculty in the preparation of their
working personnel action files (WPAFs).

G. Retention, tenure, and promotion decisions are made on the basis of evaluation of
individual performance, and ultimate responsibility for meeting all standards and criteria
rests with the candidate. Sound advice and counsel by tenured faculty can significantly
contribute to the achievement of the highest level of individual performance and should
be available. Candidates may choose whether to avail themselves of such advice and
counsel.

IV. WORKING PERSONNEL ACTION FILE (WPAF)

Items shall be cross-referenced in the CV, narrative statements, and WPAF to demonstrate
connections across all three documents. Items submitted in one area of performance shall not be
duplicated in any other area of performance evaluation. However this does not prohibit the
candidates from describing the interconnections between multiple performance areas.

Should a conflict exist between the Library document and the University document, the latter
prevails. Library WPAF files shall contain the following:

- Cover memo requesting review.
- Complete index of material in the WPAF.
- Current curriculum vitae.
- Library Assignment of Responsibility (all successive documents for the review period).
- Reflective statement[s] that addresses the standards for review (not to exceed 15 pages).
- Evidence of success arranged and labeled to correspond with the standards for review (not to
  exceed 30 items).
- All previous personnel reviews.
- RTP Standards—Library.
- Library mission statement.

IV. ELECTION OF PEER REVIEW COMMITTEE

Election procedures are defined in the Library Faculty Council bylaws. Should a conflict exist
between these procedures and the University's RTP (section IV Responsibilities of those involved
in the review cycle, C. Election and composition of the Peer Review Committee), the University's
RTP prevails.

V. STANDARDS AND CRITERIA

A. Retention: A positive recommendation for retention requires that the candidate’s record
clearly meets the articulated standards for the granting of a retention decision in each of
the three areas: professional performance, scholarly research/creative activities, and
scholarly service.

B. Tenure and/or Promotion: A positive recommendation for tenure or promotion requires
that the candidate’s record clearly meets the articulated standards for the granting of a
tenure/promotion decision in each of the three areas: professional performance, scholarly research/creative activities, and scholarly service.

C. Early Tenure is considered an exception. A positive recommendation for either early tenure or early promotion requires that the candidate’s record clearly meets the articulated standards for the granting of a tenure and/or promotion decision in ALL areas. To be eligible for either early tenure or early promotion, a candidate must show a sustained record of successful experience at California State University San Marcos.

D. **Professional Performance**: The primary area for evaluation is the library faculty member's success in professional performance. Because the Library faculty position is flexible enough to potentially include professionals with varied responsibilities within the Library, the standards that apply to Professional Performance stem from each employee’s Assignment of Responsibility. The candidate develops their Assignment of Responsibility in consultation with the Dean with a view to articulating the faculty member’s individual approach to the goals of the Library Mission Statement.

The library’s primary role is to support the teaching and learning mission of the university. Librarians facilitate and enhance student learning through their individual areas of librarianship. All aspects of academic librarianship ultimately support teaching and learning, even when direct contact with students and faculty is not immediately apparent.

1. This section provides guidance on professional performance responsibilities for the retention, tenure and promotion of library faculty. In addition, it serves to define library faculty work to an external audience. Professional Performance activities may include but are not limited to:
   a. Accomplish professional objectives and effectively fulfill responsibilities as described in the candidates' Library Assignment of Responsibility.
   b. Assess use of library services and analyze changing research trends in order to anticipate user needs and future library directions.
   c. Initiate new ideas, technological innovations, or alternative approaches in library programs.
   d. Communicate and collaborate with colleagues and users, such as developing productive liaison relationships with faculty and students and outreach programs to the community, and demonstrate versatility and teamwork, including the ability to work effectively in a range of Library function and subject areas.
   e. Develop and implement instruction, reference/point-of-use instruction, and other means to support the development of students’ information literacy throughout the CSUSM curriculum.
   f. Develop library collections in assigned subject areas that support the curricular needs of the campus.
   g. Plan technology, develop systems, and evaluate effectiveness of automated systems designed to support student research, provide access to library resources and services, and facilitate library processes.
   h. Establish and manage bibliographic systems that facilitate the organization and control of information resources.
   i. Establish and manage effective acquisition of information resources.
   j. Establish, manage and facilitate user access to library collections and resources and provide resource sharing to external collections.
k. Demonstrate professional growth by systematically updating knowledge of and skills in current practices, trends, research and technology in assigned area of responsibility.

l. Possess and share a level of expertise and knowledge of current practices that are acknowledged and sought by colleagues and other professionals.

m. Demonstrate effective leadership as coordinator of a library area including establishing and achieving goals in area of responsibility, planning and coordinating resources, and collaborating across the library.

n. Demonstrate effective communication and management in the supervision and evaluation of library staff and operations.

o. Demonstrate leadership in identifying and solving problems, managing projects, and initiating programs and services.

p. Demonstrate growth in leadership in identifying and solving problems, managing projects, and initiating programs and services.

q. Mentor and encourage the professional development of faculty, staff, students, interns, and others as appropriate.

r. Effectively represent and advocate for the library to the rest of the university. Promote efforts for cooperation and collaboration with other campus entities, the community, and professional groups.

2. Criteria for the evaluation of professional performance includes:
   a. Effectiveness, impact, and/or expertise in fulfillment of the candidate’s Assignment of Responsibility.
   b. Effectiveness, impact, and/or expertise regarding the candidate’s leadership, supervision, administration, and/or mentorship.
   c. Impact of professional development and growth towards advancing the candidate’s disciplinary knowledge and/or expertise in their area of responsibility.

3. Evidence for professional performance: It is the responsibility of the candidate to provide effective evidence and documentation of their professional performance. The candidate will articulate the relevance of submitted items in the narrative.

   For librarians who provide instruction as articulated in their Assignment of Responsibility, student evaluations of instruction are required in the WPAF, as per the Library’s policy. Student evaluations are not included in the 30 item limit for WPAF evidence.

   Selected items representing professional performance, such as:

   a. Samples of work demonstrating effectiveness, impact, and/or expertise in fulfillment of the candidate’s Assignment of Responsibility.
   b. Materials resulting from or demonstrating leadership, supervision, administration, or mentorship.
   c. Materials illustrating professional development and growth.
   d. Other relevant materials as listed in the University’s Retention, Tenure, and Promotion document (Section II.E.3.c of Faculty Personnel Procedures for Retention, Tenure, and Promotion).

4. Standards and Expectations for Professional Performance for retention, tenure and promotion
   a. For Retention at the rank of Senior Assistant Librarian or Associate Librarian, untenured library faculty shall demonstrate increasing effectiveness in professional performance in fulfillment of the
b. Granting of Tenure at any rank recognizes accomplishments and services performed during the probationary years. Further, the granting of tenure is an expression of confidence that the faculty member has both the commitment to and the potential for continued development and accomplishment throughout their career. Tenure will be granted only to those individuals who meet the standards required to earn promotion to the rank at which tenure will be granted.

c. For Promotion to Associate Librarian, library faculty shall demonstrate sustained and significant effectiveness, beyond that required for retention, in professional performance in fulfillment of the candidate’s Assignment of Responsibility; professional development and growth; and leadership.

d. For Promotion to Librarian, library faculty shall demonstrate sustained and significant effectiveness, beyond that required for promotion to Associate, in professional performance in fulfillment of the candidate’s Assignment of Responsibility; professional development and growth; and leadership. As more experienced faculty, associate librarians being considered for promotion to librarian are held to a higher standard.

E. **Research/Creative Activity**: Research/Creative Activity (“scholarship”) is the second area of evaluation for the retention, tenure and promotion of library faculty. It is essential to the University’s mission that each Library faculty member demonstrates continued commitment, dedication, and growth as a scholar. The criteria emphasize quality and sustained scholarship over the entire period of review.

For Librarians, scholarship may be basic, applied, theoretical, integrative, and/or related to pedagogy. In all cases, scholarship results in an original contribution to the discipline and practice of library and information science and includes dissemination and scholarly communication beyond the university. Individual or collaborative research is valued by the Library. Scholarly contributions in other subjects may be considered when they are directly related to the Library Assignment of Responsibility.

1. Research/Creative Activity may include but is not limited to the following three categories. Instructions on using the categories appear in section B.4.:

   **Category A:**
   - Peer-reviewed articles published/accepted by refereed journals.
   - Peer-reviewed published/accepted book chapters.
   - Books published in/accepted for publication.
   - Papers published in/accepted for refereed conference proceedings.

   **Category B:**
   - Editorially reviewed articles and book chapters.
   - Paper presentations panel presentations, or poster sessions (other than Category A work[s] accepted for refereed conference proceedings).
   - Creation of significant and innovative electronic resources.
   - Refereeing a book, journal article, monograph, or conference paper.
   - Editing a journal, book, or monograph.
• Funded external research grants, university research grants, or research fellowships.

Category C:
• Proposals for external research grants, university research grants, or research fellowships.
• Submitted manuscripts.
• Manuscripts in progress.
• Research in progress.

2. Criteria for the evaluation of Research/Creative Activity include, but are not limited to:
• Type of publication (e.g. peer-reviewed; selected by editor; mainstream press).
• Extent of research dissemination and contribution to the discipline.
• Type of presentation (refereed, invited, etc.), level of presentation venue (i.e. local, regional, statewide, nationwide, or international), and the sponsoring organization.
• Competitiveness, selectivity, and prestige of grants, fellowships, or awards within the discipline.
• Impact on student learning and university’s mission.
• Specific contribution to multiple authored pieces.

3. Evidence of Research/Creative Activity includes, but is not limited to:
• Published article, book chapter, book, software/creative activity.
• Acceptance letter for publication (e.g. journal, edited work, etc.).
• Conference proposal, invitation, and accepted materials (paper, presentation, poster, refereed proceedings, etc.).
• Research grants/fellowships/award proposal, award letter, special recognition, and/or final report.
• Institutional Review Board (IRB) documentation.
• Results of research including data, reports, etc.
• Documentation of completed or in-process research.

4. Standards and expectations for Research/Creative Activity for retention, tenure, and promotion:
a. Retention (tenure-track Senior Assistant and Associate Librarian ranks)
   • For retention at the Senior Assistant Librarian rank, the librarian shall develop a research agenda and build evidence of research such as acceptance of publications and/or conference presentations.
   • For retention at the probationary Associate Librarian rank, the librarian shall provide evidence of research such as a focused research agenda, publications, and/or conference presentations.
   • Candidates for retention at the Senior Assistant and probationary Associate Librarian ranks should at a minimum include:
     ▪ 2nd year retention: evidence from Category C.
     ▪ 4th year retention: evidence from Category C and evidence of progress toward fulfillment of tenure and promotion requirements in Categories A and B.
b. Tenure and/or promotion to Associate Librarian rank:
   - Library faculty at this rank shall demonstrate an established research agenda and continued scholarship. Only items published after appointment may be considered. If service credit was awarded, the candidate should include evidence of accomplishments from the service credit time period specified. The following describe the research standards for a faculty member to be promoted from Senior Assistant to Associate Librarian rank and/or receive tenure:
     - A minimum of one item from Category A.
     - A minimum of two additional items from Category A and/or B.
     - Items from Category C, if applicable.

b. Tenure and/or promotion to Librarian rank:
   - Library faculty at this rank shall provide evidence of an established research agenda, sustained and significant research, and nationally recognized expertise. Only published items not considered in the last promotion may be considered. The following describe the research standards for a faculty member to be promoted from Associate to Librarian rank:
     - A minimum of two items from Category A.
     - A minimum of four additional items from Category A and/or B.
     - Items from Category C, if applicable.

F. Service: Service is the third area of evaluation for the retention, tenure and promotion of library faculty. The Library faculty defines service activities as activities that are informed by one’s Professional Performance and Scholarship but are clearly beyond the scope of the Assignment of Responsibility. For academic librarians service is essential to understanding educational needs, impacting student learning and influencing information policies locally, nationally, and internationally.

The Library faculty views activities that enhance the institution and the profession, locally, nationally and internationally as integral components of the faculty service responsibility. While the mix and magnitude of service may vary, an appropriate level of service to the library, profession and university is expected. A librarian will participate actively in shared governance in the library, campus, and university system. It is also expected that a librarian will participate in some manner of service to the profession. Professional service at the local, state, national or international level contributes to advancing the discipline of librarianship and to staying current on issues and trends. Alternative forms of service should clearly involve expertise, disciplinary knowledge and experience.

1. Service activities may include but are not limited to:
   - Serving as chair or member of a Library, Senate, Academic Affairs, or CSU committee.
   - Serving as a member, contributing to a committee assignment, and/or holding leadership positions in professional organizations.
   - Mentoring or advising other faculty, staff, and/or students.
   - Organizing meetings, conferences, workshops.
   - Contribution to professional newsletters.
   - Accepting administrative activities or special assignments above and beyond the outlined duties of the position.
• Presenting through seminars, conferences, and lectures in area of expertise to community and non-expert groups.
• Developing exhibits or bibliographies in area of expertise.
• Serving as a subject expert or consultant.
• Providing content expertise to develop a program, conference, workshop, or seminar.
• Writing or speaking on area of expertise for community, media and other general audiences.

2. Criteria for the evaluation of each type of service are:
• Depth of the expertise and preparation.
• Contributions that relate directly to Professional Performance or Scholarly activities.
• Impact of the service.
• Relevance to the library and university mission.

3. Evidence: The reflective statement should discuss the goals of the service and reflect on the quality of the contribution. A complete list of achievements in service should be effectively delineated in the comprehensive CV, and items presented as evidence should be discussed in the reflective statement.

Examples of evidence:
• Documents, reports or other evidence of the impact of the librarian’s service achievement.
• Letters showing extent and level of contribution from appropriate organizers, officers, panel chairs, editors or similar officials of regional or national organizations.
• Documents describing candidate involvement as an officer, speaker, panelist, external reviewer, referee, consultant, visiting lecturer, etc.
• Programs or flyers describing the event and/or listing the candidate’s contribution.
• Awards earned for the service (e.g., certificates, plaques).

4. Standards and expectations for service for continuation or promotion at each rank:

a. For retention at tenure-track Senior Assistant and Associate Librarian ranks, the librarian shall provide evidence of active participation in shared governance, in responding to the needs of the Library, University and/or profession. Service commitments at this level include, but are not limited to, participation in library and/or university-level committees. Typical service includes participation in library and senate committees and beginning to be active in professional organizations and/or developing their expertise.
b. For tenure and/or promotion to Associate Librarian rank, the librarian shall provide evidence of service through sustained service contribution and/or by taking a leadership role within the library, university, and/or profession in responding to the needs of the academic community. A library faculty member at this rank shall provide evidence of the application of her/his expertise to appropriate service activities where their impact is manifest.

c. For promotion to Librarian rank, the librarian shall provide evidence of sustained and substantial service contribution and/or by taking a leadership role within the library, university, and/or profession in responding to the needs of the community. A library faculty member at this rank shall provide evidence of the application of her/his expertise to appropriate service activities. For promotion to the Librarian rank, the librarian shall provide evidence of service and of its recognition beyond the university that demonstrates substantial and sustained service contributions to the university, to the community and/or to the discipline of library and information science.
FAC: FACULTY GRANTS REVIEW COMMITTEE POLICY (FAC 322-07)

Rationale: This policy needs to be updated in terms of administrative titles, college names, and terminology.

Definition: Establish a Faculty Grants Committee (FGC) to conduct the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.

Authority: Academic Affairs

Scope: Provide policy and procedures for the Faculty Grants Committee (FGC) to conduct the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.

I. COMMITTEE CHARGE

A. The Faculty Grants Committee (FGC) conducts the review process of applications for university-wide faculty grants related to professional development and research, scholarship, and creative activities.

B. The FGC develops and revises the call for faculty grant applications, hosts workshop(s) about the grants process, evaluates the grant applications, and makes recommendations for awards to the Provost.

C. The FGC is not an Academic Senate standing committee. FGC will report their recommendations to the Provost through the Associate Vice President for Research (AVP-R) Dean of Graduate Studies and Research.

D. FGC will prepare an annual report to the Academic Senate that will include the 1) number of grants awarded, 2) the dollar amounts of grants awarded, and 3) any substantive issues requiring Senate attention. In its annual report, FGCAC will also specify the number and dollar amounts of grants awarded to committee members.

II. COMMITTEE COMPOSITION

A. The FGC shall be constituted as follows.

• The FGC shall be an all university committee composed of seven (7) tenured faculty
members and one (1) temporary faculty member.

- One (1) member shall be elected from the eligible faculty in each of the following areas:
  - a. Education College of Education, Health, and Human Services (CEHHS); College of Business Administration (CoBA); College of Science and Mathematics (CSM); College of Humanities, Arts, Behavioral, and Social Sciences (CHABSS); Behavioral and Social Sciences; College of Humanities, Arts, Behavioral, and Social Sciences (CHABSS); Humanities and Fine Arts; Business, Science and Mathematics, Humanities and Fine Arts, the Social Sciences, and the Library.
  - b. At-large representative elected from the faculty as a whole.
  - c. Temporary faculty member elected by the temporary faculty.

- The AVP-Research Dean of Graduate Studies and Research sits on FGC as a non-voting administrative representative.

### III. TERMS OF SERVICE

A. Committee members will serve staggered two (2) year terms and be appointed via elections conducted by the Academic Senate. To accommodate for staggered terms beginning with the first year, half of the members elected in the first year will serve a one (1) year term.

B. Although members of the committee are not precluded from submitting proposals, they are required to recuse themselves during discussions of their own proposals.