

**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.

| Committee | Current Status of Ex-Officio Member   | Recommended Change  |
|-----------|---|---|
| EC        | The President, the Provost & 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.   | No change   |
| APC       | The membership of the Academic Policy Committee shall also include as non-voting members the Dean of Undergraduate Studies, the Dean of Graduate Studies & 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. | The membership of the Academic Policy Committee shall also include as non-voting members the Dean of Undergraduate Studies <b>or designee</b> , the Dean of Graduate Studies & Associate Vice President for Research <b>or designee</b> , 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. |
| BLP       | 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.  | One college Dean appointed by the Provost, the Vice Provost, <del>one Instructional and Information Technology Services (IITS) representative appointed by the Dean of IITS,</del> <b>the Dean of Instructional and Information Technology Services (IITS) or designee</b> , a representative of Extended Learning appointed by the Dean of Extended Learning <b>the Dean of Extended Learning or designee</b> , and one student member appointed by the Associated Students Incorporated shall be non-voting members of the committee.           |

|      |   |   |
|------|---|---|
| FAC  | non-voting members shall be the Provost & 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.   | No change   |
| GEC  | 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.   | The committee shall also include as non-voting, ex-officio members <del>the General Education Assessment Coordinator,</del> the Vice President for Student Affairs or designee, the Dean of Academic Programs or designee, <del>and</del> the Associate Vice President for Enrollment Management Services or designee <u>and the Assessment Specialist in Academic Affairs division.</u> One at-large student representative appointed by the Associated Students Incorporated shall serve as a non-voting member of the committee. |
| TPAC | 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. | Await the outcome of a referendum   |
| PAC  | The committee shall include as a non-voting member, the Dean of Graduate Studies and Associate  | The committee shall include as a non-voting member, the Dean of Graduate Studies and Associate  |

|     |  |   |
|-----|--|---|
|     | 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 <b>or designee</b> <b>and</b> a representative from <del>the Office</del> the Dean of Academic Programs, <del>and the Learning Outcomes Assessment Fellow (or equivalent)</del> . 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. |
| SAC | 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.  | The committee shall include as ex-officio, non-voting members, the Vice President for Student Affairs or designee, and the Dean of Undergraduate Studies <b>or designee</b> , and the Dean of Graduate Studies <b>or designee</b> .   |
| UCC | 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.                                   | No change   |

1 **FAC: VISITING FACULTY POLICY AND PROCEDURE**

2  
3 *FAC was requested by EC to develop a policy and procedures for the appointment of visiting faculty. The*  
4 *questions we were to consider were the following:*

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

13  
14 *For visiting faculty, the key instrument is CBA Article 12.32, which addresses the visiting faculty*  
15 *designation. It reads:*

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

26  
27 *A review of other CSU policies showed that some campuses simply refer to the CBA and state that the*  
28 *procedure for appointing visiting faculty is the same as for any temporary faculty. This proposed CSUSM*  
29 *policy is based on more detailed documents from CSU San Bernardino and CSU Channel Islands.*

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

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33 **Authority:** President of the University.

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35 **Scope:**

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39 \_\_\_\_\_  
40 Karen S. Haynes, President

\_\_\_\_\_ Approval Date

41  
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43  
44 \_\_\_\_\_  
45 Graham Oberem, Provost & Vice President for Academic Affairs

\_\_\_\_\_ Approval Date

46 **I. Introduction/Definitions**

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

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

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

60  
61 B. What can visiting faculty members do on campus?

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

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69 C. Visiting faculty member titles

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

## 76 77 **II. Review and appointment process and responsibilities**

78  
79 A. Review

80  
81 1. The current curriculum vita or resume of the individual nominated for a visiting  
82 faculty position will be provided to and reviewed by the proposed host  
83 department faculty and Chair. With the concurrence of the host program, the  
84 appropriate Dean will recommend appointment to the Provost (or his/her  
85 designee).

86  
87 2. The following information must be included in the Dean's recommendation  
88 submitted to the Provost for review and approval:

- 89 • An indication of the individual's willingness to accept the visiting faculty  
90 appointment;
- 91 • A statement about the individual's past involvement with the program (if  
92 any), and a description of the nature of the individual's future involvement  
93 with the department as a visiting faculty member;
- 94 • The benefits to the University that are anticipated or expected as a result of  
95 the proposed visiting faculty appointment;
- 96 • The working title to be conferred on the individual;

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- 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.

102 B. Appointment

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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.

117 C. Resources and responsibilities

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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.

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2 **FAC: LIBRARY RETENTION, TENURE AND PROMOTION STANDARDS POLICY**  
3 **STANDARDS (FAC 192-00) (Last revision approved by admin. 7/25/13)**  
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6 **Rationale:**  
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8 *This is a revision of the Service requirements in the Library's Retention, Tenure, and Promotion policy.*  
9 *The current policy language **requires** that library faculty engage in national-level service to the library*  
10 *profession in order to earn tenure and promotion to Associate Librarian or Librarian.*

11  
12 *This proposed language makes clear that national-level service to the library profession is not required*  
13 *(although it does not prevent one from doing so). Instead, **any** sustained and substantial service to the*  
14 *University Library, CSUSM, and/or the library profession can be considered in one's review for tenure*  
15 *and/or promotion.*  
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21 **Definition:** Standards governing retention, tenure, and promotion process for faculty in the Library.

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

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26 **Scope:** Eligible Library faculty at California State University San Marcos.  
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34 \_\_\_\_\_  
35 Karen S. Haynes, President

\_\_\_\_\_ Approval Date

36  
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38 \_\_\_\_\_  
39 Graham Oberem, Provost and VP for Academic Affairs

\_\_\_\_\_ Approval Date

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

53  
54 The Library uses the same definitions, terms, and abbreviations as defined in the University RTP  
55 document.

- 56  
57 A. The University RTP standards require “Teaching, Research/Creative Activity, and  
58 Service.” The Library standards require “Professional Performance, Research/Creative  
59 Activity and Service.”  
60  
61 B. For clarity, the use of "is" is informative, "shall" is mandatory, "may" is permissive,  
62 "should" is conditional, and "will" is intentional.  
63  
64 C. A “standard” is a reference point or formalized expectation against which progress can be  
65 measured for retention, tenure, and promotion.  
66  
67 D. Tenure-track refers to all fulltime, permanent faculty librarians. More specific  
68 designations of status should use the terms untenured and tenured.  
69

70 **III. GUIDING PRINCIPLES**

- 71  
72 A. All standards and criteria reflect the University and Library mission statements and  
73 advance the goals embodied in those statements, including the following:  
74 1. Library faculty are active scholars.  
75 2. Enhance student learning through sustained excellence in professional  
76 performance, research, and service to the university and profession.  
77 3. Promote individual and cultural diversity and multiple perspectives.  
78 4. Value intellectual engagement, academic freedom, community, integrity,  
79 innovation, and inclusiveness.  
80  
81 B. The Library respects the intellectual freedom of their faculty by avoiding standards that  
82 are too prescriptive while emphasizing the unique nature of the library and information  
83 science discipline.  
84  
85 C. The performance areas to be evaluated include professional performance, research and  
86 service. While there will be diversity in the contributions of faculty members to the  
87 University, the Library affirms the university requirement of sustained high quality  
88 performance and encourages flexibility in the relative emphasis placed on each  
89 performance area. The relative weight given to the three criteria may vary over time as  
90 reflected in the librarian’s Assignment of Responsibility and as described in their  
91 curriculum vita and narrative. The faculty member must meet the minimum standards in  
92 each of the three areas.  
93  
94 D. These standards are designed to allow individual library faculty scope for achievement in  
95 various areas of library and information science and scholarship encompassing the values  
96 in the University and Library mission statements. While not expected to meet each and  
97 every criterion listed below, library faculty are required to progressively expand their  
98 contributions within the Library, the University, and the profession.  
99  
100 E. Library RTP Standards serve as guidelines for library faculty as they progress in their  
101 career and also to educate others outside of the discipline, including deans, university

102 committees, and the provost, with respect to the practice and standards of library and  
103 information science.

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

108  
109 G. Retention, tenure, and promotion decisions are made on the basis of evaluation of  
110 individual performance, and ultimate responsibility for meeting all standards and criteria  
111 rests with the candidate. Sound advice and counsel by tenured faculty can significantly  
112 contribute to the achievement of the highest level of individual performance and should  
113 be available. Candidates may choose whether to avail themselves of such advice and  
114 counsel.

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116 **IV. WORKING PERSONNEL ACTION FILE (WPAF)**

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

122  
123 Should a conflict exist between the Library document and the University document, the latter  
124 prevails. Library WPAF files shall contain the following:

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

135  
136 **IV. ELECTION OF PEER REVIEW COMMITTEE**

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

142  
143 **V. STANDARDS AND CRITERIA**

144  
145 A. Retention: A positive recommendation for retention requires that the candidate's record  
146 clearly meets the articulated standards for the granting of a retention decision in each of  
147 the three areas: professional performance, scholarly research/creative activities, and  
148 scholarly service.

149  
150 B. Tenure and/or Promotion: A positive recommendation for tenure or promotion requires  
151 that the candidate's record clearly meets the articulated standards for the granting of a

152 tenure/promotion decision in each of the three areas: professional performance, scholarly  
153 research/creative activities, and scholarly service.

154  
155 C. Early Tenure is considered an exception. A positive recommendation for either early  
156 tenure or early promotion requires that the candidate's record clearly meets the  
157 articulated standards for the granting of a tenure and/or promotion decision in ALL areas.  
158 To be eligible for either early tenure or early promotion, a candidate must show a  
159 sustained record of successful experience at California State University San Marcos.

160  
161 D. **Professional Performance:** The primary area for evaluation is the library faculty  
162 member's success in professional performance. Because the Library faculty position is  
163 flexible enough to potentially include professionals with varied responsibilities within the  
164 Library, the standards that apply to Professional Performance stem from each employee's  
165 Assignment of Responsibility. The candidate develops their Assignment of  
166 Responsibility in consultation with the Dean with a view to articulating the faculty  
167 member's individual approach to the goals of the Library Mission Statement.

168  
169 The library's primary role is to support the teaching and learning mission of the  
170 university. Librarians facilitate and enhance student learning through their individual  
171 areas of librarianship. All aspects of academic librarianship ultimately support teaching  
172 and learning, even when direct contact with students and faculty is not immediately  
173 apparent.

- 174  
175 1. This section provides guidance on professional performance responsibilities for  
176 the retention, tenure and promotion of library faculty. In addition, it serves to  
177 define library faculty work to an external audience. Professional Performance  
178 activities may include but are not limited to:
- 179 a. Accomplish professional objectives and effectively fulfill responsibilities  
180 as described in the candidates' Library Assignment of Responsibility.
  - 181 b. Assess use of library services and analyze changing research trends in  
182 order to anticipate user needs and future library directions.
  - 183 c. Initiate new ideas, technological innovations, or alternative approaches in  
184 library programs.
  - 185 d. Communicate and collaborate with colleagues and users, such as  
186 developing productive liaison relationships with faculty and students and  
187 outreach programs to the community, and demonstrate versatility and  
188 teamwork, including the ability to work effectively in a range of Library  
189 function and subject areas.
  - 190 e. Develop and implement instruction, reference/point-of-use instruction,  
191 and other means to support the development of students' information  
192 literacy throughout the CSUSM curriculum.
  - 193 f. Develop library collections in assigned subject areas that support the  
194 curricular needs of the campus.
  - 195 g. Plan technology, develop systems, and evaluate effectiveness of  
196 automated systems designed to support student research, provide access  
197 to library resources and services, and facilitate library processes.
  - 198 h. Establish and manage bibliographic systems that facilitate the  
199 organization and control of information resources.
  - 200 i. Establish and manage effective acquisition of information resources.
  - 201 j. Establish, manage and facilitate user access to library collections and  
202 resources and provide resource sharing to external collections.

- 203 k. Demonstrate professional growth by systematically updating knowledge  
 204 of and skills in current practices, trends, research and technology in  
 205 assigned area of responsibility.
- 206 l. Possess and share a level of expertise and knowledge of current practices  
 207 that are acknowledged and sought by colleagues and other professionals.
- 208 m. Demonstrate effective leadership as coordinator of a library area  
 209 including establishing and achieving goals in area of responsibility,  
 210 planning and coordinating resources, and collaborating across the library.  
 211 Demonstrate effective communication and management in the  
 212 supervision and evaluation of library staff and operations.
- 213 n. Demonstrate growth in leadership in identifying and solving problems,  
 214 managing projects, and initiating programs and services.
- 215 o. Mentor and encourage the professional development of faculty, staff,  
 216 students, interns, and others as appropriate.
- 217 p. Effectively represent and advocate for the library to the rest of the  
 218 university. Promote efforts for cooperation and collaboration with other  
 219 campus entities, the community, and professional groups.
- 220
- 221 2. Criteria for the evaluation of professional performance includes:
- 222 a. Effectiveness, impact, and/or expertise in fulfillment of the candidate's  
 223 Assignment of Responsibility.
- 224 b. Effectiveness, impact, and/or expertise regarding the candidate's  
 225 leadership, supervision, administration, and/or mentorship.
- 226 c. Impact of professional development and growth towards advancing the  
 227 candidate's disciplinary knowledge and/or expertise in their area of  
 228 responsibility.
- 229
- 230 3. Evidence for professional performance: It is the responsibility of the candidate to  
 231 provide effective evidence and documentation of their professional performance.  
 232 The candidate will articulate the relevance of submitted items in the narrative.  
 233
- 234 For librarians who provide instruction as articulated in their Assignment of  
 235 Responsibility, student evaluations of instruction are required in the WPAF, as  
 236 per the Library's policy. Student evaluations are not included in the 30 item limit  
 237 for WPAF evidence.
- 238 Selected items representing professional performance, such as:
- 239 a. Samples of work demonstrating effectiveness, impact, and/or expertise in  
 240 fulfillment of the candidate's Assignment of Responsibility.
- 241 b. Materials resulting from or demonstrating leadership, supervision,  
 242 administration, or mentorship.
- 243 c. Materials illustrating professional development and growth.
- 244 d. Other relevant materials as listed in the University's Retention, Tenure,  
 245 and Promotion document (Section II.E.3.c of Faculty Personnel  
 246 Procedures for Retention, Tenure, and Promotion).
- 247
- 248 4. Standards and Expectations for Professional Performance for retention, tenure  
 249 and promotion
- 250 a. For Retention at the rank of Senior Assistant Librarian or Associate  
 251 Librarian, untenured library faculty shall demonstrate increasing  
 252 effectiveness in professional performance in fulfillment of the

- 253 candidate's Assignment of Responsibility; professional development and  
 254 growth; and leadership.
- 255 b. Granting of Tenure at any rank recognizes accomplishments and services  
 256 performed during the probationary years. Further, the granting of tenure  
 257 is an expression of confidence that the faculty member has both the  
 258 commitment to and the potential for continued development and  
 259 accomplishment throughout their career. Tenure will be granted only to  
 260 those individuals who meet the standards required to earn promotion to  
 261 the rank at which tenure will be granted.
- 262 c. For Promotion to Associate Librarian, library faculty shall demonstrate  
 263 sustained and significant effectiveness, beyond that required for  
 264 retention, in professional performance in fulfillment of the candidate's  
 265 Assignment of Responsibility; professional development and growth;  
 266 and leadership.
- 267 d. For Promotion to Librarian, library faculty shall demonstrate sustained  
 268 and significant effectiveness, beyond that required for promotion to  
 269 Associate, in professional performance in fulfillment of the candidate's  
 270 Assignment of Responsibility; professional development and growth;  
 271 and leadership and initiative. As more experienced faculty, associate  
 272 librarians being considered for promotion to librarian are held to a higher  
 273 standard.

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

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

- 286  
 287 1. Research/Creative Activity may include but is not limited to the following three  
 288 categories. Instructions on using the categories appear in section B.4.:

289  
 290 Category A:

- 291 • Peer-reviewed articles published/accepted by refereed journals.
- 292 • Peer-reviewed published/accepted book chapters.
- 293 • Books published in/accepted for publication.
- 294 • Papers published in/accepted for refereed conference proceedings.

295  
 296 Category B:

- 297 • Editorially reviewed articles and book chapters.
- 298 • Paper presentations panel presentations, or poster sessions (other than  
 299 Category A work[s] accepted for refereed conference proceedings).
- 300 • Creation of significant and innovative electronic resources.
- 301 • Refereeing a book, journal article, monograph, or conference paper.
- 302 • Editing a journal, book, or monograph.

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- 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.
  - Competiveness, 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:
    - 2<sup>nd</sup> year retention: evidence from Category C.
    - 4<sup>th</sup> year retention: evidence from Category C and evidence of progress toward fulfillment of tenure and promotion requirements in Categories A and B.

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- 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.
- c. 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.

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- 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.

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- 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 ~~L~~library, ~~u~~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 will apply~~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.~~

1 **FAC: FACULTY GRANTS REVIEW COMMITTEE POLICY (FAC 322-07)**

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

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

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10 **Authority:** Academic Affairs

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

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17 **I. COMMITTEE CHARGE**

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

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

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

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

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36 **II. COMMITTEE COMPOSITION**

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38 A. The FGC shall be constituted as follows.

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40 • The FGC shall be an all university committee composed of seven (7) tenured faculty

- 41 members and one (1) temporary faculty member.
- 42 • One (1) member shall be elected from the eligible faculty in each of the following
- 43 areas:
- 44 • a. ~~Education~~College of Education, Health, and Human Services (CEHHS); College of
- 45 Business Administration (CoBA); College of Science and Mathematics (CSM);
- 46 College of Humanities, Arts, Behavioral, and Social Sciences (CHABSS);
- 47 Behavioral and Social Sciences; College of Humanities, Arts, Behavioral, and
- 48 Social Sciences (CHABSS): Humanities and Fine Arts; ~~Business, Science and~~
- 49 ~~Mathematics, Humanities and Fine Arts, the Social Sciences,~~ and the Library.
- 50 • b. At-large representative elected from the faculty as a whole.
- 51 • c. Temporary faculty member elected by the temporary faculty.
- 52 • The ~~AVP-Research~~Dean of Graduate Studies and Research sits on FGC as a non-
- 53 voting administrative representative.
- 54

### 55 **III. TERMS OF SERVICE**

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- 57 A. Committee members will serve staggered two (2) year terms and be appointed via
- 58 elections conducted by the Academic Senate. To accommodate for staggered terms
- 59 beginning with the first year, half of the members elected in the first year will serve a one
- 60 (1) year term.
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- 62 B. Although members of the committee are not precluded from submitting proposals,
- 63 they are required to recuse themselves during discussions of their own proposals.