

Library Faculty Handbook

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Table of Contents:

[I. Introduction](#)

[I.A Purpose of the Handbook](#)

[I.B Review and Approval of Library Faculty Handbook](#)

[II. The Handbook](#)

[II.A Faculty Qualifications](#)

[II.B Faculty Recruitment and Selection](#)

[II.C Appointment](#)

[II.D Faculty Responsibilities](#)

[II.E Library Faculty Workload](#)

[II.F Library Faculty Annual Evaluation](#)

[II.G Merit Compensation and Salary Increases](#)

[II.H Rank and Promotion](#)

[II.I Faculty Emeritus Status](#)

[II.J External Employment](#)

[II.K Library Faculty Development and Travel Guidelines](#)

[II.L Business Continuity Planning](#)

[II.M Abandoned Faculty Property](#)

[II.N Grant Awards from College Research Funds](#)

[Appendices](#)

[Appendix A. Preparation of the Promotion Packet](#)

[Appendix B: Promotion Timeline](#)

[Appendix C: Documentation Examples for Promotion Portfolio](#)

Library Faculty Handbook

I. Introduction

I.A Purpose of the Handbook

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

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 specific needs consistently and fairly. Processes included in this Handbook are broad in scope.

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

Every new faculty librarian will be oriented to this document, together with the University rules and procedures relevant to librarians, during their first regular semester of employment by their supervisor.

Every faculty librarian is 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 Library Faculty Handbook

The information in this handbook represents current practice within the Mary and Jeff Bell Library. The content will be monitored for compliance with the University Handbook of 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 basis.

The Library faculty has an integral role in the periodic review and revision of this handbook. When an issue arises, librarians as individuals or groups prepare a written document addressing the issue and proposing an amendment for all library faculty to review and recommend for final approval by the Dean of Libraries.

II. The Handbook

II.A Faculty Qualifications

To be appointed as a librarian or archivist, an individual must possess a master's in library and/or Information Science from an ALA-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 Libraries' discretion, should the position responsibilities warrant it.

II.B Faculty Recruitment and Selection

The Library adheres to [University Procedure 12.99.99.CO.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 librarian, or making current services more robust
- Accreditation needs
- Academic improvements: e.g. adding positions when new academic programs necessitate, or specific expertise is required

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

Create Position Description

The supervisor of the position to be filled develops the position description in collaboration with the Dean of 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 primary responsibility for communicating with Academic Affairs and Library Administration concerning the recruitment process.

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

Promote Availability of Open Position

The Library advertises positions (after approval by the Director of Employee Development and Compliance Services) 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 Bell Library value diversity among faculty, staff, and students, and we are therefore committed to promoting and enhancing diversity in our hires.

Screening of Candidates

The Search Committee screens all applicants and identifies finalists. Screening may include telephone interviews or web-based conferencing.

Search Committee recommends finalist(s) to Dean. References are checked, and candidate(s) are invited to campus.

On Campus Process

Campus visits will include meetings with the search committee, Dean of Libraries, and other interested parties. The candidate will deliver a presentation to the Library faculty and staff, as well as other interested faculty and members of the campus community in which the candidate discusses a topic proposed by the search committee and responds to audience questions.

Each search will be properly documented in accordance with Equal Employment Opportunity and Affirmative Action (EEO/AA) employment guidelines on forms provided by Academic Affairs and the Search Committee Chair. Information on EEO/AA policies may be obtained from the EDCS Office.

Selection

Input from library faculty and staff 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 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.

See [University Procedure 12.99.99.C0.01 Recruitment and Appointment of Faculty](#).

II.C Appointment

All faculty librarians will be provided with a letter of appointment each year that will outline the initial terms and conditions of employment, as well as indicating the year in which the librarian is eligible for promotion to the next rank. The letter will explicitly list the necessary job functions of the position.

Appointments are made for periods of varying lengths according to rank. For more information on appointments, see University Procedure 12.07.99.C0.02 *Fixed-Term Faculty Librarians*, section 4.

II.D 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](#). Not everything in this document applies equally to librarians, but the document still provides useful guidelines. It is important to note that adherence to these guidelines does not alone qualify one for promotion or renewal of appointment.

This document is also not comprehensive or exhaustive. Additional responsibilities may be specified in other library policies, and the Dean or the librarian's supervisor may assign further responsibilities.

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

Work schedule

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

Absence

Faculty librarians work 12-month appointments and qualify for vacation, sick leave and FMLA. Details about these benefits are available on the Human Resources website at <https://hr.tamucc.edu>. Librarians will communicate absences to their supervisor and submit required leave requests.

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, and to think creatively about how such programs could relate to them as members of the TAMU-CC community and not just as librarians.

Attendance at Commencement

Faculty librarians hold 12-month appointments and are required to attend Commencement ceremonies. In a normal year, each librarian will attend two ceremonies; every third year they will only have to attend one.

Teaching Effectiveness

Most librarians participate in the Library's information literacy and research instruction program. The amount of teaching that each librarian does in any given year varies depending on job duties and circumstances. The library has multiple approaches for encouraging quality teaching and determining teaching effectiveness.

Librarians who teach are asked to have students complete a survey at the end of each session (or shortly thereafter if the students' instructor is willing to administer it in a later class). While it may not be feasible to complete the survey after every session due to time constraints, librarians are expected to administer the survey in as many classes as possible.

The results of these evaluations are shared with the individual librarian, the librarian's supervisor, and the Dean of Libraries. The results become part of the librarian's personnel record. Teaching evaluations are also part of the package that the librarian submits when going up for promotion. The feedback provided in these evaluations is used to ensure that the Library

maintains a high level of teaching excellence by identifying teaching strengths and areas which might need improvement.

The Instructional Services Librarian also coordinates a peer observation program, in which librarians observe one another's teaching and offer feedback and coaching.

In the future, it might be possible that new assessment strategies for teaching and learning might be adopted. Each librarian who teaches will be responsible for participating in those assessment activities as they arise.

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 staff, including librarians

Office hours

Faculty librarians are not instructional faculty and as such do not hold office hours. Faculty librarians are available by appointment to assist with research questions.

II.E Library Faculty Workload

Full-time faculty librarians engage in a combination of the following activities:

- Librarianship / archives management, including specific activities appropriate to their area(s) of specialization
- Information literacy instruction
- Liaison work with various academic departments (not required of all librarians / archivists)
- Professional development
- Service

The percentage of effort devoted to each area of activity will vary from librarian to librarian and will be agreed upon between the librarian and their immediate supervisor annually, subject to approval of the Dean.

II.F Library Faculty Annual Evaluation

Librarians are evaluated on an annual basis. The annual evaluation covers the year from January - December. The results of the annual evaluation provide evidence for

recommendations on merit salary increases and promotion in rank (if the librarian chooses to apply for promotion). The Dean of Libraries is responsible for assuring that all eligible faculty librarians are evaluated. Librarians are evaluated on a January - December timeframe. If the faculty librarian undergoes promotion review in an academic year, a separate annual review is not necessary.

The annual evaluation will be completed by the faculty librarian's supervisor, who will then send the evaluation to the librarian for review and schedule an evaluation meeting with the librarian. The purpose of this meeting is to review the evaluation and address any concerns or questions as well as to establish goals for the coming year. After the meeting, the evaluation is forwarded to the Dean for review and placement in the librarian's personnel file. The librarian may respond within two weeks to the evaluation in writing to both the supervisor and the Dean, and any response will be placed in the librarian's personnel file, which is maintained in the Office of the Provost.

Annual evaluations should address the three dimensions of performance that are defined in [University Procedure 33.99.04.C0.04, Promotion of Fixed-Term Faculty Librarians \(PFTFL\)](#)--i.e., success in Librarianship, Professional Growth, and Professional Service. In addition, annual evaluations should address requirements established in the librarian's original letter of appointment and all other goals and requirements that may have been added during annual reviews (see [University Procedure 12.07.00.C0.02 Fixed-Term Faculty Librarians \(FTFL\)](#) section 4.2.

To encourage progress in all three dimensions of performance, the librarian and their supervisor will agree on specific, measurable goals at the beginning of the year which target all three dimensions of performance. Goals will be officially agreed upon at the time of annual evaluation, but work on developing these goals may begin at any time. New full-time librarians will be asked to draft goals for the coming year (or portion of the academic year if assuming duties within the year), in consultation with their supervisor, within the first month of employment.

In the annual evaluation, ranking levels are assigned to each dimension of performance. These ranking levels are defined generally in [33.99.99.C0.02: Performance Reviews of Full-Time Faculty Members](#) and more specific criteria are provided in this document.

In addition to rankings for the dimensions of performance, an overall ranking will be assigned for the annual review period based on the rankings assigned in each evaluation 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 librarian who receives an unsatisfactory overall ranking for two years in a row will not have their appointment renewed.

If a librarian receives an unsatisfactory ranking in any area, the librarian's supervisor will work with them to devise a performance development plan to assist the 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 *PFTFL* section 3.4.1. The professional competencies listed there are considered minimum expectations, with the understanding that not all librarian positions require the same engagement with all of the competencies.

In addition to these competencies, the following expectations apply to librarians:

- Meet requirements for library-wide assessment.
- Meet department and position-specific expectations.
- Perform library instruction as applicable so as 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 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 consultation on research projects as needed.

Over and above these minimum expectations, 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

Excellent:

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

- A pattern of high-impact innovations and innovative thinking

- A pattern of strong leadership on major projects
- A pattern of superior productivity, far exceeding the goals set for the year under review
- Receipt of awards or commendations for achievements in librarianship

High:

Consistently meets the minimum expectations described above and in *PFTFL*, 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 collegiality and 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 above and in *PFTFL* 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.

Professional growth

The criteria for professional growth are outlined in *PFTFL* section 3.4.2. Professional growth involves three areas:

1. Research and Scholarly/Creative Activity
2. Competence in Librarianship and/or Archival Science
3. Contributions to the Library and the Profession

The faculty librarian will, on an annual basis, be involved in some combination of the following activities:

- Production of intellectual contributions and development of a publication record which includes individual contributions to the body of knowledge.
- Work that is non-routine, novel, creative or original, showing verifiable and significant progress toward a clear product that meets the criteria defined in *PFTFL* section 3.4.2.1.
- Other professional activities as defined in *PFTFL* section 3.4.2.1.

- Formal or informal study in an area of professional or academic interest, including some evidence of application of information learned in professional development to the librarian's work context.
- Special projects requiring substantive endeavor and awareness of current developments in fields related to librarianship or professional/academic interest as defined in *PFTFL* section 3.4.2.2.
- Contributions to the profession, such as active participation in organizations (holding office, serving on committees, etc.), involvement with professional journals, etc. as defined in *PFTFL* 3.4.2.2.
- Contributions to the Library and/or the profession as defined in *PFTFL* section 3.4.2.3.

Rankings

Excellent:

- Evidence of superior productivity, with examples of research and scholarship/creative activity that far exceed the expectations for librarians of comparable rank.
- Evidence of superior accomplishment in formal or informal study culminating in a project with substantial benefit to the Library, the University, or the profession.
- Completion of substantial projects beyond the scope of routine job duties with wide impact within the University or for the profession.

High:

- Evidence of productivity beyond the minimum expectations for a faculty librarian in scholarly/creative output.
- Evidence of accomplishment in formal or informal study, including examples of application of new knowledge.
- Completion of special projects which demonstrate originality and/or application of new developments in the field.

Meets expectations:

The librarian's performance consistently meets minimum expectations for professional growth described in *PFTFL* section 3.4.2, and has worked toward all goals relating to professional growth set at the beginning of the year.

Unsatisfactory:

The librarian's 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 the 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.
- Completion of the annual service requirement of a predetermined number of hours of participation in library events.
- Participating in commencement ceremonies according to university guidelines.
- Serving actively on all committees as appointed by the department head, dean or other university authority.
- Participating productively and 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. Service will be assessed in a holistic, qualitative fashion by weighing the responsibilities required by the different service activities both in light of the librarian’s rank and a determination by the supervisor of its importance to the Library or University mission.

PFTFL 3.4.3 defines three areas of service:

1. Service to the University
2. Service to the Library
3. Service to the community

Examples of each type of service are provided in the above-mentioned document.

Rankings

Excellent:

- A pattern of achievement in service activities, taking on greater responsibilities such as chairing a committee, serving as an officer, or assuming some other specialized role.
- A pattern of initiative in discovering and pursuing service opportunities.
- Contributions to the Library and the profession by serving as a mentor for other library faculty and staff in developing their service portfolio.

High:

Consistently meets the minimum expectations described above and in *PFTFL* section 3.4.3 and:

- Initiative in seeking out service opportunities.
- Leadership in service activities.
- Breadth of service activity, including a variety of service roles within the library, campus and community.

Meets Expectations:

Consistently meets the minimum expectations described above and in *PFTFL* section 3.4.3 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.

Evaluation process

The evaluation process for librarians follows these steps:

1. Materials are submitted by the librarian to their supervisor on or before **January 31**.

Required materials include:

- a. an updated CV
- b. a statement which addresses the extent to which annual goals were met or pursued and highlights specific accomplishments in the three dimensions of performance: professional librarianship, growth, and service
- c. all instruction evaluations for the year under review

No additional materials will be expected for the purposes of annual evaluation.

2. The librarian's supervisor will complete an evaluation for the librarian.
3. The librarian's supervisor will schedule an individual meeting to take place by **March 1** to discuss their evaluation. The supervisor will share the evaluation with the librarian for their review prior to the meeting.
4. The supervisor will submit signed copies of the evaluation for each direct report to the Dean of Libraries by **April 1**. The Dean reviews all faculty librarian evaluations and a copy of the evaluation will be placed in the librarian's personnel record.
5. The librarian will have two weeks from the date of their individual meeting to respond in writing to the results of their evaluation with any objections or comments. The supervisor has 10 working days from the date the concern was presented to respond. In the event that a satisfactory conclusion is not reached, the librarian may appeal to the Dean. The Dean then has 10 working days to respond. (See [University Procedure](#))

[33.99.99.C0.02 Performance Reviews of Full-Time Faculty Members](#) section 3.2-3.3).

II.G Merit Compensation and Salary Increases

[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, scholarly/creative activity, 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 quality of librarianship, professional growth, and service, the three dimensions of performance outlined in [University Procedure 33.99.04.C0.04 Promotion of Fixed-Term Faculty Librarians](#) section 3.4.

Merit pay for faculty is linked to the annual evaluation process. 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 will assign a dollar amount to each librarian 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. If approved, merit awards are paid to faculty through the university system.

Occasionally, an equity salary adjustment may be made based on analysis completed at the central administration level.

II.H Rank and Promotion

University Procedures [12.07.99.C0.02 Fixed-Term Faculty Librarians](#) and [33.99.04.C0.04 Promotion of Fixed-Term Faculty Librarians](#) apply to librarians seeking promotion. University Procedure [12.07.99.C0.02 Fixed-Term Faculty Librarians](#) provides descriptions and expectations for each of the faculty librarian ranks. University Procedure [33.99.04.C0.04 Promotion of Fixed-Term Faculty Librarians](#) outlines the procedures and criteria for promotion.

Faculty librarians are responsible for familiarizing themselves with the information contained in both of these procedures. Supervisors are expected to serve as a resource for librarians who have questions about these procedures.

Details on the documentation required in the promotion portfolio and a timeline of events in the promotion process are featured in Appendices A-C at the end of this document.

Only full-time members of the Library faculty with the rank of Assistant or Associate Faculty Librarian are eligible for promotion. However, library faculty are NOT required to seek promotion in order to maintain their employment.

When going up for promotion, the fixed-term faculty librarian is not only evaluated by their supervisor and the Dean, but also by a committee of peers who hold the rank of Associate Librarian and above. Details about the creation, composition and activities of the Library Promotion Committee can be found in [University Procedure 33.99.04.C0.04 Promotion of Fixed-Term Faculty Librarians](#) sections 4.5-4.6.

II.I Faculty Emeritus Status

Criteria for Nomination

In addition to the rules of eligibility established by [University Procedure 31.08.01.C1 Faculty and Staff Emeritus](#), Bell Library has established the following criteria for nomination to emeritus status:

1. All officially retired faculty librarians with a record of long service are eligible for consideration for nomination to emeritus status. As a general rule, over ten years of employment would be considered long service; however, exceptions can be made if individual contributions so warrant;
2. Nominations will not be based solely upon longevity and/or loyalty, but only upon significant contributions to the University throughout the length of service;
3. Significant contributions are defined as contributions in librarianship, professional development, or service that go beyond the normal duties and responsibilities of an appointment;
4. 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;
5. Emeritus status is not ordinarily awarded for a single accomplishment, but for a career pattern of distinguished service.

Procedure for Appointment

1. The President shall make all nominations for emeritus status to the Board of Regents. Faculty candidates for this nomination, however, will be initiated from within the appropriate college or the Library.
2. When a faculty member officially retires from the University, the Department Head or Dean will submit his or her name and supporting materials to the Library Promotion Committee for consideration. Those supporting materials must include the faculty member's current vita and a letter of support from the Department Head or Dean.
3. After making a preliminary decision on the suitability of a candidate for nomination to emeritus status, the Library Promotion Committee will request in the form of an action item the faculty's endorsement of the nomination.
4. If the faculty recommends emeritus status, the Library Promotion Committee will forward the nominee's name, letter(s) of support, and vita (and any additional supporting materials, if desired) to the Office of the Provost.
5. The Faculty Affairs Committee of the Faculty Senate shall review all applications where the Library and Provost are not in agreement on a candidate's recommendation, or at the Provost's request, and provide their recommendation to the Provost prior to the Provost's final recommendation to the President.
6. The Provost shall consider the recommendation of the Library and, if appropriate, the Faculty Affairs Committee of the Faculty Senate in making recommendations to the President. Recommendations from the President are sent to the Chancellor, who will make recommendations to the Board of Regents for their confirmation.

Privileges

An individual awarded emeritus status may, in addition to the benefits and privileges of all retired staff members, be:

1. Invited to university or division functions in the area of his or her interest;
2. Eligible to use university services and facilities, including the University library, email, and parking privileges, in accordance with university rules and procedures;
3. Invited to attend division meetings and events, at the discretion of the division;
4. Invited to participate in activities and to accept appointment on university committees.

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.C0.01 External Employment](#); and the [Texas A&M 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 External Professional Employment Application and Approval form must be completed.

Permission to pursue employment in a field outside the 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 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 librarian's supervisor and the Dean. Requests specify the date(s) of travel, purpose or reason for travel, costs, how attendance at desired event will benefit the Library and enhance the 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 librarian's responsibility.

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

Further details on travel policies are available on the Travel Office website:

<https://travel.tamucc.edu>.

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 staff in the Library's shared file space at Library > Everyone > Planning. It is also available in Basecamp at Bell Library HQ > Docs and Files, and in Islander Ready at <https://finance-and-administration.tamucc.edu/bcp/index.html>.

II.M Abandoned Faculty Property

This policy expands on [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 a 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.
 - i. The supervisor will appoint at least two (2) individuals (faculty or staff) from the department to box up the abandoned property, create a log of the property, and transfer the property to the University Center for storage until the property can be disposed of according to section 2 of this document.
 1. The supervisor may appoint individuals from another department if necessary to ensure that at least two (2) people perform this task.
 2. If college or department staff are available for this task, the supervisor may request their assistance.
 - ii. The supervisor will attempt to contact the former faculty member or authorized designee within ten (10) business days to pick up the property.
 - iii. The former faculty member or authorized designee will be given ten (10) 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 within the allotted time frame:
 - i. The former faculty member 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 21.99.04.C1 Disposition of Abandoned and Unclaimed Personal Property.](#)

II.N Grant Awards from College Research Funds

The Library does not award research enhancement funds at this time.

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 documentation, and use unit criteria to decide which supporting materials to include based on their job responsibilities and professional achievements.

The candidate should review their personnel file in the Office of the Dean to be sure it is accurate and current. Verify that all transcripts and copies of diplomas are included in the file. Certified copies are acceptable if original documents are not obtainable. Foreign credentials must be accompanied by certified translations from appropriate agencies. Members of the promotion committee will review this file along with the supporting materials submitted by the candidate.

The candidate provides all documentation listed below unless otherwise specified.

Section I.

The dean and supervisor will provide:

1. A copy of the candidate's letter of intent requesting promotion review (provided by dean's office);
2. A copy of the original appointment letter (provided by dean's office);
3. The candidate's job description and any changes in those duties over time (provided by supervisor).

Section II.

An executive summary (2 pages maximum) that clearly illustrates how the candidate's qualifications meet each of the requirements listed in the Bell Library Faculty Handbook and in section 3.4 of [University Procedure 33.99.04.C0.04 Promotion of Fixed-Term Faculty Librarians](#).

Section III.

Current *curriculum vitae*.

Section IV.

Copies of annual or other evaluations from the supervisor, dean, and provost for the time period under review and any faculty responses to evaluations (provided by Dean's office).

Section V.

Evidence of performance in regard to librarianship.

1. A statement (2 pages maximum) including evidence of successful performance of

assigned professional tasks, with particular emphasis on innovations, initiative, leadership, teamwork, and productivity exhibited over the pre-promotion period.

2. Documentation of information literacy instruction provided, including copies of instruction evaluations.
3. Samples of work such as research guides, handouts, flyers, pamphlets, reports, or other evidence of professional activity.

Section VI.

Evidence of performance in professional growth.

1. A statement explaining contributions and success in scholarly activity, 2 pages maximum.
2. Documentation demonstrating performance in regard to professional growth.

Examples of documentation include:

- a. Publications
- b. Manuscripts submitted for publication
- c. Work in progress
- d. Presentations
- e. Evidence of consultation, technical assistance, policy analysis, external program evaluation, research, grant writing, teaching clinics or workshops
- f. Evidence of formal or informal study in an area of professional or academic interest
- g. Evidence of active participation in professional organizations, such as holding office, serving on a committee, and other participation
- h. Guides, handbooks, indexes, reviews, displays, or promotional materials / activities
- i. Evidence of membership and active participation in professional conferences, workshops and seminars, including belonging to or chairing professional committees

Section VII.

Evidence of performance in regard to service.

1. A statement explaining leadership and service contributions (2 pages maximum).
2. Documentation demonstrating performance in regard to three service categories: library, university, and community. Examples include evidence of:

Service to the Library

- a. Committee membership and contributions to library committees
- b. Documentation of efforts on library projects and events

- c. Honors, awards, or other evidence of significant service to the Library.

University Service:

- a. Committee membership and contributions to university committees
- b. Efforts on university projects or events
- c. Teaching a course, seminar, or workshop
- d. Working with faculty, student organizations, and individuals as a consultant, advisor, etc.
- e. Honors, awards, or other evidence of significant service to the University

Service to the Community

- a. Participation in community organizations as an officer, speaker, active member or consultant
- b. Activities with community organizations that draw on professional or personal expertise
- c. Honors, awards, or other evidence of significant community service

Section VIII.

Other documentation.

1. 1-3 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 (provided by candidate). For librarians seeking promotion to Associate Faculty Librarian, at least one letter should come from someone outside the Library. For librarians seeking promotion to Senior Faculty Librarian, at least one letter should come from someone outside the TAMU-CC community.
2. Other documentation in candidate's personnel file maintained in the Dean's office (provided by Dean's office).

See Appendix C at the end of this document for examples of documentation to include in a portfolio for promotion.

Material should be organized into a three-inch thick (maximum) binder or saved on a thumbdrive which provides the evidence for promotion as stated in [University Procedure 33.99.04.CO.04](#). The candidate should carefully select and organize this material with the understanding that the committee is evaluating quality, not quantity. If using a thumbdrive, the candidate should organize the materials in folders according to sections to make it easy for evaluators to review.

The candidate is expected to include complete copies of their works. If complete copies cannot fit in the binder, candidate should include at least a portion of publications, project reports, or other supporting documents. However, the complete works should be available to the

committee at short notice if requested.

Appendix B: Promotion Timeline

The promotion timeline is based on the academic year August-July. Promotion year, in other words, the year in which the librarian is eligible for promotion, is abbreviated "PY".

Year before (PY -1):

By April 15: Librarian notifies the Dean of Libraries of their intention to seek promotion.
[Within 2 weeks: Dean of Libraries will reply to applicant with confirmation of eligibility for promotion.]

Year of (PY):

August: Library Promotion Committee is formed.

By September 1: Full promotion portfolio is due.

September: Committee meets to elect a chair.

By September 15: Committee notifies the Dean by this date of the election of the chair.

By October 15: Library Promotion Committee submits its recommendation to the Dean of Libraries.

By October 15: Immediate supervisor of the candidate submits their recommendation to the Dean of Libraries.

October 15 – December 1: During this period, the Dean of Libraries will write an individual recommendation and meet with the candidate to review the recommendations.

[Within 5 business days of meeting with the Dean: Candidate may write a response to the recommendations which becomes part of the portfolio.]

By December 1: Dean of Libraries submits the promotion portfolio with all recommendations and any written response to the Provost. After the recommendations are forwarded to the Provost, the candidate may no longer withdraw from promotion consideration.

Year after (PY +1):

If denied promotion, 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.

Appendix C: Documentation Examples for Promotion Portfolio

In the following section, the three dimensions of professional effort, drawn from the promotion document referred to earlier, 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 portfolio for promotion.

Requirements for the portfolio are listed in [University Procedure 33.99.04.CO.04 Promotion of Fixed-Term Faculty Librarians](#), Section 5 and in Appendix A of this document. This is not an exhaustive list. It is intended to guide the librarian in selecting suitable materials for the promotion portfolio but should not be regarded as prescriptive or restrictive.

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

Librarianship

Reference and research assistance to the faculty, staff, and students of the University, as well as to external constituencies

- reference interactions / consultations conducted
- chat ratings and comments
- thank you's from patrons

Information retrieval and analysis

- unpublished reports and planning documents (ex: web analytics reports, reports on study findings, program reviews, proposals for new services or service changes)
- evidence of research projects performed

Collection development activities

- evidence of collection management (materials added / weeded / reorganized)
- collection development policies created or edited

Development and maintenance of bibliographic organization and control over the Library's collections

- statistics showing number of materials processed
- training manuals created, processes documented

Instruction in and promotion of the use of information resources and the Library

- data on classes taught 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 drafted (ex: student training materials, library policies, collection development policies, web style guide)

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

- exhibits designed and mounted (can include photographs, lists of included materials, exhibit plans)
- blog posts (written as part of work responsibilities, i.e. for the Library blog)
- outreach event planning
- marketing materials
- social media statistics (followers, posts, tweets and retweets, etc.)
- documentation of liaison activities

Professional growth

- publications (ex: books, book chapters, articles, book reviews)
- blog posts and other informal forms of writing on professional topics (outside of the Library's blog)
- documentation of presentations (including printouts of slides, handouts, copies from the program of the event)
- proposals for publications or presentations that were not accepted.
- documentation of unpublished research related to the library profession

- literary or artistic products appropriate to librarianship
- editing of published or unpublished work
- certificate of completion or other evidence of professional development
- transcripts showing academic work
- honors, awards, or other evidence of significant professional accomplishment
- social media impact / altmetrics

Service

- certificates and/or thank yous from participating in events where you volunteered your time and expertise.
- documentation relating to service on committees (ex: invitation letters or emails, thank yous or certificates of service)
- annotated list of service