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# Florida Atlantic University Libraries Instructor Promotion Guidelines

Submitted by the FAU Libraries Promotion Criteria Committee:

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Drafted: January 2013  
Revised: December 2017

Library Faculty Approval: April 26, 2013 .

Provost Approval: December 13, 2013 .

Adopted: December 13, 2013 .

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## I. Introduction.

Libraries have been partners with University faculty and contribute to its institution's goals of teaching, research, and service. The traditional role of libraries has been to provide access to information, document delivery, collection development and preservation, instruction, reference, outreach services, and administration and planning. However, libraries are increasingly handling complex needs for their institutions and communities.

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Florida Atlantic University (FAU) Libraries' Instructors serve in roles throughout the library where they apply their particular skills to fulfill the goals and mission of the Libraries. Instructors collaborate with librarians, library administration, the University and community based on their letter of assignment. They also participate in internal activities within the Libraries such as governance, planning, and other professional activities related to their assignment.

The attached criteria and procedures will allow Instructors an opportunity to be reviewed in equitable terms that adequately recognize the differences in individual positions and contributions, within a reasonable time, for promotion within the FAU Libraries. The promotion review is a qualitative evaluation rather than a quantitative fulfillment of activities.

The FAU Libraries Instructor Promotion Guidelines are to be used in conjunction with the following University documents:

- Appointment and Promotion of Instructors and Lecturers (April 2016).
- Appointment and Promotion of Assistant Scholars/Assistant Scientists/Assistant Engineers/Assistant Research Professors (April 2016).
- Provost's Promotion and Tenure Memorandum for 2017-2018 University Promotion and Tenure Portfolio Preparation (April 2017).

This document will be updated as necessary to comply with University requirements and in response to the changing environment of academic libraries. Review and/or revision of this document may be undertaken at the request of the majority of library faculty, the Dean of University Libraries, or the Provost. Revisions are forwarded to the Provost by the Dean of University Libraries. The URLs/links within this document will be revised as necessary and will not require the request of the majority of library faculty, the Dean of University Libraries, or the Provost.

## **II. Criteria for Promotion to Specific Rank.**

Ranks of library Instructors parallel those of other members of the faculty: Instructor, Senior Instructor, and University Instructor.

### **A. Promotion from Instructor to Senior Instructor.**

1. Serve a minimum of 5 years of FTE responsible, professional experience, at least two of which must be in rank at Florida Atlantic University, after receiving the appropriate terminal degree within his or her field. Completion of time requirements must be fulfilled by the time the promotion becomes effective, which is the beginning of the contractual year following the promotion process.
2. Senior Instructors are expected to have achieved a high level of expertise and have a demonstrated record of accomplishments to advance the goals of the FAU Libraries, the University, and his/her profession. Instructors at this rank are expected to exercise significant professional judgment and provide evidence of a substantial degree of leadership.
3. Provide evidence of distinction and commitment significantly beyond the degree expected of an Instructor in scholarship, research and/or creative endeavors, with notable contributions to the advancement of his/her profession and increasing service to the University, and community.

### **B. Promotion from Senior Instructor to University Instructor.**

Promotion to this rank is predicated upon mastery of the qualities described for a Senior Instructor at Florida Atlantic University. Library Instructors show evidence of superior performance at the highest levels of professional responsibility.

1. Serve a minimum of 8 years FTE responsible, professional experience after receiving the appropriate terminal degree, at least two of which must be in rank at Florida Atlantic University. Completion of time requirements must be fulfilled by the time the promotion becomes effective, which is the beginning of the contractual year following the promotion process.
2. University Instructors are expected to have achieved a superior level of expertise and have a demonstrated record of accomplishments to advance the goals of the FAU Libraries, the University, and his/her profession. Instructors at this rank are expected to exercise the highest level of professional judgment and provide evidence of longstanding leadership.
3. Provide evidence of distinction and commitment in scholarship, research and/or creative endeavors, with notable contributions to the advancement of his/her profession and increasing service to the University, and community.
4. Provide evidence of recognized distinction in at least one of the categories of professional activities, scholarship, or service.

### **III. Criteria for Promotion Specific to Areas of Achievement.**

The areas of achievement to be considered in the promotion process are as follows: Professional Activities, Scholarship, Research and/or Creative Endeavor, and Service.

#### **A. Professional Activities.**

Professional Activities are the most important criterion for faculty in the FAU Libraries and is given the most weight in promotion decisions. Library faculty should demonstrate sustained growth and high-quality contributions in the area(s) of their core responsibilities. General characteristics expected of all library faculty regardless of job assignment include but are not limited to:

- Consistency in professional performance and effectiveness.
- Imagination and skill in solving complex problems.
- Initiative in improving processes and services.
- Ability to organize work and produce results.
- Effective communication skills.
- Awareness of current developments in the library profession and/or appropriate subject fields.
- Ability to apply professional principles and standards to local situations.
- Meaningful participation in departmental or library-wide decision making.
- Comprehensive understanding of the departments', Libraries', and University's goals.
- Flexibility to adapt to new technologies and acquire new skills.
- Accuracy and attention to detail.
- Ability to work effectively in a team environment.
- Effective decision making.
- Ability to work effectively in a variety of library functional areas.
- Effective supervision (if assigned).
- Leadership.
- Active participation in self-study activities in all areas of the FAU Libraries' operations.
- Ability to innovate.

Academic libraries are complex information environments, and the responsibilities of library faculty vary markedly in their focus. The multifaceted nature of library faculty responsibilities and contributions constitutes the strength of the FAU Libraries. As specialists, Instructors may be responsible for such

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things as providing access to information, document delivery, collection development and preservation, digitization, technological expertise and support, bibliographic control and organization, instruction, reference, outreach, and administration and planning.

## **B. Scholarship, Research, and/or Creative Endeavor.**

Instructors are expected to establish and sustain a program of high quality research and/or creative accomplishments appropriate to their core responsibilities and rank which are consistent with the FAU Libraries mission and goals. Scholarship is not evaluated on the basis of philosophical orientation nor the specific topic examined.

The FAU Libraries does not adopt a standard that a minimum number of research items must be completed before a candidate can be considered for promotion. Rather the scholarship, research, and/or creative activities of the candidate will be examined as an entire body of work.

The FAU Libraries value both collaboration and individual initiative. Although coauthored or solo-authored publications and presentations are both valued, the candidate's portfolio should show some evidence of independent research.

Examples of Scholarship, Research, and/or Creative Endeavors include but are not limited to:

- Scholarship published in peer reviewed journals, book chapters, books, presentations, and other such means of recognition.\*
- Scholarship published in significant non-refereed journals, book chapters, books, presentations, and other such means of recognition.
- Publications and presentations that have been invited or otherwise solicited by professional or scholarly organizations.
- Editorship or editorial contributions for scholarly publication.
- The research and development of courses or classes in librarianship or a scholarly topic on which the individual has expertise.
- Advanced study, such as for-credit courses, additional degrees, or certification in a specialization.
- Obtaining grants and other funding, such as fellowships, internships or study leaves, which benefit the FAU Libraries or appropriate discipline.
- Self-education toward a specific goal agreed upon with the individual's supervisor; these contracted goals should develop proficiencies that enhance library services.
- Developing original computer software or successful adaptations of software for the FAU Libraries or professional use.
- Developing original uses of other technologies to enhance FAU Libraries' operations.

\* Weight will be given to scholarship published in peer-reviewed publications.

## **C. Service.**

The FAU Libraries highly value active participation and leadership in service to the University, FAU Libraries, community, and profession. Library faculty are expected to apply their professional expertise in developing new programs and services, providing solutions to problems, and guiding the strategic direction of the FAU Libraries. Library faculty members contribute to the governance of the University or its various units, and to the diversity and intellectual life of the University and the community. Professional participation at an appropriate level is expected. Such participation may be in regional,

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state, national, or international associations or organizations.

Examples of Service include but are not limited to:

- Participation in committees and/or task forces at all levels (FAU Libraries, University, regional, state, national, and international) with emphasis on leadership.
- Mentorship of new faculty.
- Contributions to the University's programs to enhance equal opportunity and cultural diversity.
- Assistance to student organizations.
- Consultation on professional topics.
- Participation in promotion and academic governance processes.
- Outreach service or service in professional associations or learned societies with emphasis on leadership.
- Service in civic organizations and community agencies.
- Collaboration with regional cultural organizations.
- Presentations to community groups or civic organizations.
- Participation in University activities and scholarly events.
- Any other extracurricular involvement or volunteer commitments that significantly improve the well-being of the community.

#### **IV. FAU Libraries Promotion Documentation: Portfolio and Supplementary Portfolios.**

The Instructor is responsible for supplying evidence of accomplishment to support the granting of promotion. This evidence is compiled into a portfolio and a supplement, the content and arrangement of which are determined by the most recent University Promotion and Tenure Memorandum promulgated by the Office of the Provost. For advice and assistance in preparing a promotion portfolio and supplement of the highest possible quality, the candidate is encouraged to consult with an advisor/mentor who has successfully completed the promotion process at FAU Libraries, or with the FAU Libraries Promotion Committee (also referred to as Promotion Committee or Committee).

Promotion and Supplementary Portfolios that are submitted to the Promotion Committee that fail to meet the requirements stated in the University Promotion and Tenure Memorandum and the FAU Libraries Instructor Promotion Guidelines will not be accepted for consideration and will be returned immediately to the candidate.

##### **A. The following is intended to interpret some of the terms the Provost's document may contain into their library Instructor equivalent.**

- Peer review is interpreted as a special review instituted at the time of candidacy for promotion (See Appendix C).
- Student evaluations are not applicable at this time with the exception of library Instructors teaching official FAU courses as stated in his or her letter of assignment.
- Work assignment should be substituted whenever there is reference to instruction.
- FAU Libraries Promotion Committee should be substituted whenever there is reference to College Promotion and Tenure Committee.
- If the Instructor chooses to submit internal letters of recommendation, one of the internal letters of recommendation must be from a library faculty member.
- The Instructor's supervisor is the equivalent of a Chair/ Director.

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- If the Provost's document requires tables, the Instructor must adapt the table to his or her work (the fact that a sample table does not reflect a Instructor's work does not mean that he or she can omit the table).

## **B. Documentation for use by the Promotion Committee should be included in the Supplementary Portfolio.**

The Supplementary Portfolio must include the FAU Libraries Instructor Promotion Application Form (See Appendix B) but may also include:

- Transcripts of courses completed after the appropriate master's degree.
- Documentation of completed continuing education activities.
- Professional certifications.
- Additional letters of commendation or acknowledgement.
- If applicable, a letter from the Dean of University Libraries detailing the amount of professional experience credited at the time of initial appointment at FAU Libraries (see Appendix A).

For more information on the Supplementary Portfolio, refer to the section on "Supplementary Portfolio" in the Promotion and Tenure Memorandum from the Office of the Provost.

## **V. Role of the FAU Libraries Promotion Committee.**

The purpose and function of the FAU Libraries Promotion Committee is to help implement the promotion guidelines, to assist the library Instructor candidates who are assembling their promotion portfolios, and to advise the Dean of University Libraries by reviewing and making recommendations, either positive or negative, concerning specific promotions and the promotion process.

Membership of the FAU Libraries Promotion Committee is defined in the FAU Libraries Promotion Guidelines in Part V. Role of the FAU Libraries Promotion Committee.

The Promotion Committee's duties also include the following:

- A. Notifying the Chair of the Faculty Assembly to call for nominees to fill vacancies on the Promotion Committee.
- B. Selecting a Chairperson.
- C. Being thoroughly familiar with the FAU Libraries Instructor Promotion Guidelines and the Promotion and the Tenure Memorandum from the Office of the Provost for the current promotion process. New requirements in the "Promotion and the Tenure Memorandum" or conflicts between the FAU Libraries Promotion Guidelines and the Promotion and the Tenure Memorandum should be reported to the FAU Libraries Promotion Criteria Committee.
- D. Reviewing the Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreements as new versions are released. New requirements in the Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreements or conflicts between the FAU Libraries Promotion Guidelines and the Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreements should be reported to the FAU Libraries Promotion Criteria Committee.
- E. Providing the candidates with the link to the Provost's latest Promotion and Tenure Memorandum and the link to the FAU Libraries Instructor Promotion Guidelines.
- F. Maintaining confidentiality of the promotion process and assuring candidates of the confidentiality of the promotion process.

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- G. Upon receipt of the promotion application forms, a list of candidates will be sent out by the Promotion Committee along with the candidate's curriculum vitae and peer review forms to all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process excluding the Dean of the Libraries.
  - H. Providing the completed peer review forms to the candidates for promotion within one week of the peer review forms deadline.
  - I. Upon receipt of memorandum from the candidates listing internal and external referees, sending a letter to the referees requesting a letter of evaluation and a brief vitae or summary of credentials where applicable and providing the original version of the referees' letters to the candidate within one week of the submission deadline.
  - J. Conferring with candidates for promotion while they compile their portfolios.
  - K. Advising candidates of the right to reply to any material added to the portfolio.
  - L. The Promotion Committee will be available to consult with the Dean of University Libraries should the Dean require additional information regarding a candidate. The Committee will then consult with the candidate on both the sort of information to be gathered and the information that is finally acquired.
  - M. Calling for a numerical library faculty vote with ballots sent to all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process excluding the Dean of the Libraries.
  - N. Ensuring the candidate's portfolios are available for review in the Wimberly Library Administration Office and that access to the portfolios is restricted to library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process excluding the Dean of the Libraries. A list of library faculty members should be provided to the library administration staff to ensure the portfolios are only checked out by library faculty members eligible to participate in the numerical library faculty vote.
  - O. Writing the "Report of the Department/School" (the reporting of the numerical library faculty vote) to include in the candidate's portfolio and providing official notification of the result to the candidate within one week of the numerical library faculty vote deadline.
  - P. Copying and maintaining (by Committee Chair) all incoming documentation (peer review form results, the numerical library faculty vote, letters of evaluation, etc.) in a separate file, while returning the originals to each candidate within one week of the deadline for submitting these items.
  - Q. Ensuring that all library promotion paper work is correctly filled out and submitted on time.
  - R. Submitting written recommendations covering positive and negative issues about specific candidates for promotion, and also any recommendations for changes in the promotion process to the Dean of University Libraries.

Additional duties:

- S. Conducting an informational session each Spring semester to provide an overview of the FAU Libraries' and University's criteria, policies, and procedures regarding promotion. This session will include a question and answer period to address specific questions or concerns the attendees may have regarding the promotion process.
- T. Interested library faculty may request an individual consultation with the committee to see if he or she is ready to apply for promotion. The faculty member should have an up-to-date curriculum vitae to share with the Promotion Committee.
- U. Reviewing emeritus candidates' portfolios. Typically this will include an up-to-date curriculum vitae and additional supportive documentation as per FAU Libraries' Emeritus Policy.

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## **VI. Promotion Appraisal Process.**

### **A. Formal Promotion Appraisal Process:**

As employees eligible for promotion, FAU Libraries Instructors may be apprised of their progress toward promotion as stated in Article 14 of the 2013-2015 “Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreement.” Within Article 14, section 14.1 (b) and 14.3 (b) address the promotion appraisal and are included below:

Article 14  
Promotion Procedure

“14.1 (b) Upon annual written request beginning with the second year of employment, employees eligible for promotion shall receive a non-binding appraisal of their progress toward promotion. The appraisal, which shall be a separate component of the annual evaluation, is intended to help candidates qualify themselves for promotion. Upon written request of the employee, an administrator at the next higher level shall meet with the employee to discuss unresolved appraisal issues.” \*

“14.3 (b) Recommendations for promotion shall include a copy of applicable promotion criteria, the employee's annual assignments and annual evaluations, and, if the employee chooses, the employee's promotion appraisal(s). The reviewers at any stage in the review may request to view the appraisal(s).”

\*The formal promotion appraisal process as stated above is subject to revision pending future Florida Atlantic University Board of Trustees/United Faculty of Florida collective bargaining agreements.

### **B. Informal Promotion Appraisal Process:**

#### **1. Role of the Mentor:**

As stated in the “FAU Libraries Faculty Mentoring Program,” one of the responsibilities of the mentor is to “be familiar with and explain the FAU Libraries’ and University’s criteria, policies, and procedures regarding promotion.”

#### **2. Role of the FAU Libraries Promotion Committee:**

One of the responsibilities of the Promotion Committee is to conduct an informational session each spring semester to provide an overview of the FAU Libraries’ and University’s criteria, policies, and procedures regarding promotion. This session will include a question and answer period to address specific questions or concerns the attendees may have regarding the promotion process. For additional responsibilities of the Promotion Committee, see the “Role of the FAU Libraries Promotion Committee.”

## **VII. Negative Recommendations and Notice of Denial, Notice of Denial from the Provost:**

The candidate has 5 business days to provide a written response to any added material to the portfolio. This section specifically addresses negative recommendations.



**Negative Recommendations from the FAU Libraries Promotion Committee:**

If the candidate chooses, he/she will have 5 business days to provide a written response to the Promotion Committee’s negative recommendation. This response will be submitted to the Promotion Committee and included in the candidate’s portfolio. The portfolio cannot move forward for 5 business days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.

If the candidate wishes to continue in the promotion process, the candidate’s portfolios will then be sent to the Dean of University Libraries for review.

**Negative Recommendations from the Dean of University Libraries:**

If the candidate chooses, he/she will have 5 business days to provide a written response to the Dean of University Libraries’ negative recommendation. This response will be submitted to the Promotion Committee and included in the candidate’s portfolio. The portfolio cannot move forward for 5 business days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.

**Notice of Denial from the Provost:**

Any employee who is denied promotion shall be notified in writing by the appropriate administrative official as stated in the most recent FAU Board of Trustees/United Faculty of Florida collective bargaining Agreement. As stated in Article 14, Section 4 of the “2009-2012 Florida Atlantic University Board of Trustees/United Faculty of Florida: Collective Bargaining Agreement:”

Article 14  
Promotion Procedure

“14.4 Notice of Denial. Any employee who is denied promotion shall be notified in writing by the appropriate administrative official. The employee has twenty (20) days after notification to submit a written request for a statement of reasons and the University shall provide the employee with a written statement within twenty (20) days thereafter of the reasons why the employee did not meet the promotion criteria.”\*

\*”14.4 Notice of Denial” as stated above is subject to revision pending future Florida Atlantic University Board of Trustees/United Faculty of Florida collective bargaining agreements.

**VIII. Procedures and Timetable for Promotion.**

(This timetable may change each year depending on the University’s Promotion and Tenure Memorandum.)

March	Week 2	If vacancies exist, the Faculty Assembly announces that vacant seats on the Promotion Committee will need to be filled. The Faculty Assembly presides over the election of members to the Promotion Committee. The Chair of the Faculty Assembly calls for nominees to fill vacant seats on the Promotion Committee. (See “Role of the FAU Libraries Promotion Committee, Section V” for the makeup of the Promotion Committee.)
	Week 3	The Faculty Assembly presides over the election of members to the Promotion Committee. All librarians are eligible to vote in the election of Committee members to the Promotion Committee, excluding the Dean of the Libraries.
	Week 4	Ballots should be counted by the end of the fourth week, and election results reported so that new committee members are in place by the first week of April. After the votes are counted, the Chair of the Faculty Assembly announces the new members of the Promotion Committee. The Committee members select a Chair and an alternate.

April	TBD	Whenever possible, the informational session designed to explain and guide librarians through the promotion process will be held after the Provost's Promotion and Tenure Forum, but before the promotion application form deadline. Anyone who is interested in attending the informational session is encouraged to do so.
	Week 2	The Dean of University Libraries requests applications for promotion (see Appendix B). The FAU Libraries Promotion Guidelines are available at: <a href="http://www.staff.library.fau.edu/promotion/promotion_guidelines.htm">http://www.staff.library.fau.edu/promotion/promotion_guidelines.htm</a> and through the FAU Libraries Staff Web site: <a href="http://www.staff.library.fau.edu/">http://www.staff.library.fau.edu/</a> .
	Week 4	The Dean of University Libraries forwards all applications to the Promotion Committee.
May	Week 1	At the beginning of the first week, The Promotion Committee directs the candidates to the most recent " <a href="#">Non-Tenure-Track Portfolio Guidelines</a> " Memorandum from the Office of the Provost. The Committee sends the following to the library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process. Everyone except for the Dean of the Libraries should receive the following: <ul style="list-style-type: none"> <li>• List of candidates for promotion</li> <li>• Curriculum vitae for each candidate</li> <li>• Peer Review Form</li> </ul> The candidate sends to the Promotion Committee a list of external referees with an explanation of why the referees were selected. The candidate may also include a maximum of two internal referees, but the use of internal referees is strictly optional. If the candidate chooses to submit any internal letters, one must be from a librarian. For more information about University requirements, please see the section on "Letters of Evaluation" in the University " <a href="#">Non-Tenure-Track Portfolio Guidelines</a> " Memorandum.
	Week 2	The Promotion Committee requests letters of evaluation and résumés from internal and external referees. Referees will have one month to submit their letters to the Promotion Committee. The library faculty members return the peer review forms to the Promotion Committee.
	Week 3	Peer review forms must be forwarded to the candidate.
June	Week 2	Letters from referees must be received by the Promotion Committee. The supervisor's letter must be received by the candidate to include in the promotion portfolio.
	Week 3	Original letters from referees must be forwarded to the candidate. The candidate has 5 business days to provide a written response to the supervisor's letter. The portfolio cannot move forward for 5 business days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response.
July	Week 2	The candidate submits all the required documentation: <ul style="list-style-type: none"> <li>• The candidate is responsible for the completeness of the documentation file.</li> <li>• Promotion and Supplementary portfolios that are submitted to the Promotion Committee that fail to meet the requirements stated in the University "Non-Tenure-Track Portfolio Guidelines" Memorandum and the FAU Libraries "Instructor Promotion Guidelines" will not be accepted for consideration and will be returned immediately to the candidate.</li> <li>• With the candidate's permission, the Promotion Committee may request further documentation, e.g., additional letters of recommendation from colleagues and other qualified persons.</li> <li>• The Committee may choose to interview candidates.</li> </ul>
	Week 3 through the beginning of the first full week of September	The Promotion Committee may choose to work with the candidate on certain aspects of the portfolio before writing the report. The Promotion Committee may wish to use the initial 4 weeks to review the candidate's portfolio. Portfolios must be returned to the candidate by the end of the fourth week at the latest. The last 3 weeks should be used by the candidate to make any revisions and to have the revisions reviewed by the Promotion Committee.
	Week 2	Secret ballots for the numerical library faculty vote are sent out to all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process. Everyone except for the Dean of the

September		Libraries should receive a ballot. Portfolios are available for review by eligible faculty in the Wimberly Library Administration Offices.
	Week 3	Portfolios continue to be available for review by library faculty.
	Week 4	Ballots are due and counted on a date specified by the Promotion Committee. Following the ballot count, a report of the Department/School will be completed by the Promotion Committee and sent to the Dean.
October	Week 2	The Promotion Committee completes the report for or against promotion detailing positive and/or negative evaluation for each candidate, and documentation/portfolios for each candidate. <ul style="list-style-type: none"> <li>• All reports or letters originating from the Promotion Committee or the Dean of University Libraries must be in writing.</li> <li>• Reports or letters for or against promotion are sent to the candidate.</li> </ul>
	Week 3	The candidate has 5 business days to provide a written response to the Promotion Committee's recommendation. The portfolio cannot move forward for 5 business days after the candidate has received the report unless, before the 5 day period has expired, the candidate indicates there will be no response. See "Negative Recommendations and Notice of Denial, Section VII."
	Week 4	The Library Promotion Committee must forward to the Dean of University Libraries the following items: written report for or against promotion detailing positive and/or negative evaluation for each candidate, and documentation for each candidate.
November	Week 2	Dean of University Libraries: <ul style="list-style-type: none"> <li>• Reviews the documentation and report of the Promotion Committee.</li> <li>• Makes his/her own recommendation and write a Letter of Recommendation.</li> <li>• Letter of Recommendation for or against promotion is sent to the candidate.</li> </ul>
	Week 3	The candidate has 5 business days to provide a written response to the Dean of University Libraries' recommendation. The portfolio cannot move forward for 5 business days after the candidate has received the letter unless, before the 5 day period has expired, the candidate indicates there will be no response. See "Negative Recommendations and Notice of Denial, Section VII."
December	Week 1	At the beginning of the first full week, the Promotion Committee forwards the Committee and Dean of University Libraries' recommendations to the Office of the Provost prior to the deadline for the year. The Committee notifies the Dean that the candidate's portfolios have been hand delivered to the Provost's office. The Dean provides any clarification if requested by the Office of the Provost.
March		Beginning with the 2007-2008 promotion process, the Provost will meet with candidates who are applying for promotion prior to writing the official letter. Recourse from any negative administrative decision outside the Library is provided by the provisions of the current BOT/UFF Collective Bargaining Agreement. See "Negative Recommendations and Notice of Denial, Section VII."
April		The Provost submits his/her recommendations to the President.
May		Letters regarding promotion decisions by the Provost and the President are forwarded to the candidate.

**The effective date of the promotion is determined by the Florida Atlantic University Board of Trustees/United Faculty of Florida Collective Bargaining Agreement.**

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## Appendix A

### Florida Atlantic University Libraries: Guidelines for Assessing Previous Work Experience

Crediting of prior experience towards fulfillment of promotion eligibility requirements, including part-time service, must be negotiated at the time of initial appointment at Florida Atlantic University regardless of the rank into which a library Instructor is being hired.

If this assessment of prior experience did not take place at the time of initial appointment, the library Instructor may request a statement of credited, professional experience from the Dean of University Libraries by April 1st

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to ensure appropriate review time prior to the official call for promotion applicants during the second week of April.

**Professional Library Experience:**

After receiving the appropriate and relevant terminal degree, professional experience in an accredited U.S. academic institution or a recognized and established foreign academic institution may normally be credited on a one-to-one ratio.

Credit towards promotion for library Instructor experience may be given after such experience has been carefully examined and evaluated by the Dean of University Libraries. While the promotion decision considers the entire career, it should weigh heavily the candidate's accomplishments and activities while at the Florida Atlantic University Libraries.

**Professional Non-Library Experience:**

The term "professional," as used here, refers strictly to those specialty fields requiring an academic degree. Potentially relevant non-library experience may include academically related or professional business/industrial experience. Examples include teacher, nurse, lawyer, doctor, counselor, CPA, marketing researcher, chemist, computer scientist, etc. Fields requiring only a license or certificate do not apply.

**Educational Leave:**

The candidate may not receive credit towards professional library experience and time in rank for time spent on educational leave. Sabbaticals are counted as time in rank.

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**Appendix B**

**Florida Atlantic University Libraries:  
Instructor Promotion Application Form**

Name: \_\_\_\_\_

Library Department: \_\_\_\_\_

Date of Professional Appointment at FAU Libraries: \_\_\_\_\_

Present Rank: \_\_\_\_\_

Promotion to Rank Requested: \_\_\_\_\_

Experience:

Years of Professional Experience at FAU: \_\_\_\_\_

Years of Previous Professional Experience: \_\_\_\_\_

Professional Experience Negotiated at the Time of Appointment: \_\_\_\_\_

Total Years: \_\_\_\_\_

Master's and / or Doctoral Degree From: \_\_\_\_\_

Date Received: \_\_\_\_\_

The Promotion Application Form should be given to the candidate's supervisor. The supervisor will give the form to the Dean of University Libraries. The Dean of University Libraries will forward all applications to the FAU Libraries Promotion Committee.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of University Libraries'  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix C

### Florida Atlantic University Libraries: Peer Review Form Promotion To: Senior Library Instructor

## Appendix C Florida Atlantic University Libraries: Peer Review Form Promotion To: Senior Instructor

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**(Recommendation:** Please consider printing or saving the completed form on your computer before clicking "send form". This way, if a technical problem occurs, you will not have to try to remember what you typed on the original form if it is necessary to try to submit this form again.)

Candidate for Promotion:

To: Instructor

#### Instructions:

The Promotion Committee has sent [emailed] this form to you because the above-named person is a candidate for promotion. You have worked as a library faculty member (except Temporary or AMP) in the FAU Libraries for one year or more so you are entitled to take part in the peer review process. This form allows peers to participate in the promotion process by commenting on the candidate's work performance. If your interaction with the candidate has been so limited that you feel you cannot adequately rate the Instructor's performance, please check the "Unable to Comment" column.

See "Florida Atlantic University Libraries Instructor Promotion Guidelines," [Section III](#) for descriptions of areas of achievement.

The Peer Review Form must be submitted to the Promotion Committee by May 16, 20\_\_\_. To submit the form, please click on the "Send Form" button below. The Promotion Committee will give this form to the candidate to include in the Promotion Portfolio.

(Please check appropriate boxes in the following section.)

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## CRITERIA

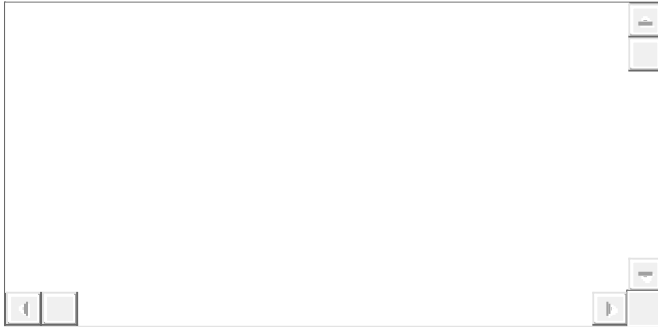
The candidate is to be evaluated on Professional Activities, Scholarship, Research and/or Creative Endeavors, and Service based on the criteria below:

The candidate has achieved a high level of expertise and has a demonstrated record of accomplishments to advance the goals of the FAU Libraries, the University, and his or her profession:

Excellent

- Above Average
- Satisfactory
- Unsatisfactory
- Unable to Comment

Comments:



**The candidate has exercised significant professional judgment and has provided evidence of a substantial degree of leadership:**

- Excellent
- Above Average
- Satisfactory
- Unsatisfactory
- Unable to Comment

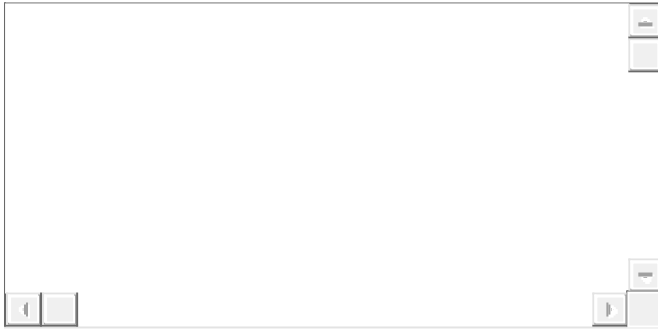
Comments:



**The candidate has provided evidence of distinction and commitment significantly beyond the degree expected of an Instructor in professional activities, research, and/or creative endeavors, with notable contributions to the advancement of his or her profession and increasing service to the University, and community:**

- Excellent
- Above Average
- Satisfactory
- Unsatisfactory
- Unable to Comment

**Comments:**



**General  
Comments:**



**Your Name,  
Title & Date:**



## Appendix D

### Florida Atlantic University Libraries: Numerical Library Faculty Vote

**Introduction:** The purpose of the numerical library faculty vote is to determine the FAU Libraries recommendation regarding a candidate's application for promotion. The review of a colleague's portfolio for promotion is one of the most important obligations for library faculty.

#### **Voting Procedures:**

During the second week of September, the candidate's promotion portfolios will be available for review by the library faculty. Secret ballots will be sent to all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process. Everyone except for the Dean of the Libraries should receive a ballot. The ballot will state the candidate's name and will designate the present rank and rank sought. On the ballot, all library faculty members who have been employed with faculty status in the FAU Libraries for one year at the start of the promotion process, except for the Dean of the Libraries, will be asked whether the candidate should be recommended for promotion. The ballot will also include the date the ballots should be returned and counted as specified by the Promotion Committee. **Library faculty should ONLY abstain from voting when there is a clear conflict of interest.** Being unfamiliar with a candidate or portfolio is not considered a conflict of interest. A clear conflict of interest does exist when there is personal financial gain.

#### **Confidentiality in Voting Procedures:**

In order to ensure the confidentiality of the candidate's promotion portfolio, a list of eligible voting faculty with permission to view the information will be provided to the individual responsible for supervising the portfolio review. This list shall be provided by the Promotion Committee.

#### **Voting Results:**

There is no specific weight assigned to this vote. The candidate's promotion portfolios including requested documents by the Promotion Committee (e.g. numerical library faculty vote, peer review forms, supervisor's letter, referee's letters, etc.) are all carefully considered in the Promotion Committee's recommendation to the Dean of University Libraries.

The Report of the Department/School to be written by the Promotion Committee will include the numerical library faculty vote, an explanation of who had voting rights on the application, and how the voting was done.

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## Appendix E

### Florida Atlantic University Libraries: Promotion Committee's Summary Checklist

## Appendix E Florida Atlantic University Libraries: Promotion Committee's Summary Checklist

The purpose of this checklist is to provide the Promotion Committee with a simple form to ensure that all items have been accounted for and evaluated in the candidate's portfolio. This document is for internal use only, and will not become part of the candidate's portfolio. Any comments on this worksheet need not have direct weight in determining recommendations for promotion, but can be used as a basis for the Promotion Committee's recommendation for or against promotion.

**Name of Candidate for Promotion:** \_\_\_\_\_

- Promotion to Senior Library Instructor.
- Promotion to University Library Instructor.
- The candidate has the necessary degree and years of experience

**Portfolio: (Please refer to Section IV. FAU Libraries Promotion Documentation: Portfolio and Supplement, and the current Promotion and Tenure Memorandum from the Office of the Provost).**

- The Portfolio was presented in good condition.
  - o Clean.
  - o Organized.
  - o Follows required sequence.
- Portfolio contained the Certification of Promotion and Tenure Portfolio Documentation (signed last page of Provost's document must be included).
- Portfolio contained the candidate's Status letter(s).
- Portfolio contained the candidate's Up-to-Date Vita.
- Portfolio contained the candidate's Annual Letter of Assignments for the period under consideration for promotion.
- Portfolio contained a section supporting the candidate's achievements in Professional Activities.
- Portfolio contained a section supporting the candidate's achievements in Scholarship, Research and/or Creative Endeavors.
- Portfolio contained a section supporting the candidate's achievements in Service.
- Portfolio contained the candidate's Self-Evaluation.
- Portfolio contained all required tables.
- Portfolio contained Letters of Recommendation from independent evaluators.
  - o Portfolio contained the necessary number of internal letters.
  - o Portfolio contained the necessary number of external letters.
  - o Referees were appropriately chosen and held appropriate rank.

- Letters of recommendation acknowledged candidate's performance in a specific profession.
- Portfolio contained library faculty Peer Reviews.
- Portfolio contained the Report of the Department/School (the reporting of the numerical library faculty vote).
- Portfolio contained his/her Supervisor's Letter of Recommendation.
- Portfolio contained the Promotion Committee's Letter of Recommendation.
- Portfolio contained the Dean of University Libraries' Letter of Recommendation.
- Portfolio contained the FAU Libraries' Criteria for Promotion.
- Portfolio contained all annual performance evaluations for the period under consideration for promotion.

**Supplementary Portfolio (Please refer to Section IV. FAU Libraries Promotion Documentation: Portfolio and Supplementary Portfolio, and the current Promotion and Tenure Memorandum from the Office of the Provost):**

- Candidate's Supplementary Portfolio was presented in good condition:
  - Clean.
  - Organized.
- The Supplementary Portfolio included the Promotion Application Form.
- The Supplementary Portfolio included additional documentation in support of Promotion.

**University Library Instructor Requirements:**

- The candidate's portfolio provided evidence of recognized distinction in at least one of the categories of Professional Activities, Scholarship, or Service.

**Candidate's Major Strong Points and/or Contributions:**

**Candidate's Major Weak Points or Suggestions for Improvement:**

**Additional Comments:**

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## Appendix F

### Florida Atlantic University Libraries: Instructor Promotion Guidelines Bibliography

*Appointment and Promotion Guidelines for Non-Tenure-Track Faculty.* (Rev. 2012). Miami, FL: Office of the Provost, Florida International University.

*Collective Bargaining Agreement, Florida Atlantic University 2009-2012.* Boca Raton, FL: Florida Atlantic University Board of Trustees/United Faculty of Florida. Retrieved from: [http://www.fau.edu/provost/files/BOT-UFF\\_CBA\\_2009-2012.pdf](http://www.fau.edu/provost/files/BOT-UFF_CBA_2009-2012.pdf).

*Faculty Bylaws and Tenure Regulations – Chapter 310: Academic Tenure Regulations, Non-Tenure Track Faculty.* (Rev. 2012). Columbia, MO: University of Missouri System. Retrieved from: [http://www.umsystem.edu/ums/rules/collected\\_rules/faculty/ch310/310.035\\_non-tenure\\_track\\_faculty](http://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.035_non-tenure_track_faculty).

*Faculty Handbook. Section 5: Faculty Development / Promotion of Non-Tenure-Track Faculty Policy.* Tallahassee, FL: Office of the Vice President for Faculty Development and Advancement, Florida State University. Retrieved from: <http://facultyhandbook.fsu.edu/Section-5-Faculty-Development#Promotion>.

*Florida Atlantic University Libraries Promotion Guidelines.* (Rev. 2012). Boca Raton, FL: S.E. Wimberly Library, Florida Atlantic University. Retrieved from: [http://www.staff.library.fau.edu/promotion/promotion\\_guidelines.htm](http://www.staff.library.fau.edu/promotion/promotion_guidelines.htm).

*Guidelines for Appointment, Promotion and Tenure of Faculty.* (Rev. 2012). Boca Raton, FL: Office of the Provost, Florida Atlantic University. Retrieved from: [http://www.fau.edu/provost/files/Guidelines\\_for\\_Appointment\\_Promotion\\_and\\_Tenure\\_of\\_Faculty\\_revised\\_2012.pdf](http://www.fau.edu/provost/files/Guidelines_for_Appointment_Promotion_and_Tenure_of_Faculty_revised_2012.pdf).

*Promotion and Tenure for 2012-2013 Memorandum.* (2012, May). Boca Raton, FL: Office of the Provost, Florida Atlantic University.


*Smathers Libraries Career Development Handbook.* (Rev. 2012). Gainesville, FL: George A. Smathers Libraries, University of Florida. Retrieved from: [http://www.uflib.ufl.edu/pers/cdh/cdh\\_nontenurepromotion.html](http://www.uflib.ufl.edu/pers/cdh/cdh_nontenurepromotion.html).

**Appendix G**  
**Florida Atlantic University Libraries:**  
**Memorandum of Approval of the University Libraries Instructor Promotion Guidelines by the Vice**  
**Provost for Academic Affairs.**



ACADEMIC AFFAIRS  
Office of the Provost  
777 Glades Road, AD 10-309  
Boca Raton, FL 33431  
tel: 561.297.3062  
fax: 561.297.3942  
www.fau.edu

**MEMORANDUM**

**DATE:** December 13, 2013  
**TO:** William Miller, Dean  
University Libraries  
**FROM:** Diane Alperin, Vice Provost   
Academic Affairs  
**SUBJECT:** University Libraries Instructor Promotion Guidelines

I have reviewed the Florida Atlantic University Libraries Instructor Promotion Guidelines. I understand this document was developed by the FAU Libraries Non Tenure Track Promotion Committee. It was voted upon and approved by the library faculty and is supported by you. This document is approved.

According to Florida Atlantic University's *Principles for Creating Criteria and Standards for Promotion and Tenure*, changes to criteria become effective one year following adoption and approval, unless a more immediate date is mutually agreed to in writing. When new criteria are adopted and approved, faculty submitting applications for promotion within the subsequent three years may choose to be evaluated on the old or the new criteria. Thereafter, only the new criteria will apply.

I wish to thank you and the faculty for their participation in this important project.

Cc: Gary Perry, Interim Provost and Chief Academic Officer

