Approved:

signature ~~/////D Kardws~~ U   7/12/2021

U**PA   Date

University of Hawai'i at Mānoa Library Services

Approved:

Michael Bruno   11/3/2021

Provost   Date

Library Personnel Committee Policies and Procedures

Approved by: Full-time tenured and tenure-track librarians
                University of Hawai'i at Mānoa Library Services program

Approved on: June 7, 2021

I.   Introduction

University of Hawai'i procedures for tenure, promotion, and contract renewal are established in the current collective bargaining agreement and require that each Department or Division, or comparable unit within the University, has approved unit-level procedures. Because of the nature of its program, the University of Hawai'i at Mānoa Library maintains a library-wide personnel committee, rather than departmental or division level personnel committees. The Library Personnel Committee (LPC) is that body. It is elected by the faculty of the Library to develop and carry out the Library's applicable internal personnel procedures. These are stated in the following sections in this document:

The basic objectives sought in the development of these documents are: (1) absolute fairness to the applicant, (2) full consideration of the overall needs of the Library, the patrons, and the University, and (3) representation of all appropriate parties in the reviewing procedure.

Approved by the University of Hawaii Professional Assembly on:

Approved by the Mānoa Chancellor's Office on:

Signed copies will be placed on file with the University of Hawaii Professional Assembly, the Office of the University Librarian, and the Library Personnel Committee.

II. Tenure and Promotion Procedures

A. Cancellation

This statement of procedures is effective and cancels all previous statements when approved by the full-time tenured and tenure-track librarians in the University of Hawaiʻi at Mānoa Library Services program, the Office of the Vice Chancellor for Academic Affairs, and the University of Hawaii Professional Assembly.

B. Confidentiality and Access to the Dossier

During tenure and promotion deliberations, librarians elected to the Library Personnel Committee and those in supervisory and administrative positions within the Library see privileged information. They are responsible for maintaining the confidentiality of that information.

Access to an applicant's dossier is limited at each review step to those individuals deliberating at that step. The applicant is advised to retain a copy of the dossier exactly as submitted. Applicants may add material to their dossier at any time during the review process within the Library. Such additional material should only update or add something substantively new that has occurred since the submission of the dossier. Revisions and corrections are not permitted. Examples of appropriate additional submissions are: publication of an additional paper; additional letters of thanks, praise, or recognition; completion of a grant or project, etc.

Material in the applicant's personnel file, such as resumes, contract renewal evaluations or evaluation statements made by previous Library Personnel Committees will be made available to the current Library Personnel Committee only with the consent of the applicant.
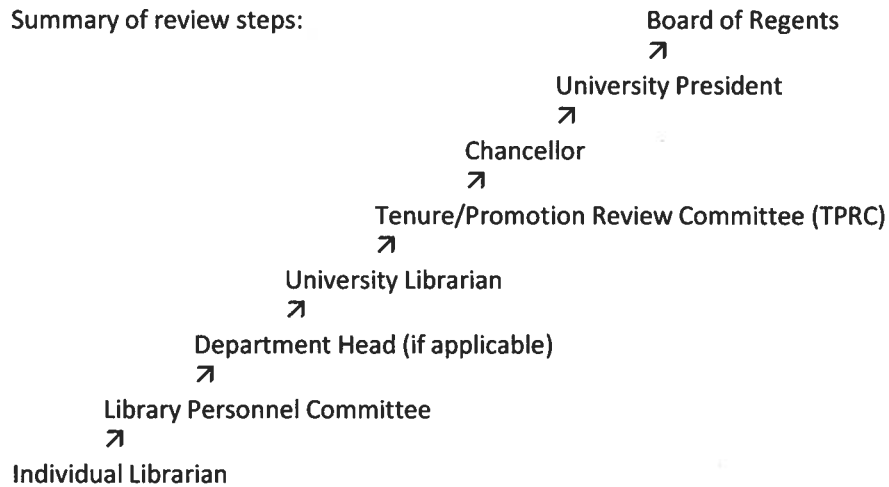
C. Administration Office

The Administration Office (Office of the University Librarian) maintains personnel records for all Library personnel. As a courtesy, the Office notifies librarians when they are to be considered for tenure and contract renewal. The Office will also notify librarians of the procedures for requesting extension of the probationary period. The Office provides all forms required for completion of tenure and promotion dossiers, assists in the coordination of the review process within the Library, maintains the security of the dossiers, and assists the Library Personnel Committee with the solicitation of external evaluations according to Library and University guidelines.

D. Sequence of Review Steps

No individual may have more than one formal opportunity to assess and vote on an application. The appropriate opportunity is determined by the sequence outlined in the current collective bargaining agreement: from Library Personnel Committee, to Department Head (if applicable), to University Librarian. If the applicant does not have a Department Head, the next review step after the Library Personnel Committee is the University Librarian. (NOTE: In the Library, the position of Department Head is equivalent to the position referred to as Department/Division Chair (DC) in the current collective bargaining agreement; the Library Personnel Committee is equivalent to the Department/Division Personnel Committee (DPC).)

Summary of review steps:

```
                                              Board of Regents
                                                    ↗
                                           University President
                                                    ↗
                                        Chancellor
                                            ↗
                              Tenure/Promotion Review Committee (TPRC)
                                  ↗
                       University Librarian
                           ↗
              Department Head (if applicable)
                  ↗
       Library Personnel Committee
           ↗
Individual Librarian
```

(NOTE: The order of review is contractual and governed by the current collective bargaining agreement.)

E.   Responsibilities and Duties of Those Involved

      1.   Individual Librarian

            a.   An individual librarian may apply for tenure and/or promotion and is responsible for preparing the necessary Faculty Tenure/Promotion Application Form. The application shall address the appropriate criteria for Tenure and Promotion for Librarians as outlined in the pertinent Library Personnel Committee documents. Normally, the applicant is asked to provide in writing three to five names and addresses of respected professionals in the applicant's field(s) of endeavor who are not at the University of Hawai'i, Mānoa to be selected potentially as external evaluators. (Cf. the current University criteria and guidelines on the tenure and promotion process).

            b.   In the case of tenure and/or promotion, the review process is governed by tenure and/or promotion evaluation procedures in the current collective bargaining agreement. The procedures call for: 1) the applicant to prepare the dossier in consultation with the Department Head, if requested by the applicant; 2) the application to be reviewed for completeness by the Department Head and the Library Personnel Committee; 3) the Library Personnel Committee to consider the evidence, make one (1) written assessment of the strengths and weaknesses of the applicant, append a recommendation if they so desire, and transmit the dossier to the next higher level of review; 4) theDepartment Head [if applicable] to make a separate and independent assessment and recommendation, and transmit the dossier to the University Librarian; 5) the University Librarian to make an assessmentand recommendation, and forward the dossier for review by a TPRC.

c. The Library Personnel Committee may request that the applicant's copies of all prior years' Library Personnel Committee and Department Head evaluations be submitted for review by the Committee but not included with the application. Although submission is not required, these documents may help to provide continuity of information and a record of cumulative effort for new members of the Library Personnel Committee.

d. Applicants who are subject to contract renewal in the same year in which they are applying for promotion shall follow the criteria and the form for promotion. A copy of this document will serve as their contract renewal document with an additional statement on present and future value.

2. Library Personnel Committee

The Library Personnel Committee is composed of five librarians elected according to its "Election Procedures" (see Appendix A).

a. General rules governing deliberations of the Committee are as follows:

(1) Meetings will be called by the Chair or at the request of a majority of members. The Committee will meet in closed session.

(2) A quorum will consist of three members.

(3) Voting will be by secret ballot.

(4) Voting results, including tie votes, will be reported by count.

(5) Committee members who are under consideration for promotion will be excused from serving on the Library Personnel Committee while it considers other applicants for promotion and tenure. Excused members will be replaced by their alternates for the duration of the promotion and tenure deliberations. However, during contract renewal deliberations they will serve on the Library Personnel Committee.

(6) Committee members will be excused from deliberation and voting in cases involving applicants for whom they serve as Department Head. The excused member will be replaced by the next available alternate.

4

(7)   Recusal

    (a)   As directed in the current collective bargaining agreement, Committee members have the responsibility for avoiding conflicts of roles. During an individual case, a Committee member shall recuse him/herself if the member perceives a "conflict of roles," or if the Committee member has a strong personal bias that precludes his/her reaching an objective assessment.

b.   The Committee's responsibilities and duties include:

(1)   Determining the Library's timetable for deliberations in accordance with the timetable established by the University.

(2)   Scheduling and conducting informational meetings on procedures and requirements.

(3)   Assisting applicants with identifying potential proofreaders, if he/she would like one. The major role of the proofreader is to assist the applicant by reviewing the application for completeness, clarity and coherence.

(4)   Soliciting letters from external evaluators

    (a)   The Library Personnel Committee, in consultation with the applicant's Department Head (where applicable), will develop a list of external evaluators (in addition to the list requested from the applicant) and will seek to obtain an equal number of external evaluations from each list. (Cf. the current University criteria and guidelines on the tenure and promotion process).

    (b)   In all cases, letters to external evaluators will be sent out in the name of the Chair of the Library Personnel Committee and marked as confidential.

    (c)   When an external evaluation is received by the Library Personnel Committee, it should be clearly marked to indicate whether the evaluation came from the applicant's list of evaluators or the Library Personnel Committee's list.

(5) Scheduling Applicant Interviews

    (a) One or more meetings with the applicant are scheduled, if necessary, for clarifying of all aspects of the dossier and offering the applicant the opportunity to respond to any negative evaluations received by the Committee. The applicant's written responses to the Library Personnel Committee will be included as part of the Committee's section of the dossier.

    (b) Questions asked by the Library Personnel Committee shall be confined to those that relate to the Criteria for Tenure and Promotion as outlined in the pertinent Library Personnel Committee documents.

(6) Preparing a written statement of the strengths and weaknesses of each applicant.

(7) Voting on the application and recording the vote count. LPC members may not abstain from voting on an application.

(8) Completing the "Department Assessment" pages of the Tenure/Promotion Application Form.

3. Department Head

The Department Head is responsible for completing the Department Head's page(s) of the Tenure/Promotion Application Form and reviewing the application for completeness with the applicant. The Department Head makes an assessment and recommendation, and transmits the dossier to the University Librarian. If the Department Head is not a member of the bargaining unit, he/she shall not complete the Tenure/Promotion Application Form for Department Chairs, but may make an independent assessment, which shall be appended to the recommendation of the University Librarian, but which shall not constitute a separate recommendation.

F. Tenure Upon Initial Appointment

Per University of Hawaiʻi Board of Regents Policies, RP 9.201, section III,B,2, "The board may grant tenure upon initial appointment upon recommendation of the president. The board delegates to the President granting of tenure upon initial appointment to members of the faculty who have previously held tenure at a comparable institution. For delegated appointments, the board also delegates to the president granting of tenure upon appointment to executive/managerial personnel who have previously held tenure at a comparable institution. Guidelines are established in executive policy." (Effective Date: Jan. 10, 2008)

The Library Personnel Committee will follow guidelines established in the latest version of University of Hawaiʻi Executive Policy EP9.215 – Tenure Upon Initial Appointment. A recommendation to grant/not grant tenure upon initial appointment will be made using the LPC Recommendation Form for Tenure Upon Initial Appointment of Librarian Faculty [EP9.215] (see Appendix C) or LPC Recommendation Form for Tenure Upon Initial Appointment of Executive Eligible for Faculty Appointment [EP9.215] (see Appendix D).

III. Criteria for Tenure and Promotion for Librarians[1]

A. Cancellation

This statement of criteria is effective and cancels all previous statements when approved by the full-time tenured and tenure-track librarians of the University of Hawaiʻi at Mānoa Library Services program, the Office of the Vice Chancellor for Academic Affairs, and the University of Hawaii Professional Assembly.

B. Role of the Librarian in the Academic Community

The library is the intellectual center of the University. It is the professional responsibility of academic librarians to select, acquire, organize, manage and interpret the materials that comprise this essential resource. Academic librarians bring to their responsibilities knowledge of library methodology, specialized subject and geographic knowledge, language skills, and highly developed research and management skills. The role of the librarian within the academic community is described in the following statement, adopted by the membership of the Association of College and Research Libraries in 2007 as part of the preamble to the *Standards for Faculty Status for Academic Librarians*:

"The academic librarian makes unique contributions to the academic community and to higher education itself. These contributions include developing collections, providing bibliographic access to all library materials, and interpreting these materials to members of the college and university community.

"Specific services include instruction in the use of print and online library resources and the creation of new tools to enhance access to information available locally, regionally, nationally, or internationally.

"Librarians contribute to the sum of knowledge through their research into the information process and other areas of study. Service improvements and other advances in the field result from their participation in library and other scholarly organizations."[2]

C. Minimum Qualifications

(Refer also to University criteria and guidelines for tenure and promotion for educational and experience requirements.)

---

[1] Prior to July 1987, Librarians were classified as Specialists.
[2] *Standards for Faculty Status for Academic Librarians*. Approved by the Association of College and Research Libraries Board, June 2007, revised October 2011. http://www.ala.org/acrl/standards/standardsfaculty

1. Librarian II (B-2)

Librarians in this rank are at the entry level and are generally under some supervision. Assignments are undertaken with some latitude for independent judgment. Emphasis is placed on becoming familiar with departmental functions, Library-wide goals and University programs. Assignments, while performed within established procedures, may include work that allows opportunity for originality and growth. Evidence of initiative, analytical and problem solving ability should be displayed at this level. The librarian should maintain awareness of current professional literature and developments.

2. Librarian III (B-3)

Librarians in this rank should display knowledge and ability sufficient for independent performance of assigned Library activities and should be knowledgeable about Library and University policies and procedures. The individual should demonstrate initiative in developing specialized skills and/or interests to grow professionally and contribute needed expertise to the Library and University. Continuing awareness of current professional literature and developments is expected. Librarians may be engaged in managerial or supervisory activity when appropriate to their position or function.

3. Librarian IV (B-4)

Librarians in this rank are expected to perform functions and activities with outstanding competence. They should demonstrate evidence of maturing professional growth and assumption of progressive and varied responsibilities. The individual should show ability to anticipate and recommend changes in accordance with the changing needs of the Library and University as a whole. They should exhibit independence and creativity in provision of service and/or program development or evaluation. The librarian should participate in academic or professional activities within the University and beyond. Librarians may be engaged in managerial or supervisory activity when appropriate to their position or function.

4. Librarian V (B-5)

Librarians in this rank may be involved in organizing, implementing, or evaluating major programs and/or services within the Library or University. The individual may also represent the Library in University or community affairs. Librarians may be engaged in managerial or supervisory activity when appropriate to their position or function. Librarians in this rank must demonstrate academic and professional leadership, functioning in responsible positions in academic and professional affairs. Leadership can be at the state or national level and demonstrated by contributions to the field through activities such as publications, committee work, presentation of papers, etc.

When applying these criteria during faculty evaluation, it is expected that a librarian's performance should not fall below the duties and responsibilities described for the rank currently held.

D.   Evaluation of Academic Librarians

The primary and essential standard for evaluation is excellence in library service. Librarians shall be judged on such factors as quality of performance, understanding of library methods and policies, command of their subjects, continued growth in their fields, judgment, leadership, originality and initiative, ability to relate their functions to the broader goals of the Library and the University, and demonstrated responsiveness to the concerns and needs of Library users. A librarian is expected to show increasing effectiveness in new library responsibilities. In addition, librarians shall be judged by those criteria appropriate to their specific functions (see "Aspects ofLibrarianship" below).

Professional growth and development should continue throughout the librarian's career. Growth is measured both by professional contributions and by the development of expertise, which is a prerequisite for such contributions. Librarians shall be judged on such factors as the quality of professional contributions or development, the expertise demonstrated, the recognition gained, and the relevance of such contributions or development to the specific functions of the individual librarian and to the overall goals of the University or of the Library. Such professional growth may also be evidenced by the pursuit of additional academic degrees, or additional academic study, or may be shown by participation in formalized programs of professional enhancement. For other librarians, the arena of professional growth may lie in the mastery and effective application of new, innovative approaches to library services, such as library automation, budgeting and management techniques, etc. Other appropriate professional contributions and achievements can also be considered, such as consultant services and the receipt of awards, grants, and honors.

Activities in the area of service to the University and community, while important, are subordinate to the criteria of library service and professional growth and development. Evidence of participation in this area, however, may include such activities as involvement in campus or system wide committees, or effective public relations with University personnel, the community, and professional groups. Librarians should demonstrate awareness of the milieu in which they function by being involved beyond their immediate sphere of functional service.

E.   Aspects of Librarianship

There are several broad aspects of librarianship. These include: collection development and management, metadata and description, public and reference service, instructional services, administrative/managerial responsibilities, information technology and library automation, andresearch, service, creative contributions and other teaching activities. Generally, librarians concentrate their professional career on one or two of these aspects.

The following list of examples illustrates the range of achievements, knowledge and skills, that may be considered in evaluating the professional activities, service, and other contributions of librarians.The list is not in priority order. It is not exhaustive, nor does each example apply to every librarian; however, a well- rounded librarian should be able to present a variety of examples. Note: the concentration on one or more aspects of librarianship will vary for each librarian according to the nature of his/her particular responsibilities.

## 1.	Collection Development and Management

Resources in various media must be developed to enhance the programs of all colleges and schoolsand to maintain the effectiveness of the library as a resource at the University of Hawaiʻi at Mānoa (UHM). Librarians whose responsibilities are concentrated in this area must take the initiative for identifying, securing, and maintaining relevant research material in a wide range of disciplines that relate to the content and objectives of programs on the UHM campus.

Areas of expertise in collection development and management include, but are not limited to, the following:

- Knowledge of library resources, procedures and technique relevant to collectiondevelopment and management activities.
- Knowledge of the library collections and the University programs which they support.
- Knowledge of the world of publishing and its distribution channels.
- Effectiveness in obtaining needed library materials, as expeditiously as possible, throughpurchase, exchange agreements, interlibrary loan, or other methods.
- Effectiveness in developing and maintaining relationships with potential and existing donorsof archival collections.
- Effectiveness in employing appropriate archival appraisal methodologies.
- Ability to recognize research and publication trends, in one or more subject disciplines, andto anticipate collection needs which develop from such trends.
- Ability to develop and maintain the collection in subject fields through on-going and criticalreview of relevant literature.
- Proficiency in languages or subject knowledge related to University programs.
- Effectiveness in reformatting materials for preservation and enhanced access.

## 2.	Metadata and Description

All library resources must be analyzed, described, and organized in such a way that they can be effectively used by present and future scholars. The Library's catalogs, finding aids, and locally created databases provide access to a wide range of materials. Research is complex and diverse andappropriate descriptions must be provided to facilitate use by students and faculty. The design, development and maintenance of these library access tools is a cooperative and cumulative process. When descriptions of our resources are discoverable and accessible, the profile of the University of Hawaiʻi's collections increases for scholars and students worldwide.

Areas of expertise related to metadata and description include, but are not limited to, the following:

- Knowledge of technical resources and methodologies available for achieving bibliographiccontrol in the most accurate and effective manner.
- Knowledge of an academic discipline(s) or an advanced specialization in one or moresubject, format, or language fields.
- Skill in analyzing books, serials, manuscripts, archives, and/or other formats to extract theessential content.
- Skill in arranging and describing archival material.
- Skill in determining and applying appropriate national and international standards to thedescription of library and archival materials in all subjects, languages, and formats.
- Effectiveness in interpreting various catalogs and other finding tools to library users.

3.   Public and Reference Services

Public and reference services must insure the effective sharing and utilization of library resources in all media. An understanding of and commitment to the educational and research programs at UHMwill influence the scope, variety, and quality of sources offered.

Areas of expertise related to public and reference services include, but are not limited to, thefollowing:

- Working effectively with people to provide thorough, efficient, and courteous assistance topatrons.
- Possessing skill in interpreting questions, locating relevant information, or conductingreference interviews.
- Facilitating use of the library collections by patrons through knowledge of the collectionsand the University programs they support.
- Developing knowledge in an academic discipline(s) or an advanced specialization in one ormore subject, format, or language fields.
- Effectively designing search strategies in manual and/or automated systems.
- Effectively conveying information regarding library policies, procedures, and/or services to users.

4.   Instructional Services

Instruction, whether in formal classroom settings or in less formal group and individual sessions, is an ongoing activity of librarians. It consists of helping to define questions, assisting in the conduct ofresearch, or effectively assisting in the use of library resources and bibliographic services.

Areas of expertise related to instruction include, but are not limited to, the following:

- Proficiency in planning, developing, and conducting library orientation programs and implementing other instructional projects for various levels of student use of the library.
- Teaching ability, whether in conducting formal classes in library resources and services, or ininstructing individual patrons in particular aspects of library use, or in the development of learning aids, audio visual presentations and guides to the collections.
- Effectiveness in developing and using a variety of materials and methods in formal library instruction about bibliographic research, use of reference materials in specialized areas, andinstruction in the use of the library's catalogs in all formats.

5.   Administration and Management

The effective organization of activities in all sections of the library is essential to operation of theLibrary Services Program. Librarians with administrative/managerial responsibilities must work effectively to create an optimum environment for the accomplishment of departmental activitiesand library objectives.

Areas of expertise related to administration and management include, but are not limited to, thefollowing:

- Effectiveness in planning, organizing and controlling workflow.
- Keeping abreast of current trends in application of computer technology to libraryautomation and implementing applications where possible.
- Demonstrating effective leadership and innovative ability in improving library organization,procedures, services, communication and staff relationships.
- Establishing and maintaining productive working relationships with other faculty, students, and general public, and publishers and distributors, to facilitate resource development andeffective service.
- Ability to identify and resolve problems.
- Contributing to the professional development of colleagues and in-service training ofparaprofessional staff, student interns, and assistants.
- Ability to manage fiscal and budgetary responsibilities as assigned.
- Serving effectively on library administrative bodies.
- Obtaining awards and grants to support library programs.
- Serving effectively in relating library functions to campus-wide administrative bodies.

6.   Information Technology and Library Automation

Computer-based systems and services have become integral to the way libraries function. They have become the foundation for electronic storage, retrieval, and delivery of a wide range of bibliographic and full-text data. Information technology enhances and

offers broader and deeper access to library resources and other online information. Integrating appropriate information technology into the mission of the library is one of the responsibilities of librarians active in this aspect of librarianship, and often requires a high degree of understanding of the operations of all units of the library. Additionally, these librarians must keep current with new developments in the application of information technology in support of programs on the University of Hawai'i at Mānoa campus.

Areas of expertise related to information technology and library automation include, but are notlimited to, the following:

- Knowledge of library procedures and services and their automated counterparts, i.e.circulation, serials, acquisitions, cataloging, online retrieval systems, etc.
- Effectiveness in communicating, analyzing, interpreting and testing technical requirementsof automated library and online information systems as they affect the processing, access and delivery, use and dissemination of information.
- Knowledge of the world of computer hardware, software, online information resources orautomated systems.
- Ability to work effectively with staff, vendors, and patrons to provide thorough and responsive assistance and consultation in support of access to online resources and/orcomputer technology.
- Skill in facilitating use of online systems and broad or specialized knowledge of their capabilities to support augmented access to a wider range of data which complement andenhance traditional information resources.
- Developing expertise or an advanced specialization in one or more applications ofinformation technology or computerized systems.
- Effectiveness in translating technical jargon and conveying information regarding automatedlibrary services and procedures to the user, as well as to designers and vendors of computer-based systems.

7.   Research, Service, Creative Contributions, and Other Teaching Activities

As professionals, librarians also provide other services, teaching, and creative contributions to the University and community. Examples of such activities include, but are not limited to, the following:

- Conducting research or structuring and organizing information in the preparation ofcatalogs, bibliographies, etc., or in editorial responsibilities for library publications.
- Providing professional expertise to the community, e.g., consulting.
- Providing essential non-remunerative contributions to the community by virtue of specialacademic and/or professional competence.
- Serving on library and University committees.

13

- Maintaining membership and serving in learned, professional and honorary societies, andrelevant community associations.
- Organizing conferences and workshops.
- Developing and/or instructing courses based on professional competence, but not directlyrelated to performance of assigned library responsibilities, e.g., teaching in the Library andInformation Science Program.
- Serving as guest lecturer for courses in Library Science or other disciplines.
- Receiving fellowships, grants, or awards.

## F.	Tenure Considerations

The general reason for recommending tenure is that the librarian is, and will continue to be, an efficient and productive member of the Library faculty. The applicant is evaluated in terms of:

1.	Competence in professional activities as a librarian.

2.	Extent and worth of service and other teaching, research, and creative contributions.

3.	Present and future value to the Library and the University.

In considering the librarian for tenure, the emphasis is on professional ability and potential for future development. In the evaluation, specific activities and knowledge are weighted in each case to reflect the responsibilities and rank of the applicant. Examples of activities and knowledge that may be appropriately reviewed are given in Section III.E, Aspects of Librarianship, above.

## G.	Promotion Considerations

The general reason for recommending promotion is that the librarian has cumulated valuable experience and a range of significant achievements that clearly demonstrate increasing professional maturity and justify transition to the next rank. The applicant is evaluated in terms of:

1.	Quality of professional achievements and development as a librarian.

2.	Extent and worth of service and other teaching, research and creative contributions.

In considering the librarian for promotion, the emphasis is on achievements as a librarian. In the evaluation, specific activities and knowledge are weighted in each case to reflect their relevance to the responsibilities of the applicant and the rank under consideration, but achievements as a librarian are the single most important factor. Examples of activities and knowledge that may be considered are given in Section III.E, Aspects of Librarianship, above.

IV. Contract Renewal Procedures for Probationary Librarians

A. Cancellation

This statement of procedures is effective and cancels all previous statements when approved by the full-time tenured and tenure-track librarians of the University of Hawaiʻi at Mānoa Library Services program, the Office of the Vice Chancellor for Academic Affairs, and the University of Hawaii Professional Assembly.

B. General Requirements/Purpose

University requirements relating to length of faculty probationary periods, procedures and schedules for contract renewal or termination of appointment for non-tenured faculty are contained in the current collective bargaining agreement.

The procedures described in this document are intended to serve not only to meet the University's requirement for assessment of the applicant before a contract is renewed, but also to provide the applicant, the Department Head and the applicant's peers an opportunity to discuss candidly the applicant's day-to-day performance and professional future, and to stipulate areas where improvements, if needed, should be made.

C. Forms for Contract Renewal

The University of Hawaiʻi distributes a contract renewal form (title may vary from year to year).

Librarians who are subject to contract renewal in the same year in which they are applying for promotion shall follow the criteria and the form for promotion. A copy of this document will serve as their contract renewal document with an additional statement on present and future value.

D. Confidentiality and Access to the Application

During contract renewal deliberations, librarians elected to the Library Personnel Committee and those in supervisory and administrative positions within the Library see privileged information. They are responsible for maintaining the confidentiality of that information.

Access to an application is limited at each review step to those individuals deliberating at that step. The applicant is advised to retain a copy of the application exactly as submitted.

Material in the applicant's personnel file, such as earlier annual contract renewal evaluations or evaluation statements made by previous Library Personnel Committees, and resumes, will be made available to the current Library Personnel Committee only with the consent of the applicant.

E. Administration Office

The Administration Office (Office of the University Librarian) maintains personnel records for all Library personnel. The Office notifies non-tenured librarians when they are to be considered for contract renewal, assuring that timely consideration is given. The Office provides all forms required

for the contract renewal process, assists in the coordination of the review process and maintains the security of the applications.

F.   Sequence of Review Steps

No individual may have more than one formal opportunity to assess and vote on an application. The appropriate opportunity is determined by the sequence outlined in the current collective bargaining agreement: from Library Personnel Committee to Department Head (if applicable), to University Librarian. If the applicant does not have a Department Head, the next review step after the Library Personnel Committee is the University Librarian.

The University Librarian makes the final decision whether or not the applicant's contract will be renewed, and so notifies the applicant in writing. The contract renewal form provides for the applicant to see the vote and assessment made by the Library Personnel Committee and the Department Head.

Summary of review steps:
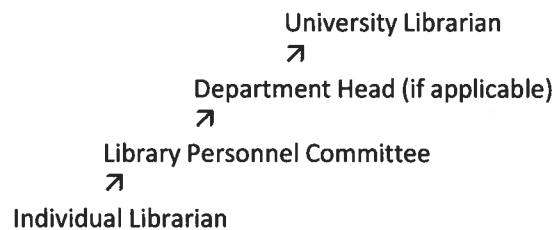
<div align="center">

University Librarian

↗

Department Head (if applicable)

↗

Library Personnel Committee

↗

Individual Librarian

</div>

(NOTE: The order of review is contractual and governed by the current collective bargaining agreement.)

G.   Responsibilities and Duties of Those Involved

    1.   Individual Librarian

        a.   An individual librarian is responsible for preparing the necessary Contract Renewal application. The application shall address the appropriate Contract Renewal Procedures and Criteria in the pertinent Library Personnel Committee documents. As per the application instructions, the write-up shall be cumulative with emphasis on the current years of service.

        b.   The Library Personnel Committee may request that the applicant's copies of all prior years' Library Personnel Committee and Department Head evaluations be submitted for review by the Committee but not included with the application. Although submission is not required, these documents may help to provide continuity of information and a record of cumulative effort for new members of the Library Personnel Committee.

2.   Library Personnel Committee

The Library Personnel Committee is composed of five librarians elected according to its "Election Procedures" (See Appendix A).

  a.   General rules governing deliberations of the Committee are as follows:

   (1)   Meetings will be called by the Chair or at the request of a majority of members. The Committee will meet in closed session.

   (2)   A quorum will consist of three members.

   (3)   Voting will be by secret ballot.

   (4)   Voting results, including tie votes, will be reported by count.

   (5)   Committee members will be excused from deliberations and voting in cases involving applicants for whom they serve as Department Head.

   (6)   Recusal

      (a)   As directed in the current collective bargaining agreement, Committee members have the responsibility for avoiding conflicts of roles. During an individual case, a Committee member shall recuse him/herself if the member perceives a "conflict of roles," or if the Committee member has a strong personal bias that precludes his/her reaching an objective assessment.

  b.   The Committee's responsibilities and duties include:

   (1)   Determining the Library's timetable for deliberations in accordance with the timetable established by the University.

   (2)   Scheduling and conducting informational meetings on procedures and requirements.

   (3)   Assisting applicants with identifying potential proofreaders, if he/she would like one. The major role of the proofreader is to assist the applicant by reviewing the application for completeness, clarity and coherence.

           (4)   Scheduling Applicant Interviews

                  (a)   If during the Committee's deliberations serious issues arise regarding the advisability of renewing the applicant's contract, the Committee shall schedule at least one meeting with the applicant for clarification of relevant aspects of the application.

                  (b)   Questions asked by the Library Personnel Committee shall be confined to those that relate to the Contract Renewal Procedures and Criteria in the pertinent Library Personnel Committee documents.

           (5)   Discussing any problems discerned by the Library Personnel Committee with the applicant and the Department Head (if any) and documenting prior to the final vote on the contract renewal.

           (6)   Completing the appropriate parts of the contract renewal form.

           (7)   Preparing a written statement of the strengths and weaknesses of each applicant.

           (8)   Providing recommendations to the applicant and Department Head after the conclusion of the renewal process. This may include recommendations related to writing the contract renewal application, professional development, improving communication skills, and other topics.

           (9)   Voting on the application and recording the vote count. LPC members may not abstain from voting on an application.

3. Department Head

The Department Head is responsible for completing the appropriate part of the form and preparing a written assessment and recommendation. The Department Head will then show the assessments and recommendations to the applicant before forwarding same to the University Librarian. If the librarian reports directly to the University Librarian, the Library Personnel Committee Chair will show the Committee's assessment and recommendation to the applicant before forwarding same to the University Librarian.

H. Unsolicited Material Received by the Library Personnel Committee

Prior to the LPC review, no unsolicited information will be accepted by the LPC for inclusion in a contract renewal application without providing the information to the applicant and then giving the applicant the opportunity to provide a written response. Once the LPC has begun its review, no unsolicited information will be included in the application.

V.   Criteria for Contract Renewal for Probationary Librarians

In general, a librarian's contract may be renewed if:

1. Performance of assigned duties has been rated satisfactory.

2. There is a continuing need for his/her services, particular knowledge and/or skills.

3. He/She has shown evidence of continued professional improvement, and demonstrates professional and personal qualities needed for work in the Library.

In the evaluation of applicants for contract renewal, reviewers shall consider the activities and knowledge listed in the preceding section, "Criteria for Tenure and Promotion for Librarians."

VI.   Procedures for *Evaluation of Board of Regents' Appointees* (Regents Policy RP 9.213) (E.g., 5-year review)

A.   Cancellation

This statement of procedures is effective and cancels all previous statements when approved by the full-time tenured and tenure-track librarians of the University of Hawaiʻi at Mānoa Library Services program, the Office of the Vice Chancellor for Academic Affairs, and the University of Hawaii Professional Assembly.

B.   General Requirements/Purpose

Regents Policy RP 9.213 spells out the purposes and requirements for evaluation. The *Procedures for Evaluation of Faculty at UH Manoa (Procedures)* are provided by the Office of the Vice Chancellor for Academic Affairs.

C.   Role of the Library Personnel Committee

The *Procedures* state that "when a Department Chair is scheduled for review, the Chair of the Department Personnel Committee will conduct the review of the Department Chair." In the Library, this means that the Chair of the Library Personnel Committee serves as the reviewer when a Department Head is scheduled for review.

D.   Confidentiality and Access to Documentation

During the faculty evaluation process, the Chair of the Library Personnel Committee sees privileged information. He/She is responsible for maintaining the confidentiality of that information.

When a Department Head is to be reviewed by the Chair of the Library Personnel Committee, he/she shall supply an "up-to-date curriculum vitae, resume, or other "academic profile" appropriate to their field of endeavor" to the Chair of the Library Personnel Committee in the academic year in which the review is to be conducted. The Library Personnel Committee Chair

shall not have access to the individual's personnel file without the individual's permission. When the process has concluded, the document submitted for review will be returned to the individual.

### E.	Criteria for Evaluation

The criteria against which all librarians shall be evaluated are those in Sections III.C, Minimum Qualifications, III.D, Evaluation of Academic Librarians, and III.E, Aspects of Librarianship.

### F.	Administration Office

The Administration Office (Office of the University Librarian) maintains personnel records for all Library personnel. The Office shall determine each year which librarians are due for evaluation during the upcoming year and notify each Department Head of the names of the people within his/her unit. When a Department Head is scheduled for review, the Administration Office will notify the Chair of the Library Personnel Committee, who will fill the role otherwise specified for the Department Head.

### G.	Sequence of Review Steps

The timeline and sequence of review steps are specified in the campus-level *Procedures* document. If during the review, the Chair identifies no deficiencies, she/he will so inform the individual librarian and the University Librarian and the review is concluded. If deficiencies are identified or there is disagreement as to the findings of deficiencies, the individuals involved in the review process will follow the steps detailed in the Procedures document.

### H.	Responsibilities and Duties of Those Involved

#### 1.	Individual Librarian

The individual librarian, when notified, is responsible for providing an "up-to-date curriculum vitae, resume, or other "academic profile" appropriate to their field of endeavor" to the Department Head or Chair of the Library Personnel Committee (whichever is appropriate to the circumstance), in the year in which he/she is to be reviewed. It is suggested that the document begin with the following information: the librarian's present rank, the date of initial hire, and the date of the last personnel evaluation (e.g. tenure, promotion, merit increase, faculty evaluation, etc.). The document should concentrate on summarizing the activities and accomplishments of the previous five years.

## VII.	Determination of Recommendation for Department Head and Division Head

As stipulated in the *Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii*, "the determination of the Department's or Division's recommendation for [department head or division head] to the Dean or Director, or other appropriate administrator, shall be based on a majority vote of all bargaining unit Faculty Members in the Department or Division."

Appendix A. Library Personnel Committee Election Procedures

A. Introduction

The Library Personnel Committee (LPC) is composed of five tenured librarians elected at large from within the University of Hawai'i at Mānoa Library Services program.

Elections are conducted by the LPC. The committee prepares lists of eligible librarians, distributes ballots, collects and tallies votes, and keeps records of returns for three years.

Annually, the LPC elects its own chairperson from among its members. No member may serve as chairperson for two consecutive years. The chairperson may appoint a secretary from among the members.

B. Eligibility for LPC Service

All full-time tenured librarians of the University of Hawai'i at Mānoa Library Services program are eligible for election to the LPC, with the following exceptions:

1. Librarians are ineligible for one year after actively serving a full term on the LPC as defined in Section D below.

2. Librarians may decline nomination for one year after actively serving as an alternate on at least three cases in one calendar year.

C. Eligibility to Vote

All full-time tenured and tenure-track librarians of the University of Hawai'i at Mānoa Library Services program are eligible to vote for all LPC members, and on all amendments to LPC procedures and criteria documents.

D. Term of Service

The normal term of service for an LPC member will be twenty-four consecutive months (or more as required by the needs of the LPC), beginning January 1. If a member's term is interrupted, upon return the member must complete any outstanding service within that term.

Elected members are obligated to serve. A member cannot as a matter of right decline or demand to be relieved, but may request to be excused from the LPC in cases of physical or mental health impairment or other personal emergency, or appointment to another or higher administrative role/committee which would create a conflict of interest. An alternate will be seated when necessary.

E.   Conducting Elections

1. Elections are held during November.

2. Prior to the election, and occasionally during the year, the LPC will update a list of all librarians eligible for service. This includes noting tenure status, faculty rank, sabbatical and other leaves, and recent LPC service. The LPC will seek assistance from library administration when necessary.

3. The LPC will check with librarians whose applications for leave are approved or pending at the time of election. If they are eligible for election, they are included on the ballot only if they express their willingness and availability to be a candidate and an active LPC member during their leave. The committee also checks with prior year alternates who may wish to exercise their option to decline nomination.

4. Terms are staggered such that three new members are elected to begin service in odd numbered years and two new members are elected to begin service in even numbered years.

5. For all elections, the LPC conducts a nominating election and a final election.

6. The nominating ballot lists both those eligible and those ineligible for service with their rank.

7. In the nominating election, each voter nominates three persons for each vacancy. The persons receiving the three largest numbers of votes for each vacancy will be the nominees for the final election. The nominees receiving the highest number of votes in the final election are elected.

8. The other nominees are designated alternates, and ranked according to the number of votes each received. The term for alternates is one year. If alternates do not serve actively, their names return to the eligible pool for the next election.

9. All voting for LPC membership is by secret ballot by mail or online. At least three full working days are provided for voting.

10. Ballots are counted and the results are summarized immediately following the close of voting, or on the first working day following the close. Final election ties are determined by lot.

11. Election results reporting the total number of ballots distributed and votes cast are announced within five working days via email to all members of the University of Hawai'i at Mānoa Library Services program.

F.   Committee Composition

1. For promotion, or tenure plus promotion cases, members of the LPC or alternates are recused if they are not of equal or higher rank to which the applicant has applied.

2. If, after the ineligible LPC members and alternates are excused and the resulting committee is less than five, then the LPC conducts a special election. Eligible librarians are identified according to ranks required for the case(s).

G.   Vacancies

If a permanent vacancy occurs during the first year of an elected member's two-year term and is prior to that year's regular election, an alternate will be called to service for the remainder of the current year and a special election to fill the second year of the elected member's two-year term will be added to the regular election.

H.   Special Elections

The LPC is authorized to call special elections when necessary. These follow the same procedures as regular LPC elections. If the election is for less than a full term, ballots specify the duration of the term to be filled.

I.   Amendments

1. Amendments to these procedures may be proposed if approved by a two-thirds majority of those voting either in a mail or online ballot distributed to all full-time tenured and tenure-track librarians of the University of Hawai'i at Mānoa Library Services program, and must be forwarded for review and approval by the campus administration and UHPA as required by the current *Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii*.

2. All LPC policies and procedures must comply with the *Agreement between the University of Hawaii Professional Assembly and the Board of Regents of the University of Hawaii*, Board of Regents policies, and administrative guidelines.

3. No proposals to amend will be acted on unless written notice has been distributed to eligible voters at least five working days prior to the close of balloting.

Appendix B.   Contract Renewal Outline for Statement of Probationary Library Faculty

A.   Endeavors

Provide a statement of your cumulative endeavors with special emphasis on your work since your last contract renewal, when applicable. Use the following categories:

Professional activities

Service activities

Refer to the <u>Criteria for Tenure and Promotion for Librarians</u> for a discussion of the aspects of librarianship and list of examples of activities and knowledge/skills.

B.   Statement on present and future value

C.   Supporting material

For example, include evaluations of instructional activities, letters of acknowledgement, bibliography and reviews or sample pages of your publications. Select or summarize here if appropriate or append and list page numbers included.

Appendix C.   LPC Recommendation Form for Tenure Upon Initial Appointment of Librarian Faculty [EP 9.215]

_____
Candidate's last name, first name, middle initial

LIBRARY PERSONNEL COMMITTEE (LPC) RECOMMENDATION

Per University of Hawai'i Executive Policy EP 9.215, Tenure Upon Initial Appointment, the LPC will complete a review of documents received as part of the search process (i.e., letter of interest, CV, references, interview results, etc.) and submit a recommendation to grant/not grant tenure upon initial appointment.

The LPC reviewing and evaluating the documents noted above is familiar with the appropriate criteria in both the LPC and campus-level policies and procedures for tenure.

After careful consideration of the evidence as provided in the documents received, the LPC recommends the following (check one):

_____   Tenure be granted
_____   Tenure not be granted

Documentation received for review (check all that apply):
_____   Documentation on institutional letterhead confirming the awarding of tenure to the candidate at current institution comparable to the University of Hawai'i at Mānoa
_____   Candidate's letter of interest
_____   Candidate's CV
_____   Candidate's letters of support ("references")
_____   Faculty search advisory committee's recommendation for tenure upon initial appointment

Signed_____
          Chair, Library Personnel Committee

Date   _____

Appendix D. LPC Recommendation Form for Tenure Upon Initial Appointment of Executive Eligible for Faculty Appointment [EP 9.215]

_____
Candidate's last name, first name, middle initial

LIBRARY PERSONNEL COMMITTEE (LPC) RECOMMENDATION

Per University of Hawaiʻi Executive Policy EP 9.215, Tenure Upon Initial Appointment, the LPC will complete a review of documents received as part of the search process (letter of interest, CV, references), conduct an on-site interview with the candidate, and submit a recommendation to grant/not grant tenure upon initial appointment.

The LPC reviewing and evaluating the documents noted above is familiar with the appropriate criteria in both the LPC and campus-level policies and procedures for tenure.

After careful consideration of the evidence as provided in the documents received and during the LPC interview, the LPC recommends the following (check one):

_____ Tenure be granted
_____ Tenure not be granted

Documentation received for review (check all that apply):
_____ Documentation on institutional letterhead confirming the awarding of tenure to the candidate at current institution comparable to the University of Hawaiʻi at Mānoa
_____ Candidate's letter of interest
_____ Candidate's CV
_____ Candidate's letters of support ("references")
_____ Search advisory committee's recommendation for tenure upon initial appointment

Date of LPC interview with candidate _____

Signed_____
Chair, Library Personnel Committee

Date   _____