LIBRARIANS' ASSEMBLY

GOVERNING DOCUMENT

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I. ORGANIZATIONAL STRUCTURE

The Librarians' Assembly of the Z. Smith Reynolds Library is composed of librarians and other professionals appointed to regular library faculty, visiting library faculty, and teaching library faculty positions. The Dean of the Library has primary responsibility for the overall direction and administration of the Z. Smith Reynolds Library. The Dean is appointed by and serves at the pleasure of the President, and reports directly to the Provost.

The Dean shares responsibilities with the Associate Dean and the Directors of the functional units, all of whom are members of the library's Administrative Council. In addition to the library faculty, there are also other library staff (both exempt and non-exempt) who carry out the work of the library. There are both exempt and non-exempt staff representatives to the Administrative Council.

II. GOVERNANCE

The library faculty are governed in accordance with generally accepted faculty standards and processes. This governance includes peer review for promotion and continuing appointment of all regular library faculty and teaching library faculty. Visiting library faculty are reviewed annually by their home department and the Dean. Library faculty are non-tenured, with term employment contracts. The length of contract depends on the rank of the library faculty member.

Regular library faculty members are promoted through ranks of Assistant Librarian, Associate Librarian, Librarian, and Senior Librarian. Teaching library faculty are promoted through ranks of Assistant Teaching Librarian, Associate Teaching Librarian, and Teaching Librarian. Review for promotion is not tied to continuing appointment review and can be initiated at any time after the required years of employment have been met. The promotion process involves evaluation by the Peer Review Committee followed by administrative approval upon recommendation of the Committee. (See Section XI for information about the Peer Review Committee.)

III. LIBRARIANSHIP, SCHOLARSHIP & PROFESSIONAL ACHIEVEMENT, AND SERVICE

3.1 FACTORS FOR EVALUATION

Evaluation of regular library faculty will be based on evidence of a candidate's professional competence and growth in three areas (described in Section 3.2) weighted to the percentages indicated:

- Librarianship (70%)
- Scholarship & Professional Achievement (20%)
- Service (10%)

Evaluation of teaching library faculty will be based on evidence of a candidate's professional competence in two areas weighted to the percentages indicated:

- Librarianship (90%)
- Service (10%)

Evaluation of visiting library faculty will be based on evidence of professional competence in two areas weighted to the percentages indicated:

- Librarianship (90%)
- Service (10%)

3.2 FACTORS DEFINED

3.2.1 LIBRARIANSHIP

Librarianship should be viewed as the body of work related to an individual's job description. The elements comprising Librarianship for each individual will differ based on their particular position. Library faculty will be evaluated in this category on their performance in their particular roles—collection management, organization of knowledge, reference, instruction, information technology, preservation, outreach, management, etc. Library faculty should also contribute to the collegiality of the library and Wake Forest University.

Evidence of effective Librarianship may be demonstrated by (but is not limited to) the following:

- Effective management of library collections, in any medium
- Effective management of library operations and staff
- Design and installation of library exhibits
- Development and implementation of classes and programs that encourage information literacy
- Development of productive liaison relationships with the faculty and students of designated academic departments
- Teaching and assistance in the effective use of bibliographic tools
- Instruction for library users through reference assistance, personal research sessions, virtual reference, etc.
- Original cataloging of library resources
- Creation of user assistance materials that serve curricular objectives, such as bibliographies, research guides, online tutorials, web pages, etc.
- Creation of metadata for digital resources
- Development and implementation of effective methods for organizing, classifying, or cataloging information resources
- Identifying, locating, and obtaining needed research materials not available in WFU Libraries
- Preservation and conservation of library materials
- Formulation and implementation of policies and procedures for archives management
- Development and implementation of library-related technology
- Web page design and development
- Development and implementation of digital archives and manuscript finding aids
  Analyses of library collections or services
- Professional development (including attendance at professional conferences, training course, advanced study relevant to professional work, etc.)

3.2.2 SCHOLARSHIP & PROFESSIONAL ACHIEVEMENT

Scholarship includes activities that engage the individual in additional learning related to an appropriate area of inquiry, which is then made available to other professionals through publication or other tangible means. Professional Achievement includes those activities in which a library faculty member takes on responsibilities or receives recognition from professional organizations or committees outside the library.

Evidence of Scholarship & Professional Achievement external to the library may include (but is not limited to) the following:

- Publications, including (but not limited to) journal articles, books, book chapters, and electronic productions; editorial work
- Reviews of books or other media
- Serving as a publication referee or on editorial boards
- Presentations at scholarly or professional conferences
- Participation in professional organizations, conferences, and committees
- Serving in leadership positions on committees in professional organizations
- Development and implementation of courses on scholarly topics for other professionals
- Grant writing
- Development of professional guidelines or training materials
- Creation of web content related to professional activities
- Writing external review letters for colleagues at other institutions

3.2.3 SERVICE

Service that goes beyond assigned responsibilities and effectively benefits the library, the University, or the community shall be considered. The primary criteria for evaluating Service will be the importance and duration of the candidate's assignment, together with the extent and effectiveness of their participation. In each of the three areas listed below, library faculty should be able to demonstrate that the Service activities are relevant to their promotion and continuing appointments.

Types of Service for which library faculty will be evaluated may include the following:

- Service to the University, including participation in University committees and interdepartmental committees, academic advising, and other contributions to the mission of Wake Forest University
- Service to the library, including participation in library committees, task forces, search committees, interdepartmental committees, mentoring within the library, special projects, special events, etc.
- Service to the community, including participation in or collaboration with community organizations or projects, cultural organizations, civic organizations, religious bodies, etc.

IV. APPOINTMENT AND EMPLOYMENT CONTRACTS

4.1 APPOINTMENTS

The appointment process ensures that library faculty have a guaranteed period of employment, which will enable them to pursue their jobs and academic endeavors with the assurance of the University's commitment to their professional development.

Library faculty will have multi-year contracts, with the possibility of renewal through the continuing appointment process. Length of contract will depend on their rank, but continuing appointment is not dependent on promotion in rank. Except in the case of Assistant Librarians or Assistant Teaching Librarians in their seventh year, library faculty may request to be reappointed at their current level without penalty when their contract renewal date arrives. Extensions due to medical leave, disability, or other leave in accordance with the Family and Medical Leave Act (FMLA) may be granted on a case-by-case basis in consultation with the Peer Review Committee and Dean.

In cases where a library faculty member's employment is terminated without due cause while within the term of a contract, the University will compensate them for the remaining period of that contract.

4.2 INITIAL APPOINTMENT

The Peer Review Committee will meet with finalists for library faculty positions as part of the interview process. During this meeting, the Committee will outline the rank and promotion process for library faculty, and the candidate will have the opportunity to ask questions of the Committee members. The Peer Review Committee will make a recommendation to the Dean concerning the appropriate rank for each candidate.

All newly hired non-visiting library faculty at the rank of Assistant Librarian, Assistant Teaching Librarian, Associate Teaching Librarian, and Teaching Librarian will receive a one-year initial appointment. Newly hired non- visiting library faculty at the rank of Associate Librarian, Librarian, and Senior Librarian will receive a two-year initial appointment. Before the conclusion of the initial appointment, the Peer Review Committee will conduct a continuing appointment review. The Committee will recommend one of the following to the Dean: a continuing appointment appropriate to the rank at which the individual was hired, an extension in accordance with the Family and Medical Leave Act (FMLA), or termination.

4.3 REGULAR LIBRARY FACULTY

4.3.1 ASSISTANT LIBRARIAN

After the initial appointment, Assistant Librarians may receive a three-year contract. At the beginning of the fourth year of employment as a librarian or professional equivalent, the Assistant Librarian may begin the process of promotion to Associate Librarian.

A library faculty member may request a second three-year contract at the Assistant level. Before the end of the second contract term, they *must* apply for promotion to Associate Librarian.

4.3.2 ASSOCIATE LIBRARIAN

Associate Librarians receive five-year contracts. Any time after the completion of eight years of employment as a librarian or professional equivalent, the Associate Librarian may begin the process of promotion to the rank of Librarian. Promotion beyond the Associate Librarian level is not required.

4.3.3 LIBRARIAN

Librarians receive seven-year contracts. Any time after the completion of fifteen years of employment as a librarian or professional equivalent, the Librarian may begin the process of promotion to the rank of Senior Librarian.

4.3.4 SENIOR LIBRARIAN

Senior Librarians receive seven-year contracts.

4.4 VISITING LIBRARY FACULTY

Any of the four faculty rank designations (Assistant Librarian, Associate Librarian, Librarian, and Senior Librarian) may be assigned the prefix-qualifier "Visiting"; the prefix "Visiting" indicates an appointment for one academic year which may be renewed for a total of not more than three years.

4.5 TEACHING LIBRARY FACULTY

Assistant Teaching Librarians, Associate Teaching Librarians, and Teaching Librarians are library faculty members whose primary responsibility is instruction. Teaching library faculty are essential to fulfilling the core teaching and service missions of the library. They are the library counterpart to the non-tenure track teaching professionals in the College and as such are fully integrated into most aspects of the library. They are eligible for all rights, privileges, and benefits accorded to regular library faculty, with one exception: contracts are a maximum length of 5 years. Teaching library faculty are eligible for promotions within the career path as described below. The contributions of these teaching librarians are significant and cover a broad range of areas, which may include teaching, advising, and Service to their program, department, or University. The primary responsibility of a person hired as a teaching librarian will be instruction, but as they gain seniority, more Service will be expected. The typical teaching load will be multiple credit-bearing courses per semester, but the load may vary depending on the nature and volume of the Service component.

4.5.1 ASSISTANT TEACHING LIBRARIAN

After the initial appointment year, Assistant Teaching Librarians may receive a two-year contract. At the beginning of the fourth year of employment as a librarian or professional equivalent, the Assistant Teaching Librarian may begin the process of promotion to Associate Teaching Librarian.

A library faculty member may request two additional two-year contracts at the Assistant level. Before the end of the third contract term, they **must** apply for promotion to Associate Teaching Librarian.

4.5.2 ASSOCIATE TEACHING LIBRARIAN

Associate Teaching Librarians receive five-year contracts. Any time after the completion of eight years of employment as a librarian or professional equivalent, the Associate Teaching Librarian may begin the process of promotion to the rank of Teaching Librarian. Promotion beyond the Associate Teaching Librarian level is not required.

4.5.3 TEACHING LIBRARIAN

Teaching Librarians receive seven-year contracts.

V. THREE TYPES OF REVIEW

All library faculty undergo annual reviews. (See Section VI.) Visiting library faculty will be evaluated both annually and for continuing appointment by their supervisors and the Dean, without direct input from the Peer Review Committee. Regular library faculty and teaching library faculty undergo the continuing appointment process at the end of each contract term (including the initial appointment term). (See Section VII.) Regular library faculty and teaching library faculty may pursue promotion in rank. (See Section VIII.) The promotion from the rank of Assistant Librarian to the rank of Associate Librarian is mandatory. The promotion from the rank of Assistant Teaching Librarian to the rank of Associate Teaching Librarian mandatory.

VI. ANNUAL REVIEW PROCESS

Each year all regular library faculty, visiting library faculty, and teaching library faculty will participate in an annual review—including those with an initial appointment of two years. The process will take place in accordance with the University-wide faculty review process. A complete annual review will include:

- A summary review letter written by each library faculty member and submitted to their immediate supervisor
- A letter from their supervisor submitted to the Dean
- Any additional University-sanctioned reporting processes

VII. CONTINUING APPOINTMENT PROCESS

The following process applies only to regular library faculty and teaching library faculty.

7.1 END OF THE INITIAL APPOINTMENT

At the end of the initial appointment, the library faculty member will receive either:

- A continuing appointment at the rank at which they were hired
- An extension in accordance with the Family and Medical Leave Act (FMLA), which may be granted on a case-by-case basis in consultation with the Peer Review Committee and Dean
- Notification that their appointment will not be renewed

7.1.1 TIMELINE FOR ASSISTANT LIBRARIAN AND ASSISTANT TEACHING LIBRARIAN

Below is the timeline for the end of the initial appointment for newly hired regular library faculty and teaching library faculty at the rank of Assistant Librarian and Assistant Teaching Librarian:

- One hundred and fifty (150) days before the end of the initial appointment, the Dean's Office will notify the library faculty member and their supervisor of the upcoming process.
- One hundred and five (105) days before the end of the initial appointment, the library faculty member will submit a summary letter and CV to the Peer Review Committee describing their activities during the contract term.
- One hundred and five (105) days before the end of the initial appointment, the supervisor must submit a summary letter to the Peer Review Committee on behalf of the library faculty member.
- Ninety (90) days before the end of the initial appointment, the Peer Review Committee will submit its recommendation to the Dean.
- Seventy-five (75) days before the end of the initial appointment, the Dean submits a recommendation to the Provost.
- Sixty (60) days or sooner before the end of the initial appointment, the Dean will notify the library faculty member of the decision.

7.1.2 TIMELINE FOR ASSOCIATE LIBRARIAN, ASSOCIATE TEACHING LIBRARIAN, LIBRARIAN, TEACHING LIBRARIAN, AND SENIOR LIBRARIAN

Below is the timeline for the end of the initial appointment for newly hired regular library faculty at the rank of Associate Librarian, Associate Teaching Librarian, Librarian, Teaching Librarian, and Senior Librarian:

- One hundred and eighty (180) days before the end of the initial appointment, the Dean's Office will notify the library faculty member and their supervisor of the upcoming process.
- One hundred and thirty-five (135) days before the end of the initial appointment, the library faculty member will submit a summary letter and CV to the Peer Review Committee describing their activities during the contract term.
- One hundred and thirty-five (135) days before the end of initial appointment, the supervisor must submit a summary letter to the Peer Review Committee on behalf of the library faculty member.
- One hundred and twenty (120) days before the end of the initial appointment, the Peer Review Committee will submit its recommendation to the Dean.
- One hundred and five (105) days before the end of the initial appointment, the Dean submits a recommendation to the Provost.
- Ninety (90) days or sooner before the end of the initial appointment, the Dean will notify the library faculty member of the decision.

7.2 CONTINUING APPOINTMENT PROCESS

The process for continuing appointment for library faculty includes the preparation of a dossier based on annual reviews and cumulative work during the contract period, and a meeting with the Peer Review Committee if necessary. The Peer Review Committee will make a recommendation to the Dean. The Dean will consider all the

information provided and forward a recommendation to the Provost. It will be within the discretion of the Provost whether to offer the library faculty member a term of employment. New contracts would take effect on the anniversary of the librarian's contract date.

If a library faculty member seeks continuing appointment and promotion in the same academic year, they will submit separate letters and dossiers to the Peer Review Committee for each process and according to each process-specific timeline.

7.3 DOSSIER FOR CONTINUING APPOINTMENT

The continuing appointment dossier will represent the work of the library faculty member during the period of the appointment contract. The candidate may also include any work achieved since submission of their last continuing appointment dossier, if applicable. The dossier will consist of a summary letter from the candidate, a CV, annual reviews, and a letter from the candidate's supervisor and/or Director. The dossier will include the components listed in the following sections.

7.3.1 SUMMARY LETTER

The dossier should include a summary letter that details the library faculty member's activities and accomplishments in the areas of Librarianship, Scholarship & Professional Achievement (where applicable), and Service.

7.3.2 CURRICULUM VITAE

The CV should include a detailed record of the library faculty member's professional accomplishments including educational background, work history, publication/presentation history, awards, and memberships.

The library faculty member's CV may include:

- Educational institutions attended, including degrees with dates and specialties
- Employment history and job responsibilities
- University, library, or professional activities
- Publications and presentations
- Memberships in professional or academic organizations, offices held
- Professional meetings, conferences, etc.
- Continuing education programs, workshops, seminars, etc.
- Fellowships, grants, awards, or other special honors

7.3.3 ANNUAL REVIEWS

The dossier should include copies of the library faculty member's complete annual reviews from the prior appointment period. (See Section VI.)

7.4 CONTINUING APPOINTMENT TIMELINE

- One hundred and ninety-five (195) days before the end of the contract, the Dean's Office will notify the library faculty member and their supervisor of the upcoming process.
- One hundred and fifty (150) days before the end of the contract, the library faculty member will submit a summary letter and dossier to the Peer Review Committee describing their activities during the contract term.
- One hundred and fifty (150) days before the end of the contract, the supervisor must submit a summary letter to the Peer Review Committee on behalf of the library faculty member.
- One hundred and twenty-seven (127) days before the end of the contract, the Peer Review Committee will submit its recommendation to the Dean.
- One hundred and five (105) days before the end of the contract, the Dean submits a recommendation to the Provost.
- Ninety (90) days or sooner before the end of the contract, the Dean will notify the library faculty member of the decision.

7.5 CRITERIA FOR RECOMMENDATION FOR CONTINUING APPOINTMENT

The Peer Review Committee will make a recommendation to the Dean either in favor of or against the continuing appointment. The Dean may request other input or documentation from relevant sources (including the library faculty member's immediate supervisor or Director), or take into consideration other factors the Dean deems relevant.

7.5.1 SATISFACTORY PERFORMANCE

A library faculty member who shows Satisfactory performance will generally be recommended for continuing appointment. A Satisfactory performance level means the library faculty member:

- Received positive job performance reviews during the period under review
- Participated in Scholarship & Professional Achievement and Service
- Pursued at least one job-related professional development opportunity during each year of the period under review

7.5.2 UNSATISFACTORY PERFORMANCE

If a library faculty member is not renewed, it may be for the following reasons:

- Poor completion of job responsibilities
- Failure to participate in Scholarship & Professional Achievement and Service
- Inability to collaborate and foster a collegial and open working environment
- Lack of engagement in professional development

VIII. PROMOTION PROCESS

The following process applies only to regular library faculty and teaching library faculty.

8.1 CRITERIA FOR PROMOTION IN RANK

Appointment or promotion to any rank is recognition of past achievement and an expectation that the individual is capable of continued growth and accomplishment. The basic criterion for promotion is performance of Librarianship that contributes to the educational and research mission of the University. Promotion from one rank to another recognizes and encourages Scholarship & Professional Achievement on the part of the regular library faculty member. It also acknowledges significant Service to the library, the University, and the community. However, no degree of excellence in Scholarship & Professional Achievement or Service can compensate for unsatisfactory performance of job responsibilities.

8.2 TIME TO PROMOTION AND TIME IN RANK

Assistant Librarians are eligible to apply for promotion to the rank of Associate Librarian after they have completed the third full year of employment as a librarian or professional equivalent (not necessarily at Wake Forest), including the initial appointment year, and no later than the end of the sixth year as Assistant Librarian at Wake Forest. Extensions may be granted on a case-by-case basis in consultation with the Peer Review Committee and Dean. Associate Librarians are eligible to apply for promotion to the rank of Librarian after they have completed their eighth year of employment as a librarian or professional equivalent (not necessarily at Wake Forest). Advancement beyond the level of Associate Librarian is not required. Librarians are eligible to apply for promotion to the rank of Senior Librarian after they have completed their fifteenth year of employment as a librarian or professional equivalent (not necessarily at Wake Forest).

Assistant Teaching Librarians are eligible for promotion to the rank of Associate Teaching Librarian after they have completed the third full year of employment as a librarian or professional equivalent (not necessarily at Wake Forest), including the initial appointment year, and no later than the end of the sixth year as Assistant Teaching Librarian at Wake Forest. Extensions may be granted on a case-by-case basis in consultation with the Peer Review Committee and Dean. Associate Teaching Librarians are eligible to apply for promotion to the rank of Teaching Librarian after they have completed their eighth year of employment as a librarian or professional equivalent (not necessarily at Wake Forest). Advancement beyond the level of Associate Teaching Librarian is not required.

8.3 APPOINTMENT AS ASSISTANT LIBRARIAN

This is the beginning rank for regular library faculty. The minimum requirement is a Master of Library Science or an equivalent degree. Assistant Librarians are in the process of developing a professional identity and competence.

8.4 PROMOTION TO ASSOCIATE LIBRARIAN

Promotion to Associate Librarian is based upon professional growth and the promise of growth. Promotion to this rank requires the library faculty member to demonstrate competence and productivity. Performance is at a higher level than that of an Assistant Librarian.

8.4.1 ACCOMPLISHMENTS FOR PROMOTION TO ASSOCIATE LIBRARIAN

The candidate should prepare a dossier that contains documentation of accomplishments in following aspects of Librarianship, Scholarship & Professional Achievement, and Service:

- Successful performance of assigned responsibilities
- Demonstrated ability to work effectively with others (e.g. patrons, colleagues, and subordinates)
- Demonstrated ability to act independently and creatively in assigned positions
- Demonstrated awareness of current trends and developments in the library profession and related subject fields, including technological advancements
- Participation in the University and professional environments (e.g. participation in assigned committees)
- Participation in Scholarship & Professional Achievement
- Participation in professional development

These areas must be supported by a broad understanding of the role of the academic library in the University community, of the contribution of the academic library to teaching and research, and by a familiarity with techniques specific to library and information science and the principles underlying them.

8.5 PROMOTION TO LIBRARIAN

Promotion to Librarian requires a proven record of accomplishment, marked by higher levels of responsibility. The Librarian must be effective, productive, and resourceful. Excellence in job performance is mandatory for promotion to this rank. Excellence in Scholarship & Professional Achievement and Service is also required. Promotion to this rank is based on an assessment of a candidate's cumulative professional performance, not just a single accomplishment.

8.5.1 ACCOMPLISHMENTS FOR PROMOTION TO LIBRARIAN

The candidate should prepare a dossier that contains documentation of accomplishments in following aspects of Librarianship, Scholarship & Professional Achievement, and Service:

- Continued success in areas listed for Associate Librarian (see Section 8.4.1)
- Demonstrated excellence in detailed and complex components of one's job (e.g. excellent customer service, extensive topical or organizational knowledge)
- Significant participation in University or professional Service opportunities
- Significant professional achievement
- Creative and adaptive responses to library needs
- Engagement in significant professional development

8.6 PROMOTION TO SENIOR LIBRARIAN

Promotion to Senior Librarian is reserved for those whose contributions to the library profession are substantial and widely recognized. Job performance, scholarship, professional accomplishments, and contributions to the profession must be at the highest levels of excellence. Evidence of leadership is required, as is a broad understanding of overall library operations beyond the primary assignment. Promotion to this rank is based on

an assessment of a candidate's cumulative professional performance, not just a single accomplishment. At this rank, a candidate will have achieved professional recognition at the statewide, regional, and national levels.

8.6.1 ACCOMPLISHMENTS FOR PROMOTION TO SENIOR LIBRARIAN

The candidate should prepare a dossier that contains documentation of accomplishments in following aspects of Librarianship, Scholarship & Professional Achievement, and Service:

- Continued success in areas listed for Associate Librarian (see Section 8.4.1) and Librarian (see Section 8.5.1)
- Evidence of long-term, distinguished leadership recognized both inside and outside the University
- Taking leadership roles in the University or profession
- Demonstrating initiative in relation to projects, innovative programs, or professional activities
- Engagement in activities that have a significant impact on the University or professional organizations
- Engagement in creative problem-solving that addresses significant needs of the University or profession
- Significant professional achievement that impacts the University or profession
- Significant mentoring activities in University or professional environments

8.7 APPOINTMENT AS ASSISTANT TEACHING LIBRARIAN

This is the beginning rank for teaching library faculty. The minimum requirement is a Master of Library Science or an equivalent degree. Assistant Teaching Librarians are in the process of developing their professional identity and competence as an instructor.

8.8 PROMOTION TO ASSOCIATE TEACHING LIBRARIAN

Promotion to Associate Teaching Librarian is based upon professional growth and the promise of growth. Promotion to this rank requires the library faculty member to demonstrate competence and productivity. Performance is at a higher level than that of an Assistant Teaching Librarian.

8.8.1 ACCOMPLISHMENTS FOR PROMOTION TO ASSOCIATE TEACHING LIBRARIAN

The candidate should prepare a dossier that contains documentation of accomplishments in following aspects of Librarianship and Service:

- Successful performance of teaching and teaching-related activities
- Demonstrated ability to work effectively with others (e.g. students, patrons, and colleagues)
- Demonstrated ability to act independently and creatively in assigned positions
- Demonstrated awareness of current trends and developments in library instruction and related fields including technological advancements
- Participation in the University and professional environments (e.g. participation in assigned committees)
- Participation in professional development

These areas must be supported by a broad understanding of the role of the academic library in the University community and of the contribution of the academic library to teaching and research.

8.9 PROMOTION TO TEACHING LIBRARIAN

Promotion to Teaching Librarian requires a proven record of accomplishment. The Teaching Librarian must be effective, productive, and resourceful. Excellence in job performance is mandatory for promotion to this rank. Excellence in Service is also required. Promotion to this rank is based on an assessment of a candidate's cumulative professional performance, not just a single accomplishment.

8.9.1 ACCOMPLISHMENTS FOR PROMOTION TO TEACHING LIBRARIAN

The candidate should prepare a dossier that contains documentation of accomplishments in following aspects of Librarianship and Service:

- Continued success in areas listed for Associate Teaching Librarian (see Section 8.8.1)
- Demonstrated excellence in the practice of library instruction (e.g. design, teaching, or evaluation)
- Significant participation in University and professional environments
- Significant service to students beyond library science credit courses
- Engagement in significant professional development

8.10 PROMOTION REVIEW PROCESS

8.10.1 OVERVIEW

The purpose of the promotion process is to provide library faculty with support for their continued growth and performance in the University and professional communities. Unlike the continuing appointment process, which emphasizes job performance and professional growth, the promotion process is intended to identify those library faculty members who are performing at higher levels and should be recognized for their level of expertise in their field. Promotion is also evidence of the University's commitment to library faculty's professional development.

The promotion process is entirely separate from the continuing appointment process. A failure to be promoted does not affect the library faculty member's appointment with the University. Once a library faculty member reaches the rank of Associate Librarian or Associate Teaching Librarian, future promotion is a voluntary process.

Library faculty must initiate a promotion review if they wish to be considered for a promotion in rank. The promotion review process can be initiated after the minimum requirement for years of employment have been met. A library faculty member is not required to wait until the final year of a contract term to begin the promotion review process.

8.10.2 PROCESS

After initiating a promotion review with the Peer Review Committee, the candidate must submit a dossier. Peer Review Committee will review dossier and may request a meeting with or additional documentation from the candidate. The candidate's immediate supervisor will submit a letter of recommendation by the date specified in the timeline (9.13).

When applicable, the Dean's Office will request and receive letters of recommendation from external reviewers (per 8.12.5, teaching librarians may include internal letters). After the promotion evaluation, the Peer Review

Committee will provide a recommendation for or against

promotion to the Dean. The Dean may request other input or documentation from relevant sources (including the candidate's immediate supervisor or Director), or take into consideration other factors the Dean deems relevant. The Dean will make a recommendation to the Provost.

8.11 PEER REVIEW COMMITTEE RECOMMENDATION

Based on the promotion criteria for a given appointment level, the Peer Review Committee will make a recommendation.

8.11.1 RECOMMENDATION FOR PROMOTION

In general, a recommendation for promotion means the candidate:

- Received positive annual reviews during the period under review
- Has grown professionally and is serving the University and profession at a higher level than they were previously
- Pursued significant job-related professional development opportunities during the period under review
- Has excelled in Librarianship, Scholarship & Professional Achievement (where applicable), and Service

8.11.2 RECOMMENDATION AGAINST PROMOTION

In general, a recommendation against promotion may mean the candidate:

- Lacked professional growth appropriate to the next level of academic appointment
- Received negative annual reviews during the period under review
- Failed to address performance recommendations during the period under review
- Failed to engage in professional development during the period under review
- Failed to engage in Scholarly & Professional Achievement (where applicable) or Service opportunities during the period under review

8.12 DOSSIER FOR PROMOTION

Letters of recommendation will be solicited by and sent directly to the Dean's Office. The candidate will assemble all other components of the dossier and will submit them to the Chair of the Peer Review Committee in an acceptable electronic format. The dossier will represent the work of the candidate during the period of current academic status and will consist of a summary of work experience during this period, a CV, complete annual reviews, letters of recommendation, and supporting documentation. Any particular achievement submitted in previous dossiers resulting in promotion may not be submitted again unless it represents a continuing effort or performance. The dossier will include the following components:

8.12.1 SUMMARY LETTER

The dossier should include a summary letter that details the candidate's activities and accomplishments over the period of current academic status. The summary may include bullet points, lists, and brief paragraphs

emphasizing key points. The summary should demonstrate how the library faculty member's performance has met the required standards of the desired academic status level.

8.12.2 CURRICULUM VITAE

The CV should include a detailed record of the candidate's professional achievement including educational background, work history, publication/presentation history, accomplishments/awards, and memberships.

The curriculum vitae may include:

- Educational institutions attended, including degrees with dates and specialties
- Employment history and job responsibilities
- University, library, or professional activities
- Publications and presentations
- Memberships in professional or academic organizations, offices held
- Professional meetings, conferences, etc.
- Continuing education programs, workshops, seminars, etc.
- Fellowships, grants, awards, or other special honors

8.12.3 ANNUAL REVIEWS

The dossier should include copies of the candidate's complete annual reviews and documentation, if available, from the prior appointment period. (See Section VI.)

8.12.4 SUPERVISOR LETTER OF RECOMMENDATION

The supervisor letter will be solicited and received by the Dean's Office, and does not need to be requested by the candidate.

8.12.5 EXTERNAL LETTERS OF RECOMMENDATION

The dossier should include the minimum required letters of recommendation appropriate to the level of promotion being pursued. Letters of recommendation from external reviewers will be solicited and received by the Dean's Office, which will also be responsible for ensuring that dossier materials are kept secure. Promotion to the level of Associate Librarian will require at least two external review letters; promotion to Librarian will require at least three external review letters; promotion to Senior Librarian will require at least four external review letters. Promotion to Associate Teaching Librarian and Teaching Librarian may not require external letters of recommendation, but internal letters may be included as supporting evidence.

8.12.6 SUPPORTING DOCUMENTATION

In the dossier, the library faculty member should include significant publications, presentations, and other information deemed relevant from the period since their last promotion. PRC may request additional documentation during dossier review.

Letters of recommendation from persons within Wake Forest may be included as supporting documentation, but they are not required and cannot be substituted for external review letters.

8.13 PROMOTION TIMELINE

What	When
Library faculty member submits letter of intent to the Chair of the Peer Review Committee	August 1
Library faculty member submits prepared dossier to the Chair of the Peer Review Committee	September 1
Supervisor submits letter to Chair of Peer Review Committee	October 1
Peer Review Committee meets with candidate to discuss dossier if necessary	October–November
Peer Review Committee submits recommendation to Dean	January 5
Dean forwards recommendation to Provost	February 15

IX. APPEALS, GRIEVANCES, SUSPENSION, AND REMOVAL

Library faculty grievances may be brought before the University Grievance Committee, in accordance with the guidelines set forth in the Reynolda Campus Faculty Handbook.

Suspension and removal of library faculty in the event of an alleged serious violation of the law or immoral conduct shall conform to the policies set forth in the Reynolda Campus Faculty Handbook.

X. PEER REVIEW COMMITTEE

The Peer Review Committee will be responsible for evaluating both continuing appointment and promotion reviews.

10.1 PEER REVIEW COMMITTEE ELECTION AND RESPONSIBILITIES

The Peer Review Committee will consist of five regular or teaching library faculty elected by ballot by the members of the Librarians' Assembly. The Committee will evaluate applications for promotion and continuing appointment and will provide recommendations to the Dean. The Peer Review Committee will not be involved in the continuing appointment of visiting library faculty.

10.2 ELIGIBILITY TO SERVE ON THE PEER REVIEW COMMITTEE

In order to be eligible for membership on the Peer Review Committee, a library faculty member must hold a full-time appointment at the Z. Smith Reynolds Library at the rank of Associate Librarian or Associate Teaching Librarian, or higher. A library faculty member will not be eligible to serve on the Committee for two consecutive terms, unless there are no other eligible candidates available. Visiting library faculty will not be eligible to serve on the Peer Review Committee.

A library faculty member will be ineligible to serve on the Peer Review Committee during a particular term for any of the following reasons:

- They are still on their initial appointment at the beginning of the term.
- They are planning to apply for promotion during the term.
- They are scheduled for continuing appointment review during the term.

10.3 NOMINATION AND ELECTION PROCESS

Members of the Peer Review Committee will be elected by their library faculty peers for terms of two years.

One alternate member will be elected by their library faculty peers for a term of one year. The alternate member will attend Peer Review Committee meetings at the point of need.

An election shall be held no later than June 21 to select Peer Review Committee members for the upcoming term. In addition, one alternate member will be elected every year. All members of the Librarians' Assembly will be eligible to vote, including the nominees. Elections shall be decided by a majority vote of all participating members.

If cases of conflict of interest arise (such as the evaluation of a spouse. domestic partner, family member, or someone in the Committee member's direct line of supervision), affected Peer Review Committee members will recuse themselves from the specific case(s). The alternate member will handle the duties of a recused member or a member who is unable to complete their term.

10.4 PEER REVIEW COMMITTEE CHARGE AND RESPONSIBILITIES

At the beginning of each fiscal year, the Peer Review Committee will select a Chair who will coordinate meetings with the candidates, ensure that timelines are met, and communicate recommendations to the Dean.

The Dean's Office will be responsible for coordinating the ongoing activities of the promotion and continuing appointment processes.

The Peer Review Committee will be responsible for guiding the candidates for continuing appointment and promotion through the respective processes. The Committee will ensure that timelines are met and that appropriate assistance, including feedback to the candidate about the dossier prior to the appointment or promotion meeting, is given if requested. The Committee will work with the candidate to meet timelines and schedule meetings, and with the Dean's Office to coordinate ongoing activities.

The Peer Review Committee will be responsible for making sure that ongoing training in the peer review process is available to all library faculty.

For both continuing appointment and promotion recommendations, the Peer Review Committee will send the candidate's dossier to the Dean along with the Committee's summary recommendation and a justification for that recommendation. If the Dean desires, the Committee will meet with the Dean to discuss the recommendations.

XI. LEAVE FOR LIBRARY FACULTY MEMBERS

Because library faculty have twelve-month appointments, their leaves must be regulated to ensure fairness and adequate staffing levels.

11.1 LIBRARY FACULTY PAID TIME OFF AND FMLA LEAVE

Library Faculty paid-time-off policies are maintained by WFU Human Resources. This includes the number of days a faculty member qualifies for, based on length of employment; the annual carry over limit; payouts upon separation or retirement; and eligibility to use Family and Medical Leave Act (FMLA) for leave. Library Faculty leave policies are often, though not always, in line with Exempt Staff policies. Consult Human Resources policies and staff for up-to-date information.

11.2 RESEARCH AND PROFESSIONAL LEAVE

In order to support Librarianship, Scholarship & Professional Achievement, or Service, library faculty may apply for different types of leave.

11.2.1 PROFESSIONAL DEVELOPMENT LEAVE

Library faculty and staff are encouraged to participate in library related activities such as workshops, seminars, conferences, and association leadership. The library's budget includes funding to support professional development activities. The policy "Professional Development and Travel Guidelines" provides more details about approval processes and funding levels for Professional Development Leave.

11.2.2 SHORT-TERM LEAVE

In addition, library faculty may apply for short-term leave of at least two (2) days and up to two (2) weeks at a time, at full salary and benefits, for the purpose of enhancing Librarianship, Scholarship & Professional Achievement, or Service.

- Full-time regular library faculty at the Assistant, Associate, Librarian, and Senior Librarian levels are eligible, including during the initial appointment period.
- Full-time teaching library faculty at the Assistant, Associate, and Teaching Librarian levels are eligible, including during the initial appointment period.
- Visiting library faculty are not eligible.
- Requests require approval of immediate supervisor, Director, and Dean.
- In general, short-term leave would not include additional financial support from the Library.
- Upon returning from a short-term leave, the library faculty member will give a brief account of their experience in a blog post or other appropriate format.

11.3 OTHER LEAVES

Library faculty are eligible for military leave, absence due to death in the family, absence for legal proceedings, and any other leaves allowed by University policy.

XII. STATEMENT ON ACADEMIC FREEDOM

Library faculty members are faculty on the Reynolda Campus of Wake Forest University, and as such have guarantees of academic freedom under the Reynolda Campus Faculty Handbook. Subject to limitations specified

in the Handbook, librarians have freedom to research and publish results, to discuss relevant subjects during instruction, and to speak and write as a citizen.

As librarians, we affirm that our academic freedom extends but is not limited to the following:

- The right to manage the library collection, including the inclusion or non-inclusion of resources that might be considered controversial;
- The right to provide access to materials outside the library collection that might be controversial;
- The right to provide reference and research assistance in response to controversial questions;
- The right to join and participate in professional organizations regardless of policies promoted by those organizations;
- The right to full freedom in research and in the publication of the results, subject to the performance of other job duties; research for pecuniary return shall be based upon a written understanding with the University;
- The right to freedom in the classroom an in individual instruction, in discussing relevant subjects.

In conjunction with these rights, Library faculty members acknowledge their responsibilities to perform their duties to the best of their ability, with competence and integrity, in accordance with high ethical and professional standards.

In making public statements, faculty are admonished to be accurate, to exercise appropriate restraint, to respect the informed opinions of others, and to make every effort to indicate that they are not speaking on behalf of the Library or the University.

XIII. DOCUMENT REVIEW

This governing document may be amended or changed only by a two-thirds majority of all voting library faculty and the approval of the Provost. The Governance Committee shall be responsible for an annual review of the document. Changes will be submitted to the Assembly at least one week before the vote is to take place. Any library faculty member, including the Dean, may initiate an amendment or change to the document by submitting it to the Governance Committee. The Committee will then assist the requestor in the formulation of such amendments, communicate the suggested changes to all library faculty in writing, and conduct meetings to discuss relevant issues.

Elements of this document which are also specified under the Reynolda Campus Faculty Handbook cannot be so changed. The Faculty Handbook guidelines take precedence over any conflicting provisions contained in this document; however, the invalidity or unenforceability of one or more provisions shall not affect any other provision of this document. Such conflicts must be discussed and addressed in this document as soon as they are known.