

# Faculty Bylaws



Serving the University of Colorado Denver, Metropolitan State University of Denver, and  
the Community College of Denver

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## Foreword

These Bylaws are established by the Faculty of the Auraria Library, University of Colorado Denver, with the approval of the University Librarian/Director of the Auraria Library, Provost, and Chancellor, to define for the Library responsibilities, organization, and procedures for the exercise of its responsibilities. These Bylaws provide a system of governance for the Auraria Library consistent with the principle of faculty responsibility and consistent with the laws of the State of Colorado and the laws and policies of the Board of Regents of the University of Colorado, the University of Colorado System, and the University of Colorado Denver. These Bylaws are not intended to replace or supersede University policies or Regental law. In this document the term *University* means the University of Colorado Denver; the term *Director* means University Librarian/Director; the term *Library* means the Auraria Library.

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## Section 1: Library Faculty Organization

A. All Auraria Library faculty constitute the primary unit, as further defined below.

B. The Faculty

1. Faculty includes the following:

- Tenure-track/tenured faculty, who are faculty who hold an appointment of half-time or greater.
- Instructional, Research and Clinical (IRC) faculty, who are faculty who hold an appointment of half-time or greater.

2. Faculty titles follow the definitions as described in Regental Law (Article 5, Part C) and policies (Policy 5.C), system policy (APS 5060) and campus policy specific to CU Denver.

### 3. Voting Members of the Auraria Library Faculty

- All tenured, tenure-track, and IRC faculty employed half-time or greater are eligible to vote on general faculty policies and issues.
- Only IRC faculty are eligible to vote on policies and issues that pertain only to IRC faculty.
- Only tenured and tenure-track faculty are eligible to vote on policies and issues that pertain only to tenured and tenure-track faculty.
- Rostered faculty members who are appointed as Associate Directors may vote in faculty meetings.
- In accordance with Regent Policy 4.A. the Director shall be the principal academic and administrative officer of the Auraria Library and the presiding officer for faculty meetings therein. The Director is not however eligible to vote in faculty meetings or stand for election as faculty representative to college committees.

### C. Administration

Those individuals appointed by the Director as Associate Directors of the Auraria Library serve under the Director's authority and whose duties are at the discretion of the Director.

### D. Faculty Meetings

#### I. Introduction

Auraria Library Faculty shall:

- A. Participate in planning the future of Auraria Library in accordance with Regent Law Article V.
- B. Establish and define membership and functions of standing Auraria Library Faculty committees.
- C. When appropriate, act on reports and recommendations from committees and the Director.
- D. Provide a forum for discussion and the formulation and implementation of policies related to faculty governance.
- E. Shall follow *Robert's Rules of Order* for all meeting and election procedures, unless otherwise specified in the Bylaws.

## II. Elections

- A. The Chair of the Library Faculty, the Executive Secretary, and standing committee members are elected by direct vote of the Library faculty, except for certain members of standing committees who may be appointed by the Executive Council as permitted in these Bylaws.
- B. Special elections are called whenever required in order to fill vacancies on standing committees. Non-secret email ballot special elections may be authorized by the Executive Council as necessary, but total votes must equal or exceed quorum to be considered valid.
- C. Regular and special elections are conducted by secret ballot vote under the direction of the Executive Council, according to the specific rules and provisions of the Bylaws and *Robert's Rules of Order*. Elections will be conducted by nomination, with all eligible and willing faculty members participating. Positions not filled by nomination and regular election will be filled by lot as conducted by the Executive Council. Eligible faculty may be granted a one-year relief from service by the Executive Council for appropriate circumstances. Faculty granted temporary relief will be placed in the eligible category for the following year. The regular election for offices is held in March. Final results of elections will be announced before or at the following regular Library faculty meeting.
- D. Succession to the Chair of the Library Faculty and vacancies in the Offices of Chair Elect and Secretary. When the office of Chair or Secretary of the Library Faculty is vacated more than four months before completion of the full term, a special election by the Library faculty is held within thirty days to elect a new Chair or Secretary respectively. Otherwise a new Chair or Secretary is elected in the next regular election.
- E. Dates of Service. Newly elected Executive Council members and officers assume their duties on the first day of July, unless elected to an office which is vacant at the time of their election. In the latter instance, members assume their duties immediately upon announcement of the election results. Newly elected members of all standing committees, including the Faculty Personnel Committee, assume their duties on the first day of July. Newly elected CU Denver Faculty Assembly representatives assume their duties according to the schedule given in the CU Faculty Senate Constitution.

Faculty members who are specially elected to any bodies or offices assume their duties immediately upon announcement of the election results.

## III. Officers of the Auraria Library Faculty Meetings

- A. The Faculty Chair convenes and moderates meetings of the Library faculty and acts as principal voice of the faculty in all discussions with the Library faculty and administration, and with other groups or individuals. In the absence of the Chair, the Secretary of Library Faculty has the same authority and responsibilities. In the absence of both the Chair and Secretary, an appropriate temporary acting Chair may be appointed by the Library faculty.
- B. The Secretary of the Library Faculty keeps an accurate record of all decisions and recommendations of the Library faculty and reports them to the Library faculty. The Secretary also prepares agendas and keeps minutes for all general meetings of the Library faculty, ensuring that minutes of the previous meeting are available at or before each faculty meeting. This officer is also responsible for the archiving of Library faculty proceedings.

#### IV. Library Faculty Meetings

- A. Where not otherwise specified, proceedings are conducted according to *Robert's Rules of Order*. The Director, as chief administrative officer, presides at all faculty meetings. The Faculty Chair conducts the meeting business under the Director's presiding authority. Meetings are conducted in accordance with policies, procedures, and values outlined in the Bylaws. The Director may assign a faculty member to assist in matters of meeting procedure.
- B. Number and frequency of meetings. Faculty will typically meet monthly or at regular intervals as determined by the faculty and administration. A standing or ad hoc committee may also call a special meeting. Special meetings may also be called at any time deemed necessary by the Library faculty or Library Faculty Personnel Committee in order to vote on any initiative proposed by the Library faculty, Library administration, or University administration.
- C. Timelines and requirements for calling meetings. Meetings are scheduled at the beginning of the new elected term.
- D. Agendas. Agendas for meetings are created collegially by the Director and Faculty Chair. In the week prior to the meeting, a proposed agenda is circulated, and faculty members can request additions to the agenda. Faculty members shall receive notice no less than one full calendar week prior to a faculty meeting in which the agenda contains an action requiring a vote.
- E. Quorum requirements. A quorum shall be comprised of 50 percent plus 1 of the Voting faculty except those on sabbatical, established at the commencement of each meeting. If a quorum is present, a quorum shall be assumed to be present throughout the meeting, unless a point of order is made about a quorum.

- F. Method of voting. Majority votes determine most decisions in the Faculty meeting (see Section VII below for exceptions). We try to operate by consensus. While consensus is the ideal, on contested issues every effort should be made to move forward with solutions that accommodate different perspectives and needs while ensuring that the Library moves toward its mission, vision, values, and strategic plan. A private paper ballot must be used for voting if two or more voting members so request.
- G. Minutes and Reporting. The Secretary of the Library Faculty prepares the minutes of each faculty meeting and makes them accessible to the faculty within a week of the meeting. Approval of the minutes will be the first order of business at the next meeting.
- H. Electronic mail [email] may be used to distribute minutes, documents under consideration, meeting agendas and for special activities such as voting on referenda. Special software may be used to ensure anonymity of responses and faculty confidentiality.

#### V. The Executive Council

The Executive Council will serve as a tellers committee to handle elections of Library faculty to various committee positions and any other faculty-related issues that require a vote. Executive Council is comprised of the following members:

- Chair of Library Faculty
- Chair of Faculty Personnel Committee (FPC)
- Chair of Leadership and Service Committee (LSEC)
- Chair of Research Evaluation Committee (REC)
- Secretary of Library Faculty
- Secretary of Faculty Personnel Committee (FPC)
- Secretary of Leadership and Service Committee (LSEC)
- Secretary of Research Evaluation Committee (REC)

#### VI. Auraria Library Faculty Governance Standing Committees

- A. Standing committees exist as provided for in the Bylaws. Standing committee members shall be elected from among the Library faculty membership according to the rules and procedures given in the Bylaws. Some members of standing committees may be appointed by the Executive Council as provided for in the Bylaws. Standing committees carry out the functions pertinent to their respective charges and report monthly in Library faculty meetings. The work of the standing committees may be done in consultation with the Executive Council, with Library faculty members, and with other groups or individuals within or outside Auraria Library.
- B. Vacancies on committees, which occur between regular elections, may be filled through appointment by the Executive Council. However, at no time may

greater than half the membership of any of these committees consist of appointed members. Temporary appointments to standing committees may be made by the Executive Council as they arise.

The following standing committees exist as part of the library faculty organization:

#### [Faculty Personnel Committee \[FPC\]](#)

The Auraria Library Faculty Personnel Committee is a standing committee of the Auraria Library Faculty Assembly created to represent the needs and requests of the Library faculty regarding personnel matters such as reappointment and promotion; faculty awards; salary equity; grievances; and other faculty personnel matters. In addition, FPC serves as an advisory group to the Director on faculty personnel matters. FPC does not serve as the primary unit evaluation committee. FPC shall consist of three permanent faculty elected at large. Each member shall serve a two-year term beginning July 1 of each year. Terms shall be staggered so that at least one member is common to the committee over a two-year period. Members who resign, or for other reasons cannot serve their full terms, shall be replaced by the Committee through a majority vote with an otherwise eligible faculty member to serve the remainder of the term. The membership of the Committee shall elect a chair and a recording secretary during the first meeting in July of each year to serve for a one-year period.

#### [Leadership & Service Evaluation Committee \[LSEC\]](#)

This committee evaluates the leadership & service activities of all library faculty. Scores are awarded based on criteria set forth in the "Evaluation Criteria for Service and Scholarly/Creative Activities" document. This score for an individual faculty member may affect the overall annual salary increase of that Library faculty member. LSEC meets annually or as needed to evaluate faculty service requirements for annual faculty evaluations. The Leadership & Service Evaluation Committee performs the annual merit evaluations and assigns annual performance ratings for the service component. These scores are recorded on the Faculty Performance Rating and Annual Merit Evaluation form and then returned to each faculty member and their supervisor. LSEC shall recommend a faculty candidate for the annual library leadership & service award to be forwarded to the Faculty Personnel Committee (FPC) for consideration, and FPC will forward a recommendation to the Director.

#### [Research Evaluation Committee \[REC\]](#)

This committee consists of all faculty that have a research and creative activities component to their workload. This includes tenure-track, tenured, and clinical teaching track (CTT) Library faculty. REC is the committee that evaluates the research and creative activities of these faculty. Normally, the Committee meets at the beginning of each calendar year to evaluate the research and creative activities of these faculty for the previous year. In addition, the Research Evaluation Committee creates and updates



library policies that relate to tenure-track, tenured, and CTT library faculty, including the library tenure criteria and CTT criteria.

## VII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern this body in all cases where applicable and in which they are not inconsistent with these Bylaws and any special rules this body may adopt. The Chair or the Chair's designated appointee shall act as Parliamentarian.

## Section 2: Reappointment, Tenure, and Promotion

- See Appendix A for Tenure-Track and Tenured Faculty Reappointment, Promotion, and Post-Tenure Review Criteria
- See Appendix B for Clinical Teaching Track Appointment, Reappointment and Promotion Criteria
- See Appendix C for IRC Faculty Appointment and Reappointment

## Section 3: Annual Evaluations, Ratings, Salary Recommendations, and Research Misconduct

A. The Library Bylaws include no special policies related to annual evaluations, ratings, and salaries. Instead, the Library follows the System and campus policies listed below.

1. Campus Policy 1007: Compensation Principles for Tenure and Promotion
2. Campus Policy 1006: Faculty Compensation - CU Denver
3. System APS 5008: Faculty Performance Evaluation
4. System APS 1009: Multiple Means of Teaching Evaluation
5. System APS: 1006 Differentiated Annual Workloads for Faculty
6. Campus Policy 1028: Non-Tenure Track Faculty Performance Reviews
7. Campus Policy 1012: Differentiated Annual Workloads

B. Processes and Definitions for Annual Merit Evaluation and Annual Performance Ratings

1. Processes. Tenured and tenure-track librarians are evaluated annually on each of the three components of their work: librarianship, scholarly/creative work, and leadership & service. IRC librarians are evaluated separately on librarianship and leadership & service.

For both IRC, and tenured/tenure-track library faculty, the supervisor evaluates the librarianship component of each Library faculty member and recommends annual performance ratings to the Director who makes the final decision.

For tenured and tenure-track faculty members, the evaluation of research activities is completed by the Research Evaluation Committee according to these procedures established in May 2011:

For annual evaluations, each tenured/tenure-track librarian will submit to the REC Committee a completed Faculty Report of Professional Activities (FRPA) and a quantitative and qualitative prose self-evaluation of their research work for the previous year, and optionally, a copy of the research agenda or the "Scholarly Work Plan" portion of their Faculty Professional Plan. The schedule will adhere to the dates specified by the Auraria Library Faculty Calendar. REC members will draw lots and split into two groups. Over a period of two weeks, each group will meet to review half of the librarians' files. They will consider the documentation, ask clarification questions, and/or verify information and write an evaluative and descriptive statement of the librarian's scholarly work for the previous year and assign recommended scores for research based on a 0.0-5.0 scale as required on the rating sheets. Criteria for evaluations will be based on the parts of the current tenure criteria document that relate to scholarly/creative work. REC will convene to review the information gathered by the group and discuss any concerns or objections. Individuals will have the opportunity to rebut their evaluation and recommended score at a meeting in which all scores and rationales are presented and discussed. At the meeting, adjustments to recommended scores may be made and final recommended scores will be decided. Any matters left undecided after this meeting will be documented and forwarded to the Library Director with the recommended scores. The Library Director then reviews all scores and information forwarded by the group. The Library Director may adjust scores but must document and communicate to the REC committee why the adjustment(s) were made. The Library Director then submits scholarly/creative work scores for each tenured and tenure-track librarian to the appropriate supervisors.

Instruction, Research and Clinical Faculty performance evaluations will be governed by Campus Administrative Policy 1028.

2. Definitions. For the annual merit evaluations and the annual performance ratings, the following definitions apply:

**Outstanding.** Work at this level is exemplary, highly notable, and influential. Outstanding work generally involves innovations or original work that benefits the library and the field and typically receives positive, national or international attention.

**Exceeds expectations.** This level indicates work at a distinctly higher level than "meeting expectations" and indicates that the faculty member is enthusiastically making notable contributions to the library and the field of library / information science.

**Meeting expectations.** Meeting expectations is the minimum standard of acceptable professional performance. The determination of whether a faculty member is meeting

expectations depends on the specific job responsibilities of the faculty member and the nature of their work in librarianship, scholarly/creative work, and leadership and service. The specific requirements for “meeting expectations” are also likely to vary across service groups and teams within the library. Nonetheless, in order to receive a rating of “meeting expectations” or higher, the faculty member must demonstrate continued achievement in their area of expertise.

**Below expectations.** Work judged to be "below expectations" is at a level markedly or apparently below that of "meeting expectations" and indicates a lack of sufficient enthusiasm or commitment to the faculty member's work.

**Fails to meet expectations.** Fails to meet expectations in more than two of the significant/ essential position requirements and improvement is needed in most aspects of position.

#### C. Appeal of a below expectations rating on annual faculty merit evaluation

If a faculty member does not agree with a rating of “below expectations” or “fails to meet expectations” (from either the annual performance evaluation or a PTR), they can appeal the rating through established grievance procedures in the library. The faculty member must submit a written appeal within two weeks of the receipt of the “below expectations” results.

#### D. Research Misconduct

The Library faculty adhere to the System administrative policy statement Misconduct in Research, Scholarship, and Creative Activities (APS 1007) and follow guidelines and procedures specified by the campus-level Faculty Committee on Research Misconduct. Also see relevant material in the Code of Conduct (APS 2027).

### Section 4: Professional Plans

All faculty members will have a professional plan created in collaboration with their supervisor.

### Section 5: Differentiated Workload

The Library shall conform to Administrative Policy Statement 1006 and Campus Administrative Policy 1012 on differentiated workload agreements.

### Section 6: Sabbaticals

The granting of sabbaticals in the Library shall be governed by Regent Policy 5.C.2 (I) Tenured and Tenure-Track Faculty Appointments: A Sabbatical Assignment and Administrative Policy Statement 1024: Approval of Sabbatical Assignments.

## Section 7: Faculty Grievances and Appeals

Faculty grievances and appeals shall be governed by the Faculty Senate Grievance Process in the Laws of the Regents Article & Policy 5 & all other relevant Administrative Policy Statements. See also Campus Administrative Policy 1004 Reappointment, Tenure and Promotion Review for appeal and grievance procedures related to the denial of tenure. Tenure appeals must be submitted within ten days of a denial.

See Campus Administrative Policy 1006 Faculty Compensation for salary grievance procedures & other relevant CAPs as applicable.

See also the Library's Faculty Grievance Procedure.

## Section 8: Amending of the Bylaws

Amendments to, and revisions of, these Bylaws may be proposed by any Library faculty member. A copy of any proposed amendment or revision must be shared with every member of the Library faculty at least thirty days before any action can be taken by the Library faculty as a body. This requirement includes Library faculty members who may not be in residence at the University when an amendment or revisions is proposed. If the total vote is less than half of those eligible to vote thereon, the proposed changes may be resubmitted for a subsequent referendum held at least thirty days after the first vote.

## Appendices

### Appendix A: Tenure, Reappointment, and Promotion for Tenure-Track Library Faculty

#### A. Reference to Existing Policy Documents

These guidelines are intended to follow the policies set forth in the following documents:

- Standards, Processes and Procedures for Reappointment, Tenure, Promotion and Post-Tenure Review (APS number 1022)
- Reappointment, Tenure and Promotion Review (Campus Administrative Policy 1004)
- Auraria Library Tenure Criteria (General and Specific Criteria, including definitions of excellence and meritorious, for Evaluating Auraria Library Faculty for Promotion, Reappointment, and Tenure)

Also, candidates for tenure and promotion should follow the guidelines in [Strategies for Success](#), latest version.

#### B. Definitions

##### 1. Primary Unit and Primary Unit Committee

The primary unit for the library shall consist of the entire Library. Only faculty members holding tenure at the ranks of associate professor through professor shall vote on decisions regarding appointment, reappointment, tenure and promotion. The Library's Primary Unit Committee (PUC) shall consist of a minimum of three members, a majority of whom should be Library faculty, if possible, and at the associate professor or professor rank. In the event that there is not a sufficient number of tenured Library faculty to serve, tenured faculty from within University of Colorado Denver, University of Colorado system libraries, and other regional academic libraries are eligible to be invited to serve. The University Librarian/Director (referred to as *Director* below) shall appoint members of the committee, giving preference to librarians from within the University of Colorado System. The role of this committee is to evaluate the candidates, vote for or against recommending a candidate in comprehensive or tenure review, and to write a letter that recommends for or against re-appointment or tenure along with an explanation of the committee's decision, and a complete record of the votes, according to the guidelines established by the VCAC.

#### C. Library-Specific Procedures (Refer to the document Reappointment, Tenure and Promotion for complete guidelines.)

##### 1. Director's Office

The office of the Director sends candidates written notification of their review and the materials needed in the dossier, and this notification is normally sent in April of the year the dossier is due. Sufficient time must be given to the candidate so he or she can compile and submit the dossier. The notice must also inform the candidate that the dossier is due by the first Friday in September of the academic year of the tenure and promotion decision.

## 2. Contents of Dossier

For information about what to include in the dossier, refer to the current edition of *Strategies for Success*. Library-specific information is also included here:

- Librarianship statement. This section includes the applicant's statement addressing their philosophy of the practice of librarianship, materials that document accomplishments, and other evaluative data (such as peer reviews and student letters).
- Research statement. This section includes the applicant's statement describing the focus of the candidate's research, scholarly/creative work to date and anticipated future directions. It also includes summary information related to publications, performances, grants, and related research, scholarly and other creative activity, including evaluative data. All evaluation committees should ascertain the extent of the candidate's contribution when there are co-authors. For each refereed or peer-reviewed publication, it is the responsibility of the candidate to provide an indication of the peer review process and selectivity level. In the self-evaluation statement, the candidate may provide justification for the selection of journals or publication outlet.
- Leadership & Service. This section includes the applicant's statement and material related to leadership & service and includes all significant professional leadership & service to the university, city, state, region, nation, and to professional associations.

### A. Peer evaluation of practice of librarianship.

Optionally, a candidate may elect to follow a procedure for adding peer review of librarianship documentation to the dossier. Unlike teaching, it is difficult in some library positions for candidates to document their practice of librarianship. Candidates may elect to use peer-review of librarianship to aid in documenting their achievement in librarianship. This peer review follows this procedure:

1. The candidate selects 1-4 names of people who are very familiar with their work as a librarian and submits these names to the designated Library employee responsible for this process. The names will normally be those of colleagues (tenured, tenure-track, or IRC) in the library who have observed the candidate in their daily work. Additionally, the candidate may suggest names from other

libraries or agencies with whom they have worked. Candidates should select evaluators who:

- Have enough knowledge of their work to comment on it in some detail,
- Have an understanding and appreciation of the considerations included in a comprehensive, promotion, or tenure review,
- Have seniority to the candidate either in academic rank or in experience, and
- Do not have direct supervisory responsibilities for the candidate.

The designated Library employee then sends a letter to each person on the candidate's list requesting a letter of evaluation, sometimes called a "senior colleague" letter. As this process is not meant to be a blind review, the peer evaluators can either send their letter directly to the candidate or to the designated Library employee for insertion into the dossier.

#### Adding material during the process

If significant material or information is added to the dossier, the case must be reconsidered by all levels of review. Any reconsideration must be completed by the specified submission deadline to the Office of the Vice Chancellor for Academic and Student Affairs.

#### Revision of dossier

Revision of dossier material under the candidate's control after initial submission is not allowed.

### 2. Selection of External Reviewers

The Director selects all external reviewers. The external reviewers must not be the same as the peer evaluators of librarianship. The Library follows all procedures regarding external review and reviewers as outlined in the latest version of the document Reappointment, Tenure and Promotion (Section I).

### 3. Summary of Candidate Responsibilities

- Applicants for reappointment, tenure, or promotion are responsible for ensuring that the librarianship, scholarly/creative work, and leadership and service sections of their dossiers are complete, accurate, and properly organized, and that they present the strongest possible case. While the applicant may provide additional significant material about their entire career, the material should focus on activities since the date of the last appointment, reappointment, tenure, and/or promotion.
- A faculty member who declines or fails to submit a dossier for review at the scheduled time is deemed not to have applied for reappointment or tenure. In this situation, the faculty member's appointment terminates at the end of the

existing contract. There is no terminal year beyond the end of the existing contract.

#### 4. Summary of Reviewer Responsibilities

- A faculty member may speak to and vote only at one level on a case undergoing review and may not be present during discussion and vote on the case at any other levels of the process. For example, a faculty member serving on a review committee at any other level beyond the Primary Unit Committee, who votes on a case in their primary unit, may not be present during and must not contribute in any way to the discussion at higher levels of review, and must abstain from voting on the case when it is considered by any review committee beyond the Primary Unit Committee.
- If the faculty member does not participate in the Primary Unit Committee discussion and vote on the case, the faculty member may participate in the discussion and vote on the case at one subsequent level.
- All participants in evaluation committees are responsible for maintaining strict confidentiality regarding the content of committee deliberations and external reviewers' identities.

#### 5. Candidate's Prerogatives

A candidate for reappointment, promotion, and/or tenure shall be entitled to all of the appeal and grievance rights set forth in the laws and policies of the Regents, the University of Colorado System, and the University of Colorado Denver.

### Procedures for Post-Tenure Review

The Library follows campus and system policies on post-tenure review:

- Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post Tenure Review (APS number 1022)
- Post Tenure Review Campus Policy and Procedures (University of Colorado Denver Campus Administrative Policy 1050)

Post tenure review (PTR) of Auraria Library Faculty will occur at least every five years following awarding of tenure and/or promotion. The Library's Faculty Personnel Committee (FPC) will notify faculty of their PTR. Dates for submission of materials and other actions can be found on the FPC calendar.

#### A. General

The primary unit evaluation will be conducted by the Primary Unit Committee, which is appointed by the Director and which consists of three tenured Auraria Library Faculty. In the event that there is not a sufficient number of tenured Library faculty to serve, tenured faculty from within University of Colorado Denver, University of Colorado



system libraries, and other regional academic libraries are eligible to be invited to serve for one-year, renewable terms. Each faculty member shall be informed orally and in writing of the results of PTR by the Director. The Committee will evaluate faculty performance in the same areas of professional competence and achievement used in tenure and promotion reviews and annual merit evaluations.

#### B. Review Process

Tenured faculty shall undergo post-tenure review as set forth in APS number 1022 and the Post-Tenure Review Campus Policy and Procedures. The Primary Unit Committee provides an evaluation of the faculty member's performance as either outstanding, exceeding expectations, meeting expectations, below expectations, or fails to meet expectations in each of the areas of librarianship, scholarly/creative work, and leadership and service. The report must comply with the Post-Tenure Review Campus Policy and Procedures.

Faculty who receive a "below expectations" or "fails to meet expectations" rating as a result of post-tenure review must participate in developing and implementing a Performance Improvement Agreement (PIA) that is designed to improve performance. The agreement will be developed with the Director and the faculty member's supervisor (see APS 1022 and APS 5008.).

## Appendix B: Auraria Library Clinical Teaching Track Appointment, Reappointment and Promotion Criteria

### Preamble

The following guidelines are intended to facilitate the appointment, reappointment and promotion of Clinical Teaching Track (CTT) faculty at the Auraria Library (AL). They are issued pursuant to the following principles:

1. That the Laws and Policies of the Regents (Article 5) of the University of Colorado allow for such faculty categories.
2. That University of Colorado Regent Laws and Policies, Administrative Policy Statements and campus policies on the matter contain specific provisions regarding Instructional, Research and Clinical (IRC) or Non-Tenure Track (NTT) faculty classifications, appointments and promotions. This document is intended to supplement and provide administrative guidance to those provisions.
3. The Provost, as the Chief Academic Officer of the university, is responsible for leading, managing and administering all academic programs at the university.
4. That appointment, reappointment and promotion decisions are among the most important processes that shape and define the work of all faculty. The criteria outlined below form the basis for appointment, reappointment and promotion reviews for IRC faculty within the Auraria Library. As the relevant committees review candidates for appointment, reappointment and/or promotion, they will consider the criteria contained herein and use collegial and professional judgment in arriving at evaluations of prior work and estimates of potential contributions.
5. The review process for appointment, reappointment and promotion is designed to align the work of the faculty with the mission of the University and AL and to promote and ensure excellence as a standard for that work. The purpose of this document is to articulate the criteria for AL to guide clinical teaching faculty in terms of their own career advancement and as the basis for the review of their peers. The goal is to provide clear criteria, and examples of ways that individual faculty can document evidence in the form of activities, outcomes, and products that address the criteria.
6. Reflected in the AL criteria for clinical teaching faculty promotion is our commitment to provide exemplary leadership in the development of programs, pedagogies, services, and resources; the continued development of librarians; work in the service of the profession; and scholarship in all of these domains. These criteria for clinical teaching faculty promotion reflect our commitment to the ongoing professional development of library faculty and recognition of their scholarship.
7. While these AL criteria and rubrics include the traditional dossier categories of librarianship, scholarly/creative work, and leadership and service, the faculty in an academic library like ours often work at the intersections of these areas. These

intersections are critical given our mission to foster intellectual growth, academic success, and lifelong learning.

8. Overall, it is the responsibility of each candidate to provide the context for their work in a clear narrative and presentation of data. This documentation is critical to the process so that each reviewer at every level will understand the candidate's work and provide a thorough and fair evaluation.

See the AL "Appointment and Promotion Procedures" document for more information about processes.

#### A. Definitions

1. The word "teaching," herein, shall be understood to refer to the practice of librarianship. In keeping with the multifaceted nature of their discipline, Auraria Library faculty engage in a broad spectrum of activities. Library faculty are specialists in providing access to credible/scholarly information. This can involve selection, management, and evaluation of knowledge resources, learning collections, and discovery systems, bibliographic control and information organization, instruction, research and consultation services, and administrative leadership and project planning. The practice of librarianship takes place in a variety of settings.

2. Faculty in CTT hold positions through which they contribute to advancing teaching and service at the University of Colorado Denver (CU Denver) Auraria Library. They may hold faculty ranks, Assistant Professor, Clinical Teaching Track; Associate Professor, Clinical Teaching Track; or Professor, Clinical Teaching Track.

3. Faculty on the clinical teaching track engage in teaching, leadership and service and scholarship/creative work with a negotiable assignment of 80-90% teaching, 0-10% service, and 10% scholarship/creative work. Any changes in the initial time/effort distribution beyond these parameters, as described in the letter of offer, require approval by the Director and the Provost.

4. Primary teaching responsibilities for faculty on this track are focused on collaboratively building and/or maintaining programs within the AL that provide quality service regarding local, state, and national needs in alignment with the mission and strategic plan of the Library. Service responsibilities include those in accordance with the Library's leadership and service evaluation criteria. Scholarship/creative work responsibilities align with the clinical teaching faculty role within the Library.

5. Faculty members in the clinical teaching track participate in the faculty governance process as defined by AL and CU Faculty Senate, receive University faculty benefits in accord with their rank, and undergo annual merit reviews of their performance. They are not eligible for tenure and serve at-will in accordance with Colorado law.

#### B. Faculty Titles and Ranks in the Track

### **Assistant Professor, Clinical Teaching Track**

*CU System definition:* Assistant Professors in the clinical teaching track are expected to have the terminal degree and have some successful teaching experience. They are expected to teach and/or provide clinical care.

*Auraria Library's definition:* Assistant Professors, clinical teaching track hold a master's degree from an ALA-Accredited library school or program, the terminal degree for librarianship, and have deep experience in the area in which they will focus their practice of librarianship. There must be evidence of successful experience in librarianship at the baccalaureate level as well as potential for service and scholarship/creative work that supports AL.

### **Associate Professor, Clinical Teaching Track**

*CU System definition:* Associate Professors in the clinical teaching track must have the terminal degree, be well qualified to teach and/or provide clinical care with considerable demonstrated evidence of successful teaching and demonstrated leadership and service.

*Auraria Library's definition:* In addition to the qualifications of an Assistant Professor, clinical teaching track, an Associate Professor, clinical teaching track is expected to have had substantial relevant and successful professional experience in librarianship. In addition, they must demonstrate the potential to meet the service and scholarship/creative work criteria for Associate Professor, clinical teaching track in AL.

### **Professor, Clinical Teaching Track**

*CU System definition:* Professors in the clinical teaching track must have the terminal degree, outstanding accomplishments in teaching, and/or provide clinical care, a record of leadership in the school, and a meritorious leadership and service record.

*Auraria Library's definition:* In addition to the qualifications of an Associate Professor, clinical teaching track, a Professor, clinical teaching track, is expected to have a record of excellence in librarianship and in service, including evidence of leadership and service, and meet the scholarship/creative work criteria for professor, clinical teaching track in AL.

### **C. Criteria for Appointment and Promotion**

As part of the general faculty, library faculty members' achievement will be evaluated annually by their supervisor. Library faculty members may also demonstrate excellence in job duties through the receipt of honors and awards from the library, university, or a professional organization.

Eligible faculty will provide application materials that demonstrate meeting the qualifications for Assistant Professor, Clinical Teaching Track. Senior Instructors or Instructors with the requisite years of 1 FTE relevant experience may apply to be promoted directly to Associate Professor, CTT or Professor, CTT. To be successfully promoted faculty must meet the appointment and promotion criteria for the desired rank.

Application materials include:

- Brief cover letter from applicant, including the rank desired with an explanation (no more than one paragraph)
- Completed AL Research Statement Template (Appendix B)
- Current CV
- Dossier completed in accordance with Dossier Checklist (Appendix C)

All evaluation for promotion and appointment will be in accordance with University-wide criteria in three broad areas:

### 1. Teaching (Librarianship):

Librarianship responsibilities are regarded as primary responsibilities of all library faculty. Broadly defined, librarianship involves activities related to information access. Specialists with a variety of skills and experience collectively contribute to the goals of the library. These skills, proficiencies and responsibilities in support of the University's mission may include, but are not limited to:

- dedication to meeting the information needs of and saving the time of library users;
- selection, growth, and management of the library's collection;
- expertise in the application or design of technologies for information access and delivery;
- systematic organization of library materials through the use of metadata;
- effective administration of library personnel, services, spaces, and resources;
- collaboration with other members of the University community in support of the University's educational, research and institutional goals;
- effective teaching at the undergraduate and graduate level, including curriculum development and assessment of learning;
- provision of timely and competent research help to the campus community;

### 2. Scholarly/Creative Work:

These activities are outlined in the AL Scholarly/Creative Work Template (Appendix B)

### 3. Leadership and Service:

Performance of service may relate to the library, university, community and the profession, and includes:

- service on library or University committees;
- active membership in professional associations;
- planning or organizing meetings or events that benefit the profession;
- receipt of honors or awards from library, university, professional organizations, or community groups;
- promotion of diversity, equity, and inclusion.

Appointment or Promotion to Associate Professor, CTT:

Mandatory Criteria encompassing librarianship, scholarly activity, leadership, and service:

1. Superior performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Section C: Criteria for Promotion, under category 1: Librarianship) and written recommendations of professional colleagues or library users. This should include a demonstrated mastery of a complex field of specialization, such as acquisitions, audiovisuals, cataloging, database services, information education, information literacy, information storage and retrieval, management, reference services, resource development and sharing, and serials.
2. Fulfillment of required years of experience as outlined in the Auraria Library Clinical Teaching Track Appointment and Promotion Procedures document.
3. Significant contributions to the study of librarianship, informatics or other related disciplines through publications, successful grants, funded research, conference papers, or other creative work. (Refer to Appendix A: Appointment and Promotion Criteria for Scholarly/Creative Work.)

Address at least one of the following criteria:

- Superior supervisory ability or contribution to human resource management as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.
- Evidence of continuing education directly related to primary job responsibilities that is demonstrated by documented efforts to support users of the AL.
- Significant contributions to professional organizations at the state, regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.
- Substantial contribution to the University through service on library committees, campus committees or significant participation in other campus-wide activities.

Appointment or Promotion to Professor, CTT:

Mandatory Criteria encompassing librarianship, scholarly activity, leadership, and service:

1. Excellent performance of professional responsibilities during the time-in-rank as judged by appropriate documents, including supervisory evaluation of achievement in relation to primary duties (as described in Section C: Criteria for Promotion, under category 1: Librarianship) and written recommendations of professional colleagues or library users. This should include a demonstrated mastery of a complex field of specialization, such as acquisitions, audiovisuals, cataloging, database services, information education, information literacy, information storage and retrieval, management, reference services, resource development and sharing, and serials.
2. Fulfillment of required years of experience as outlined in the Auraria Library Clinical Teaching Track Appointment and Promotion Procedures document.
3. Highly Significant contributions to the study of librarianship, informatics or other related disciplines through a consistent, substantive record of publications, successful grants, funded research, conference papers, or other creative work. (Refer to the Appointment and Promotion Criteria for Scholarship/creative work beginning on page 7.)

Address at least one of the following criteria:

- Superior performance in administration of a complex unit within the library or in overall administration as indicated by revamping a department, successfully resolving major personnel or other operational difficulties, or improving library-wide staff effectiveness.
- National professional recognition or honors.
- Significant contributions to professional organizations at the regional or national level as indicated by holding an office, chairing committees, teaching workshops, etc.
- Substantial and recognized contribution to the University through service on library committees, campus committees or significant participation in other campus/system-wide activities.
- Substantial and successful university teaching experience along with some record of activities such as student advising/mentoring, teaching or co-teaching and design of classes and curriculum, serving on student's thesis or dissertation committee, record of positive teaching evaluations from students/peers, etc.

#### Appeal Procedure

Instructional, Research, and Clinical faculty denied reappointment or promotion may appeal the decision according to the procedures stated in Campus Policy 1019.

## Appendix C. IRC Faculty Appointment and Reappointment

The Auraria Library follows the standards and procedures for IRC faculty search committees, appointment and reappointment as described in Administrative Policy Statements (APS) and Campus Administrative Policy (CAP) as applicable. Relevant policies include:

- APS 5002 Faculty Appointment Process
- APS 5060 Faculty Appointments
- CAP 1002 Hiring Process for Full-Time Faculty
- CAP 1019 Instructional, Research & Clinical Faculty Appointments
- CAP 1026 Evaluating Qualifications of Instructional Faculty
- CAP 1029 Standards for Notice of Non-Renewal for Faculty Other Than Those with Tenured or at-will Appointments