Auraria Library Bylaws

Serving the University of Colorado Denver, Metropolitan State University of Denver &
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.

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Section 1: LIBRARY ORGANIZATION

As used in this Handbook, the following definitions shall apply, unless otherwise specified.

A. The Auraria Library includes its faculty, administration, and service groups, as further defined below.

B. The Faculty

1. Faculty includes the following:
   - Tenure-track/tenured faculty, who are faculty who hold one of the following titles: Assistant Professor, Associate Professor, or Professor who hold an appointment of half-time or greater
   - Non-tenure track faculty, who are faculty who hold one of the following titles: Instructor or Senior Instructor who hold an appointment of half-time or greater

2. Faculty titles include Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor. The Library follows the definitions for these titles as found in Regental policy.
3. Voting Members of the Auraria Library Faculty

- All tenured, tenure-track and non-tenured faculty employed half-time or greater are eligible to vote on general faculty policies and issues.
- Only non-tenure-track faculty are eligible to vote on policies and issues that pertain only to non-tenure-track faculty.
- Only tenured and tenure-track faculty are eligible to vote on tenure track faculty policies and issues.
- The Associate Directors are eligible to vote in faculty meetings. The University Librarian/Director is not eligible to vote in the faculty meetings.

C. Administration


1. The Administration is comprised of the following: the University Librarian/Director and Associate Director(s).

2. University Librarian/Director

Appointment of the University Librarian/Director is by the CU Denver Chancellor.

Functions: The University Librarian/Director shall administer the Library’s affairs in accordance with the policies of the Library, the University of Colorado Denver, the University of Colorado System, and the Regents of the University of Colorado. The University Librarian/Director will be responsible for preparing and administering the Library budget and will represent the Library to the outside community and serve as a liaison with the rest of the University and also to Metropolitan State University of Denver and the Community College of Denver.

3. Associate Directors

Each Associate Director shall be appointed by the University Librarian/Director, in consultation with the half-time or greater faculty, with final approval by the UC Denver Chancellor.

Functions: Each Associate Director shall serve as the head of at least one of the Service Groups. Associate Directors will report to the University Librarian/Director and assist, advise, and support the University Librarian/Director in the leadership of the Library organization, including supervising of faculty and staff. Associate Directors act as first point of contact in addressing issues related to his or her respective service group(s). The specific duties of each Associate Director shall be specified in the appointment letters from the University Librarian/Director and are to be in conformity with the general practices of the University.
4. Service Groups

The Library is functionally organized into service groups: Administrative Services; Technical Services; Education, Research, and Access Services; and Library Information Technology. The function of the service groups is to carry out the day-to-day work of the Library in support of the Library's mission and strategic plan. Service groups are analogous to departments or divisions commonly established in academic libraries. In the Auraria Library, service groups are established and defined by the University Librarian/Director. Service groups may be created and/or consolidated by the University Librarian/Director, who retains authority for the final decision, in consultation with the Shared Leadership Team.

5. Shared Leadership Team

The Shared Leadership Team assists the University Librarian/Director and Associate Directors in clarifying the strategic directions and coordinating the day-to-day operations of the Library. The Shared Leadership Team recommends policies, procedures, and guidelines. The duties of the Shared Leadership Team include:

- Provide a forum for the discussion of issues relating to the management and improvement of the Library, thereby providing a link between the University Librarian/Director and the service groups, faculty, exempt professionals, and classified staff of the Library.

- Offer advice on alignment of library budget with strategic plan priorities and organizational values.

- Inform and advise the University Librarian/Director and Associate Directors on matters of library-wide and/or campus-wide importance. Make recommendations to the University Librarian/Director on policies and procedures relating to the operation and management of the Library.

- Discuss, evaluate and develop policies, procedures, and guidelines for budgetary matters, personnel issues, and organizational priorities to ensure continuity, communication and coordination throughout the Library’s programs, services, and initiatives.

- Review matters relating to strategic planning for the Library, including regularly collecting evidence and analyzing progress relevant to program review and university accreditation.

- Develop, review, and recommend strategic and operational planning documents for the Library.
• Receive and review standing library committee reports (i.e., non-faculty-governance committees) to encourage cross-committee coordination aligned with library strategic plan.

• Review the annual Library budget, including quarterly review of potential reallocations, given changing strategic organizational priorities and year-to-date expenditures.

Shared Leadership Team members are selected by their Service Groups for varying periods of appointment. The University Librarian/Director presides over the team’s meetings. In consultation with Associate Directors, the Director sets the agendas. Agenda items are also solicited from members on the intranet. All members share an equal vote. Matters that affect library faculty governance should be referred to the appropriate Library faculty committee.

6. Faculty Meetings

I. Introduction

Auraria Library Faculty shall:

A. Participate in planning the future of Auraria Library through intentional dialogue and reflection pursuant to organizational outcome improvements.

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 University Librarian/Director.

D. Provide a forum for discussion and the formulation and implementation of policies related to faculty governance.

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 the bylaws.

B. Special elections are called whenever required in order to fill vacancies on standing committees, or to fill the two Auraria Library seats on CU Denver Faculty Assembly. Special elections may be called and conducted via email.

C. All 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. 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...
Eligible faculty may be granted a one-year relief from service by the Executive Council for a medical disability, previous personal or professional commitments, or other reasons as applicable. 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 Executive 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 May, 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 May. 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.

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 through the Intranet. In the absence of the Chair, the Secretary of Library Faculty has the same authority and responsibilities. Responsibilities may be delegated as needed.

IV. Library Faculty Meetings

A. 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. Where not otherwise specified, proceedings are conducted according to Robert’s Rules.
of Order. 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 or University administration.

C. Timelines and requirements for calling meetings. Meetings are scheduled at the beginning of the Academic Year, and a schedule is published to the faculty. Special meetings may be called by the Director or by any faculty member submitting a request to the Faculty Chair.

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 48 hours prior to a faculty meeting of any proposed action regarding changes to these Bylaws or policies and procedures for faculty evaluation.

E. Quorum requirements. A quorum shall be comprised of 50 per cent 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 VIII 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 provides a copy to every member of the faculty within a week. 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
VI. 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 FPC is a standing committee of the Auraria Library Faculty created to respond to the needs and requests of the Library faculty regarding all personnel matters such as reappointment, tenure, selection of new faculty, awards, grievances and other personnel matters relating to faculty. FPC serves as an advisory group to the Library Director on personnel matters.

FPC shall consist of three permanent faculty elected at large. Each member shall serve a two-year term beginning May 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 collegially by the Committee 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 September of each year to serve for a one-year period. In addition, the Associate Director of Administrative Services shall serve as an ex-officio member of the committee, and act as the liaison with Library Administration.

**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 his or her 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]**

The REC Committee consists of all tenured and tenure-track Library faculty and evaluates the research of all tenure-track and tenured library faculty. Normally, the Committee meets at the beginning of each calendar year to evaluate the research and service of the tenure-track and tenured library faculty for the previous year. In addition, the REC Committee creates and updates library policies that relate to tenure-track and tenured library faculty, including the library tenure 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.

VIII. Amendment of these 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 emailed or delivered to 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.

**SECTION 2: 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 two documents:

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

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 (UL)/Director 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. University Librarian/Director’s Office

The office of the University Librarian/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 his/her 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/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:

The candidate selects 1-4 names of people who are very familiar with his or her work as a librarian and submits these names to the Library’s Associate Director of Administrative Services. The names will normally be those of colleagues (tenured, tenure-track, or non-tenure track) in the library who have observed the candidate in his or her 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 Associate Director of Administrative Services 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 Associate Director of Administrative Services for insertion into the dossier.

B. 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.

C. Revision of dossier

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

3. Selection of External Reviewers

The University Librarian / 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).

4. Summary of Candidate Responsibilities

• Applicants for reappointment, tenure, or promotion are responsible for ensuring that the librarianship, research, 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 his or her 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.

5. 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 his/her 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.

6. Candidate’s Prerogatives

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

SECTION 3: PROCEDURES FOR POST-TENURE REVIEW

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

Post Tenure Review (APS number 1022)

Post-Tenure Review Campus Policy and Procedures (University of Colorado Denver Campus Administrative Policy)

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 University Librarian. 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. Regular Review

Tenured faculty shall undergo regular post-tenure review as set forth in APS number 1022 and the Post-Tenure Review Campus Policy and Procedures. The Primary Unit Committee writes a brief report stating whether the candidate is meeting expectations or not as these terms are defined below (see pp. 16-17), making sure the report complies with the Post-Tenure Review Campus Policy and Procedures.

C. Triggered Review

Tenured faculty may undergo triggered review as set forth in (APS Number 1022)

D. Performance Improvement Agreement

Faculty who receive a “below expectations” rating on the annual performance rating or as a result of regular 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 University Librarian and the faculty member's supervisor (see APS Number 1022 section C.).

E. Extensive Review

Faculty who have received two "below expectations" or “failing to meet expectations" ratings within the previous five years or whose Performance Improvement Agreement (PIA) did not result in an evaluation of "meeting expectations" or better will undergo Extensive Review by the primary unit as set forth in APS Number 1022. The faculty member undergoing extensive review shall work with The Library Director in creating a Development Plan pursuant to APS NUMBER 1022.

SECTION 4: ANNUAL EVALUATIONS, RATINGS, AND SALARY RECOMMENDATIONS, AND RESEARCH MISCONDUCT

A. The Library bylaws include no special policies related to annual evaluations, ratings, and salaries. Instead, the Library follows System policy available through the links below.

1. Campus Policy Statement: Compensation Principles for Tenure and Promotion

2. System APS 5008: Performance Ratings for Faculty

3. System APS 1009: Multiple Means of Teaching Evaluation

4. System APS 1011: The Professional Plan for Faculty

5. System APS: 1006 Differentiated Annual Workloads for Faculty

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, research, and leadership & service. Non-tenure track librarians are evaluated separately on librarianship and leadership & service.

For both non-tenure track, 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 are 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 his/her research work for the previous year, and optionally, a copy of the research agenda or the "Scholarly Work Plan portion of his/her 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 research. 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 research scores for each tenured and tenure-track librarian to the appropriate supervisors.

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 his or her work in librarianship, research, 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 his or her 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), he/she can appeal the rating through established grievance procedures in 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.

SECTION 5: SABBATICALS

The granting of sabbaticals in the Library shall be governed by Regent Policy 5, Faculty: 5A, Approval of Sabbatical Assignments.

SECTION 6: FACULTY GRIEVANCES

Faculty grievances shall be governed by the Faculty Senate Grievance Process.

See also Section N of the Campus Administrative Policy on Reappointment, Tenure, and Promotion for instructions on grieving denial of tenure. Tenure grievances must be submitted within ten days of a denial.

See also the Library's Faculty Grievance Procedure.