



FACULTY AFFAIRS AND RECORDS

Official Department Standards for Contract Library Faculty for the Pollak Library

Approved by Dr. Carolyn Thomas, Provost and Vice President for Academic Affairs, on 12/15/2021 for implementation in the Spring 2022 semester

[Verified and posted online at www.fullerton.edu/far/dsl/libr2022contract.pdf](http://www.fullerton.edu/far/dsl/libr2022contract.pdf)

According to Article 15.3 of the Collective Bargaining Agreement: Evaluation criteria and procedures shall be made available to the faculty unit employee no later than 14 days after the first day of instruction of the academic term. Evaluation criteria and procedures shall be made available to the evaluation committee and the academic administrators prior to the commencement of the evaluation process. Once the evaluation process has begun, there shall be no changes in criteria and procedures used to evaluate the faculty unit employee during the evaluation process.

CALIFORNIA STATE UNIVERSITY, FULLERTON POLLAK LIBRARY DEPARTMENT

Department Standards for Contract Library Faculty

I. Overview

This document establishes guidelines and procedures that govern the evaluation of the librarian's performance to facilitate decisions regarding reappointment, and range elevation of full and part-time temporary (henceforth known as contract) library faculty. The standards conform to policies outlined in the University Policy Statement 210.070 (**UPS 210.070**) and the current CSU-CFA Collective Bargaining Agreement (CBA).

Evaluators must use these guidelines to make judgments about the level and quality of performance of each contract library faculty member. Contract library faculty shall be evaluated according to their Performance as Librarian, as described in their Assignment of Responsibilities (AOR). Evaluators may also take Scholarly/Creative Activities and Library, University, Professional, and Community Service into consideration, especially as these contributions may relate to the AOR or serve to benefit the library faculty member's performance and impact as a librarian.

The Department believes that the best way to maintain a superior Library is to support and assist contract library faculty in becoming effective, experienced, and excellent librarians. The review process provides an opportunity for the recognition of areas of strength and achievement of a contract library faculty member as well as suggestions for potential improvement. When suggested areas for professional growth have been identified in prior evaluation(s), the contract library faculty member shall include in the narrative specific plans to achieve growth in these areas, if applicable. Both processes will benefit the librarian, the Library, and the University at large. In evaluating the Working Personnel Action File, (WPAF) and its supporting documentation, reviewers shall consider quality of accomplishments over quantity.

II. Types of Review

In order to be recommended for reappointment or range elevation in the Library, contract library faculty shall be required to document their performance as a librarian, and may, if they so choose, include any relevant service, and/or scholarly and creative activities, by providing a WPAF and supporting evidence.

A. Periodic Evaluations

1. *Annual Evaluations*

Contract library faculty may be appointed to one-semester, one-year, or multi-year appointments. Newly-hired contract library faculty shall be evaluated during the second, one-semester appointment, consecutive or not. Contract library faculty in one or two-year appointments shall undergo evaluation annually.

If the contract library faculty member is undergoing a first evaluation, the period of review is the time period between the date of initial appointment to the current file due date.

The period of review for all other annual periodic evaluations (beyond the first) is the time period between the start of the semester in which the last review file was submitted to the current file due date.

Full-time contract library faculty undergoing annual periodic evaluation shall be evaluated by the appropriate Department Peer Review Committee, the Department Chair* and the Dean.

Part-time contract library faculty undergoing annual periodic evaluation shall be evaluated by at least two levels of review, which must include the appropriate Department Peer Review Committee and the Department Chair.* Annual evaluations resulting in a rating less than "Satisfactory" by the Department Peer Review Committee or Department Chair shall be forwarded to the Dean.

2. *Six-Year Comprehensive Evaluations*

Contract library faculty who are in their sixth consecutive year of service undergo a comprehensive evaluation in that year to determine eligibility for an initial three-year appointment.

The period of review for the sixth-year evaluation is the time period between the start of the first qualifying appointment to the file due date. This evaluation shall involve a cumulative review of the librarian's performance for the entire six years of service.

All contract library faculty undergoing a six-year comprehensive evaluation shall be evaluated by the appropriate Department Peer Review Committee, the Department Chair* and the Dean.

*Department chairs who are untenured cannot participate in the evaluation process, see UPS 210.070, VII, B, p. 12.

A contract library faculty member may be offered a three-year temporary appointment following a comprehensive six-year evaluation, where there is a determination by the appropriate administrator that a contract library faculty member has performed the duties of their position in a satisfactory manner, and absent documented serious conduct problems.

3. *Three-Year Periodic Evaluations*

After receiving an initial three-year appointment, the contract library faculty member will undergo a three-year periodic evaluation in the third year of that appointment.

The period of review for three-year periodic evaluations is the beginning of the three-year appointment period to the file due date.

All contract library faculty undergoing a three-year periodic evaluation shall be evaluated by the appropriate Department Peer Review Committee, the Department Chair, and the Dean.

A contract library faculty member shall be offered a three-year temporary appointment following a three-year periodic evaluation, where there is a determination by the appropriate administrator that a contract library faculty member has performed the duties of their position in a satisfactory manner, and absent documented serious conduct problems.

Any contract library faculty member may be evaluated more frequently at their request or at the request of the Department Chair or an appropriate administrator. Part-time contract library faculty may be reviewed by the Dean at the Dean's discretion.

B. Range Elevation Evaluation (Optional)

Range Elevation is the mechanism by which contract library faculty move from one pay range to the next warranting at least a 5% salary increase. In a *range elevation evaluation*, the contract library faculty member's performance while in the current range is evaluated in order to determine whether a range elevation is warranted. During this process, the contract library faculty member's performance is evaluated, and, in addition, reviewers shall, at all levels of review prior to the final one, provide a recommendation concerning range elevation. The rationale for the recommendation shall be incorporated into the evaluation itself.

This type of evaluation is only carried out when the contract library faculty member is eligible and requests a range elevation. The Range Elevation Evaluation is separate from, and does not replace, any other required evaluations.

1. Period of Review

Evaluations for range elevation consideration shall involve a review of the contract library faculty member's performance in the current range. A contract library faculty member under review will normally document in their C.V. all accomplishments over the entire period in the current range.

The period of review for range evaluation consideration shall be defined as the time period between the start of the academic year five years prior to the current academic year and the date on which the file is submitted. The contract library faculty member will be expected to highlight the most recent five years when preparing the WPAF for review.

Applications for range elevation shall be accompanied by the WPAF that includes evidence of effective performance as well as evidence of currency in the field, consistent with the contract library faculty member's AOR. It is also expected that a contract library faculty member will have *developed* as a professional during the time in a given range. Therefore, evidence of this development during the period in range should also be provided for range elevation consideration.

2. Exceptions to the Normal Period of Review

In order to show how they have adapted to change and grown in their performance, a contract library faculty member may need to include important context that may go beyond the last 5 years. If a contract library faculty member wishes to include in the WPAF evidence of performance outside this five-year period, they shall limit such additional material to material that is (a) relevant to performance while in the current range and/or (b) provides evidence of performance or accomplishments that cannot otherwise be documented within the most recent five-year period.

3. Range Elevation Evaluation Process

Annually, at least sixty days before the file due date, the Faculty Affairs and Records office shall publish a list of, and notify, all contract library faculty eligible for range elevation. In addition, the Faculty Affairs and Records office shall notify all contract library faculty that the period for range elevation consideration is open and inform them whom to contact if they are unsure of their eligibility.

Those contract library faculty members who wish to be considered for range elevation shall submit the WPAF to the Department Chair by the published due date. On that date, the file shall be considered closed for the purpose of the evaluation. The Provost and Vice President for Academic Affairs may extend this deadline under extraordinary circumstances.

Contract library faculty under consideration for range elevation shall be evaluated by the appropriate Departmental Peer Review Committee, the Department Chair*, and the Dean. The Provost shall make the final determination on range elevation.

At all levels of review in the evaluation process, reviewers are responsible for evaluating the contract library faculty member's performance of assigned duties based on the materials presented in the WPAF and other relevant information and documentation outlined in Section VI of this document and for making a recommendation regarding range elevation in light of the specific criteria outlined in this document.

An evaluation of "Satisfactory" or better shall be required for a positive recommendation for range elevation. The accompanied salary increase would be effective at the beginning of the academic year following the range elevation review.

Contract library faculty considered for range elevation shall be notified of the Provost's decision no later than June 30 of the current academic year. Range elevation decisions are subject to appeal, as outlined in the Collective Bargaining Agreement.

III. Evaluation Criteria for Performance as Librarian

Performance as Librarian is the required area of evaluation for contract library faculty undergoing either a periodic evaluation (annual periodic evaluation, six-year comprehensive evaluation, or three-year periodic evaluation) or a range elevation evaluation. The Performance as Librarian narrative with its supporting documentation is the primary basis of the evaluation. The narrative shall describe the contract library faculty member's activities under each of the areas of performance for which the contract library faculty member has responsibility and shall not exceed 1,500 words.

The contract library faculty member should demonstrate their achievement using the indicators below or other indicators in their AOR. Each contract library faculty member is assigned a distinct range of responsibilities and shall be evaluated accordingly, taking into consideration the following indicators:

- Evidence of the scope and quality of performance in areas of AOR
- Mastery and currency in areas of AOR and subject specialization
- Increasing levels of performance and innovation in areas of AOR
- Ongoing professional development as a librarian
- Evidence of initiative and/or leadership practice
- Evaluation of areas of AOR from librarians, teaching faculty, other library and university colleagues, and whenever possible, students

Librarians who teach shall submit a minimum of one observation of an instruction session by a teaching librarian and/or a teaching faculty per academic year. These observation(s) must be included in the Evidence of Librarian Performance (Section VI.C.7 of this document).

A. Assignment of Responsibilities (AOR)

The AOR shall specify the areas of performance and enumerate the main responsibilities in which the contract library faculty member is expected to engage, including library committees, teams and/or working groups to which the contract library faculty member has been appointed as well as professional development activities. It may also include service and scholarly/creative activities.

B. Areas of Librarian Performance

The work of a contract library faculty member may be concentrated in one or more areas of library specialization as specified in their AOR. Examples include, but are not limited to, the following (in alphabetical order):

- Cataloging and technical services
- Electronic resources management
- Library assessment
- Library systems and technology
- Management, coordination, and planning
- Public programming, outreach, and communication
- Reference, research consultation, instruction services, subject specialization, liaison duties
- Scholarly communication
- Selection, acquisition, and deselection of resources
- Special collections and archives

C. Examples of Supporting Documents for Librarian Performance Evaluation

It is the contract library faculty member's responsibility to demonstrate their individual contributions in each document they include. The following serve as examples and are not meant to be exhaustive.

- Evidence of contributions to committees, teams, working groups, and task forces
- Evidence of leadership, project management, coordination, assessment, and policy development
- Statistics and/or sample reports that document performance in AOR areas
- Documentation of instructional methods, content, and innovative approaches
- Programming documentation, sample user feedback, promotional literature, outreach materials, and user manuals/guides
- Evaluations, letters, and/or data documenting performance from peers, students, teaching faculty, and management personnel
- Ongoing professional development as a faculty member through participation in and/or organization of seminars or workshops, and continuing education in library science and related subject areas. (Please note: This area, known as currency in the field, has a special area within the WPAF table of contents. It should be discussed in the context of the AOR and within the original 1,500 words allocated for the performance as librarian summary narrative.)

IV. Other Areas of Consideration

While not required, contract library faculty may also document relevant Scholarly/Creative Activities and Library, University, Professional, and Community Service, especially as these contributions may relate to the AOR or serve to benefit the library faculty member's performance and impact as a librarian.

A. Scholarly and Creative Activities

The pursuit of scholarly/creative activities by contract library faculty is not mandatory. However, the Library encourages such work that contributes to knowledge or further understanding of the discipline of library science, academic discipline(s), and/or special assignments in which the librarian has expertise.

An additional 500 words may be added to the summary narrative and should consist of a concise discussion of the activities that transpired during the review period. APA style should be used to cite all presentations and publications in the WPAF. The narrative should include citations to all supporting documentation such that evaluators can effectively map narrative statements with corresponding documents.

Such activities include, but are not limited to, presentations at professional conferences, publications, and grants. The contract library faculty member should state clearly if a publication, presentation, or other scholarly/creative activity is in progress, submitted, accepted, published, or otherwise completed. The WPAF documentation should contain a pdf or hyperlink to any presentations, publications, or other scholarly and creative items in their present form.

In addition to publications, presentations, and grants, contract library faculty may engage in a variety of other scholarly and creative activities, such as but not limited to:

- Creating digital learning objects that are shared with the academic library community
- Curating exhibits
- Writing code for derived and original software and applications
- Creating literary/artistic works
- Publishing for library-related blogs and other online communication
- Authoring dissertations or theses
- Teaching or lecturing in their areas of subject and technical expertise

B. Library, University, Professional, and Community Service

Some contract library faculty engage in service activities for the library, university, profession and community. These contributions strengthen personal and professional growth and are deemed valuable especially when they are related to the contract library faculty member's AOR. An additional 500 words may be added to the Narrative Summary to document service activities.

1. Examples of Service Activities:

- a. Library Service
 - Officer of the Association of Library Employees (ALE)
 - Library Committees
- b. University Service
 - Member of an Academic Senate committee or other University-wide committee, board or group

- Officer or member of the Academic Senate or California Faculty Association Board (CFA)
- Participant in other campus groups or campus events
- c. CSU-Wide Service
 - Chair or member of a CSU system-wide committee or group
 - Statewide CFA committee
- d. Professional Service
 - Officer or chair or member within organizations such as the American Library Association (ALA), Special Libraries Association (SLA), California Library Association (CLA), California Academic & Research Libraries Association (CARL), or other library or professional entities
 - Peer-reviewer for professional or academic publications or creative activities
- e. Community Service -- Participation in, presentations to and other contributions to community groups, charitable organizations, or governmental and non-governmental agencies

2. Examples of documentation of service activities include:

- Election results
- Invitations or appointments to serve
- Letters of acceptance, appreciation or thanks
- Excerpts of agendas and meeting minutes
- Copies of non-confidential reports
- News articles, or other formats documenting librarian contributions
- Materials prepared in support of service activities.

V. Determination of Levels of Contract Library Faculty Performance

The level of performance by a librarian shall be determined by evaluation of the "Performance as Librarian" portion of the Working Personnel Action File (WPAF). For each evaluation of a contract library faculty member, evaluators shall assign an overall rating of Exceeds Expectations, Satisfactory, Needs Improvement, or Unsatisfactory.

Exceeds Expectations

The contract library faculty member performs at the highest level of competency in the areas specified in their AOR. The Library faculty member documents a significant record of achievement that demonstrates increasing growth in performance and individual contributions appropriate to the review period.

Satisfactory

The contract library faculty member achieves quality work in the areas specified in their AOR, documenting performance and contributions essential to their assigned duties.

Needs Improvement

The contract library faculty member's performance does not meet expectations in many of the areas in their AOR. Suggestions for professional growth may be included in the evaluation and a formal plan created to achieve acceptable performance.

Unsatisfactory

The contract library faculty member's performance is seriously deficient.

Note that an evaluation that finds a contract library faculty member's performance to be "Satisfactory" or better is not an offer of work, nor is it a reappointment; the appropriate administrator responsible for assigning work will take the evaluations from prior levels of review, as well as other information into consideration.

Further information on the relationship of these ratings to reappointment decisions is contained in UPS 210.070.

VI. The WPAF Review

A. Timeline of Review Cycles

Each academic year an evaluation timeline is issued by the Provost and Vice President for Academic Affairs and communicated to faculty by the Office of Faculty Affairs and Records (FAR).

B. Content of the WPAF

The WPAF is the sole basis for evaluations, recommendations (where applicable), and actions.

The contract library faculty member should demonstrate their achievements using their Assignment of Responsibilities (AOR) and other indicators (described above in Section III). Each librarian is assigned a distinct range of responsibilities and shall be evaluated accordingly.

It is the responsibility of the Faculty to ensure that the WPAF is current and complete before it is submitted to the Chair or Dean; under circumstances specified in UPS 210.070, the Faculty may request additions to the WPAF after it has been submitted.

The WPAF shall include all of the materials specified by the Table of Contents form available from the Office of Faculty Affairs and Records (FAR).

The WPAF shall contain supporting evidence directly relevant to the narrative summary that documents the contract library faculty member's performance as a librarian and currency in the field, as well as service and scholarly and creative activities, if included.

C. Order of WPAF

The contract library faculty member shall submit the following in the order specified by UPS 210.070 with some variations due to the nature of the librarian profession.

1. Working Personnel Action File Table of Contents -- template provided by FAR
2. The approved Department Standards for Contract Library Faculty (this document)
3. Updated C. V. covering the entire academic and professional employment history
4. All Summaries of Assigned Duties (Assignments of Responsibilities, or AORs) for the period under review. (Even for one year periodic reviews, this may include two AORs)
5. A Narrative Summary not to exceed 1500 words, which provides a self-assessment of Librarian performance
6. The narrative may be supplemented for any of the following reasons. An additional 500 words for each area can be added to the narrative summary if the contract library faculty member has activities in these areas
 - a. Scholarly and creative activities
 - b. Service activities
 - c. Challenges and areas for professional growth, if noted by evaluators or self-assessed by the contract library faculty member, and how they were addressed
7. Evidence of Librarian performance materials
8. Student evaluations of teaching (when applicable and available)
9. Evidence of Currency in the Field (Professional Development)
10. Evidence of Scholarly and Creative activities (when applicable)
11. Evidence of Library, University, Professional, and Community Service activities (when applicable)

12. Evidence of areas for professional growth, if noted by evaluators or self-assessed by the contract library faculty member, and how they were addressed (when applicable)

VII. Reviewer Responsibilities

Please review UPS 210.070 VII.C to understand the responsibilities required of the member of the Department Peer Review Committee (DPRC).

VIII. Approval of this document

Per UPS 210.070, Department policies pertaining to the evaluation of contract librarians shall be approved by the Department Personnel Committee, the Department, the College Personnel Standards Review Committee (CPSRC) Library equivalent, and the Dean prior to submission to the Provost for approval. The primary purpose of review by the CPSRC Library equivalent is to ensure that the standards conform to the standards of the college, UPS 210.070, the CBA, and to check for coherence and precision. If the CPSRC Library equivalent does not approve the standards, the CPSRC library equivalent shall meet with the chair of the Department to suggest revisions. Upon approval by the CPSRC Library equivalent, the Department Standards for Contract Librarians shall be forwarded to the Dean for review and approval. The Dean shall forward their recommendation to Faculty Affairs and Records for transmission to the Provost. If the Dean or Provost recommend modifications or disapproval, the Department will be given the opportunity to submit suitably revised standards following the same process above. The Provost has final approval authority for all personnel policies.

IX. Lecturer Right of Rebuttal or Response

At all levels of review, before evaluations are forwarded to a subsequent level of review, lecturers shall be given a copy of their evaluation. The lecturer may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the evaluation within ten (10) days following receipt of the evaluation. The exercise of the right to rebut or respond shall not require that evaluation timelines be extended. A copy of the response or rebuttal statement shall accompany the WPAF and also be sent to all previous levels of review.