

**COPPIN STATE COLLEGE
PROCEDURES AND CRITERIA FOR THE
APPOINTMENT, RANK, AND PERMANENT STATUS
OF FACULTY LIBRARIAN**

I. INTRODUCTION

- A. The University System of Maryland Policy on Appointment, Rank, and Permanent Status of Faculty (Bylaws, Policies and Procedures of the Board of Regents B.O.R.II-1.00, hereafter B.O.R.II-1.00) describes the general criteria and procedures related to faculty librarian personnel actions. The purpose of the Coppin State College Procedures and Criteria for the Appointment, Rank and Permanent Status of Faculty librarian is to describe the specific criteria used by Coppin State College (“Coppin” or “the College”) for the appointment, promotion and granting permanent status of Coppin faculty librarian; and to describe the procedures for preparing and reviewing applications for promotion, and permanent status; hereafter referred to as A.R.P. Procedures or Procedures. This document is promulgated pursuant to B.O.R.II-1.00.
- B. These A.R.P. Procedures are intended to implement B.O.R. II-1.00 University System Policy on Appointment, Rank and Tenure of Faculty (Appendix I) as it applies to faculty in the librarian ranks; B.O.R. II-1.11 Policy on Part-Time Faculty Members Engaged Exclusively or Primarily in Library Services; B.O.R. II-2.01 Policy on Professional and/or Research Leave for Faculty Members Engaged Exclusively or Primarily in Library Services (Appendix I). They set forth the College’s policies and procedures relating to Rank, Appointment Advancement and the attainment of Permanent Status for Librarians. These Procedures supercede all previous College policies and procedures or other documents governing these topics.
- C. The mission of Coppin State College as stated in the college catalogue “is to provide high quality undergraduate and graduate education in the arts and sciences and in pre-professional and professional areas... Within the University System of Maryland, Coppin State College has the unique mission of focusing on the problems, needs and aspirations of the people of Baltimore’s central city.” The primary function of the faculty librarian is, to support the instructional research, scholarship, and service programs consistent with the mission of the College.
- D. This document is intended to reflect this mission, and, especially, to reflect the close links among library and teaching, research, scholarship, and community-related service. Support of its mission requires that the

College appoint, grant permanent status, and promote individuals whose effectiveness as librarians is clearly demonstrated. The following policies have been developed, therefore, both to direct the appointment and promotion of effective librarians, and to reward such service as are directly related to librarianship and Coppin's instructional program.

E. Final authority for the appointment, promotion, and granting of permanent status of faculty librarians at Coppin resides with the President.

F. Application of the A.R.P. Document

The provisions of this policy shall apply to all individuals who are employed as faculty librarians at Coppin State College as of July 1, 2000.

G. Definitions. In this policy, the following words have the meanings indicated.

1. College Wide Faculty Librarian Review Committee (CFLRC). A standing college wide committee composed of faculty members from the ranks of Librarian II, Librarian III, and Librarian IV, responsible for reviewing applications for promotion and permanent status and for making recommendations to the Provost. For details of committee selection and composition, see Section V.B.
2. Community Service. Assistance provided to community organizations, e.g., schools, government agencies, non-profit organizations, hospitals, correctional facilities, etc.
3. Creative Productions. Documented non-print products that (1) demonstrate a faculty librarian member's disciplinary or professional accomplishments (e.g., computer programs; exhibited art items; videotaped and other electronically recorded materials) and (2) are dated.
4. Departmental/Divisional Library Faculty Search Committee (DLFSC or Search Committee). A departmental/divisional committee convened according to guidelines set by its own department/division, for the purpose of conducting a search for persons to fill faculty librarian positions in the department /division. This committee makes recommendations to the department and or division head, and is composed according to guidelines set by the department/division.

5. Departmental/Divisional Peer Review Committee (DPRC). A standing departmental/divisional committee responsible for reviewing applications for promotion and permanent status from department/division faculty librarian members, and making recommendations to the CLFRC. The DPRC, as well as the DLFSC, is composed according to guidelines set by their own department/division.
6. Documentation. A written or otherwise transcribed (e.g., photograph, computer program, videodisc, videotape, painting) record of a faculty librarian member's products or productions which is dated. This record may include a written evaluation by the faculty librarian member or other relevant groups or individuals.
7. Library Faculty Appeals Committee (LFAC). A standing committee whose members are drawn from the faculty librarian as a whole, and which is responsible for reviewing appeals of the President's decisions on applications for promotion and permanent status, and, in certain cases, for conducting faculty librarian termination hearings. For details of committee selection and composition, see Section V.B.
8. Information Technology. Electronic media technology such as video, interactive video computers and the Internet, used for the dissemination of information.
9. Module. A performance-based learning package focusing upon specific competencies can be attained in a variety of ways. A module should provide learning experiences that integrate theory and practice, and utilize a multi-faceted approach to teaching and learning. It should have clear, and clearly-stated, objectives and should culminate with criterion-referenced assessment of the learner's performance.

All modules should have been completed within the time period of the candidate's application, and include the following basic components:

- Overview(content narrative/outline)
- topics to be covered
- objectives: terminal objectives and enabling objectives (unit)
- prerequisites
- resources
- learning experiences, optional and required
- evaluation

10. Peer Evaluation. Written evaluation of a faculty librarian member by professional peers.
11. Peer Visitation. A visit, by a professional peer for the purpose of observing and assessing the performance of a faculty librarian.
12. Publication. Any dated piece of writing appearing in one of the conventional forms, such as book, article, monograph, poem, short story, essay, note, conference proceedings, including electronically produced publications and archives, such as ERIC, and issued by a scholarly or commercial press or other recognized commercial or professional for of distribution, such as organizational newsletter. Note: A piece of writing that has been accepted for publication is not considered a publication until it has appeared in published form.
13. Refereed Journal. A journal whose editorial policies on manuscripts offered for publication require a scholarly review process.
14. Scholarship. A faculty librarian's contribution to the discovery, integration and/or application of knowledge in his or her chosen academic fields, and/or to the relevant library methods, as demonstrated by publications, papers delivered, workshops or seminars offered, or grants written and administered.

Scholarship of Librarianship. Reading, research, writing, participation in professional conferences and other learning clearly related to the development of course content and/or pedagogy, and/or to the academic advisement of students.
15. Supervisor's Evaluation. Evaluation of a faculty librarian by the head of her or his department or division.
16. Librarianship Dossier. A collection of materials in any appropriate medium, related to, and representative of, an individual's knowledge and application of librarianship. Materials may be such items as instructional materials, handbooks, manuals and other documentation of specific library activities, reports of peer and supervisor observations, and relevant publications.

II. SEARCH PROCEDURES AND POLICIES FOR APPOINTMENT OF FACULTY LIBRARIANS

A. Introduction

1. Departmental/Divisional Faculty Search Committee (DLFSC) is part of the review and recommendation process for new full-time or part-time faculty librarians appointments.
2. At all levels of the appointment process, the College observes the policies and principles of equal employment opportunity and affirmative action.
3. The following procedures describe the search process for full-time or part-time faculty librarians at Coppin.

B. Search Procedures

1. In consultation with the Director of the Library, the Provost/Vice President for Academic Affairs (hereafter Provost) shall determine whether a faculty librarian vacancy is to be filled, or a new position created, and will authorize the Director to recruit for a specified position.
2. The hiring department will develop specifications of and qualifications for the position.
3. The DLFSC is convened.
4. The hiring department/division will develop and circulate advertisements and letters of solicitation. Each advertisement or announcement must include the statement "CSC is an Affirmative Action/Equal Opportunity Employer." The hiring department/division must keep on file copies of all publications, schools, and other sources where the position is to be advertised or announced, as well as the actual advertising copy.
5. All applications and vitae are reviewed by the Search Committee to determine if applicants meet the minimum qualifications.
6. Interviews are scheduled with the Search Committee for qualified applicants. The Director and the Provost should be given the opportunity to meet all interviewees.
7. After the close of the interview process, the DLFSC shall make its recommendation in writing to the Director, who shall forward his or her recommendation in writing along with that of the DLFSC to the Provost. At all levels, recommendations should include

reference to recommendations coming from below, with statements of agreement or disagreement.

8. A *Request to Fill* form must be completed for the selected applicant. It must be submitted along with justification and curriculum vitae of the candidate. The hiring department/division may not make a commitment of employment, direct or implied, until the *Request to Fill* form has been signed by all persons whose signatures are required, and the hiring department/division has received an approved copy.
9. Record Keeping. The Director shall forward records of the recruitment and hiring process to the Provost, who shall keep appropriate records of the recruitment and hiring process for a period of five years. These records include vacancy announcements, notes of interviews and criteria, and applicant resume/credential files.

C. Offers of Appointment

1. An offer of appointment can be made only with the written approval of the President of the College.
2. All faculty librarian appointments are made to a designated rank effective on a specific date, see Section IV. The President shall provide the librarian with a written contract or appointment letter which shall be effective on a specific date and shall state the assigned rank. Subject to the provisions of B.O.R. II – 1.00 C. 15-16, the terms described in the letter of appointment shall constitute a contractually binding agreement between the College and the librarian. A copy of the current Policy, shall be furnished to all new faculty librarian at the time of initial appointment.
3. Annual Salary Letter. The President may elect to adjust a faculty librarian member's salary by issuing a salary letter. An Annual Salary letter amends the salary provision contained in the original faculty librarian contract as described in paragraph 2, above.

D. Emergency Appointments

From time to time, vacancies may be caused by such emergencies as illness, death, or unanticipated resignation of a faculty librarian member occurring during the academic term. In such cases, the vacancy may be filled by the emergency appointment of a qualified individual, according to the following procedures. The Provost, after consultation with the Director of Human Resources and the Director, shall authorize as

extensive a search as is practicable within the time available. Candidates for the position shall be interviewed by the Director and at least one other member of the department, and shall be presented in person to the Provost. Appointment in emergency situations is normally only until the end of the academic year in which the vacancy occurs.

III. TERMS OF APPOINTMENT

The following provisions are to be furnished to all new faculty librarian at time of initial appointment.

- A. Notwithstanding anything in B.O.R. II-1.00, faculty librarian in ranks of Librarian II, Librarian III and Librarian IV may be granted permanent status. Permanent status shall not be granted to an individual holding the rank of Librarian I. B.O.R.II-1.00 defines permanent status as continuing employment such that a decision to remove an employee must be made by the President of the campus and must be justified by cause as defined by USM and campus policy. Permanent status is an employment status different from tenure. Permanent status can be awarded only based upon the results of a formal review. B.O.R.II-1.00 stipulates that individuals who had been granted permanent status under B.O.R. VII-2.15 (Which was superseded by B.O.R. II –100) shall retain permanent status.
- B.
 1. *Librarian I:* Appointments to the rank of full-time Librarian I are for a term not to extend beyond the end of the fiscal year during which the appointment become effective. An appointment to the rank of full-time Librarian I will be renewed automatically for the second year and succeeding years unless the appointee is notified in writing to the contrary by March 1 during the first year of service and by December 15 during the second year and succeeding years of service.
 2. *Librarian II:* Subject to any special conditions specified in the letter of appointment, full-time appointments to the rank of Librarian II shall be for an initial term of one to three years. The first year of the initial appointment shall be a probationary year, and the appointment may be terminated at the end of that fiscal year if the appointee is so notified by March 1. In the event that the initial appointment is for two years, the appointment may be terminated if the appointee is so notified by December 15 of the second year. After the second year of the initial appointment, the appointee shall be given one full year's notice if it is the intention of the College not to renew the appointment. If the appointee does not receive timely notification of non-renewal, the initial appointment shall be extended for one additional year. An initial appointment may be renewed for additional one, two, or three

years. Except as set forth in the paragraph immediately following, below, an appointment to any term beyond the initial appointment shall terminate at the conclusion of that additional term unless the appointee is notified in writing that it is to be renewed for another term allowable under University System policies, or the appointee is granted permanent status. Such appointments may be terminated at any time in accordance with U.S.M. Bylaws Section II.1.00.C, Paragraphs 6-12.

A Librarian II whose appointment is extended to a full six-years shall receive, no later than the end of the sixth year, a formal review for permanent status. The appointee shall be notified in writing, by the end of the appointment year in which the review was conducted, of the decision to grant or deny tenure. Notwithstanding anything in the U.S.M. Bylaws Section II.1.00 Paragraph C to the contrary, a full-time appointee who has completed six consecutive years of service at the institution as a Librarian II, and who has been notified that tenure has been denied, shall be granted an additional and terminal one-year appointment, but, barring exceptional circumstances, will receive no further consideration for permanent status.

3. *Librarian III and IV:* Full-time appointments to the rank of Librarian III or IV require the written approval of the President of the College. New full-time appointments to the rank of Librarian III or IV may carry immediate permanent status. Otherwise, such appointments shall be for an initial period of one to four years, except that initial appointments for individuals with no prior library experience may be for a maximum of six years, and shall terminate at the end of that period unless the appointee is notified in writing that he or she has been granted permanent status.

A Librarian III or IV who is appointed without permanent status shall receive a formal review for permanent status. If the appointment is for an initial period of one year, then the formal review must be completed, and notice must be given that permanent status has been granted or denied, by no later than December 15 of the second year. If the appointment is for more than two years, then the formal review must be completed, and notice must be given that permanent status has been granted or denied, by no later than one year prior to the expiration of the appointment.

Appointments carrying permanent status may be terminated at any time in accordance with U.S.M. Bylaws Section II.1.00.C, Paragraphs 6-12.

IV. INSTITUTIONAL REQUIREMENTS FOR RANK, PROMOTION AND PERMANENT STATUS

A. General Principles

1. The criteria for promotion at Coppin State College follow the general categories of (1) effective librarianship; (2) research, scholarship, and, in appropriate areas, creative activities; and (3) relevant service to the community, profession, and institution.

Faculty librarians seeking promotion and/or permanent status are expected to demonstrate excellence in librarianship, research and scholarship, and service, as described in this section. They do this by documenting their accomplishments in these areas. Lists of specific accomplishments which may be adduced as evidence of excellence are given in Appendix II, for Librarianship and Appendix III, for “Research, Scholarship, and Creative activities;” Appendix IV, for “Service to the Community, Profession, and Institution.”

For promotion to Librarian II, Librarian III and Librarian IV, certain minimum numbers of the accomplishments listed in Appendices A-C are required. The minimum required for each rank is given under the specific qualifications for the rank, given in IV.B, below.

2. Appointees to all ranks must be conversant with current developments in the relevant discipline and have the ability to communicate effectively with library constituents.

B. Qualifications for Ranks Used at Coppin State College.

1. *Librarian I.* The appointee shall hold, at minimum the master’s degree in library science from an American Library Association (ALA) – accredited program or other graduate degree based on and required by the functional needs of the position. This rank is assigned to librarians just entering librarianship with little or no professional experience, but who have been judged to have demonstrated an understanding of the basic tenets of librarianship and a potential for a successful academic career.
2. *Librarian II.* The appointee should show potential for superior librarianship, service and research or scholarship.

Librarians seeking the rank of Librarian II must satisfy the qualifications for appointment to the rank and the following requirements:

- a. Excellence in librarianship as shown in the candidate's dossier and by supervisor's evaluation and peer evaluation. Evaluation will include, but not be limited to, measures of the following: department management, planning and development of library services, activities, materials, responsible professional behavior, quality of library services and timely execution of departmental work assignments.
 - b. Evidence of accomplishment and growth in scholarship, research and/or creative activity through a combination of accomplishments in at least two of the items listed under "Research and Scholarship" in Appendix III.
 - c. Evidence of service to the College, profession and community through at least three of the activities listed under "Service" in Appendix IV. Service to the community must not be for remuneration in the form of salary, wages, or professional fees charged by the librarian, although honoraria or stipends offered gratuitously may be accepted.
3. *Librarian III.* Must have had extensive successful experience in librarianship, research, scholarship, or creative activity, shall have the ability to direct major activities of the department. There shall also be evidence of relevant and effective service to the institution, the community, and the profession.

Promotion to this rank carries permanent status.

Librarians seeking promotion to the rank of Librarian III must satisfy the qualifications for appointment to the rank, and must meet following requirements during the period of appointment as Librarian II:

- a. Two years as Librarian II.
- b. Excellence in librarianship as shown in the candidate's dossier, and by supervisor's evaluation and peer evaluation. Evaluation will include, but not necessarily be limited to, measures of the following: department management, planning and development of materials, employment of appropriate library strategies, responsible professional

behavior, quality of library service and acceptance and timely execution of departmental work assignments.

- c. Evidence of accomplishment and growth in scholarship, research and/or creative activity, through a combination of accomplishments in at least three of the items listed under “Research and Scholarship” in Appendix III.
 - d. Evidence of service to the College, profession, and community through participation in at least seven activities listed under “Service” in Appendix IV, below. Multiple activities in a given category may all count in the total as long as at least three different categories are represented, and as long as at least one third to one half of all activities comprise service to Coppin State College. Service to the community must be not be for remuneration in the form of salary, wages, or professional fees charged by the librarian, although honoraria or stipends offered gratuitously may be accepted.
4. *Librarian IV.* In addition to having the qualifications of a Librarian III, the appointee ordinarily shall have demonstrated a degree of proficiency in librarianship sufficient to establish a reputation among his or her peers as an outstanding librarian; and a degree of proficiency in research, scholarship, or creative performance to have established a reputation among her or his peers as an excellent scholar/researcher or creative performer. There shall be continuing evidence of relevant and effective service to the institution, the community, and the profession.

Promotion to Librarian IV carries permanent status.

Librarians seeking promotion to the rank of Librarian IV must satisfy the qualifications for appointment to the rank, and must meet following requirements during the period of appointment as Librarian III:

- a. Three years as a Librarian III.
- b. Excellence in librarianship as shown in the candidate’s dossier, and by supervisor’s evaluation, and peer evaluation. Evaluation will include, but not necessarily be limited to, measures of the following: management, planning and development, employment of appropriate strategies, responsible professional behavior, and

acceptance and timely execution of departmental/divisional work assignments.

- c. Evidence of accomplishment and growth in scholarship, research and/or creative activity, through a combination of accomplishments in at least five of the items listed under “Research and Scholarship” in Appendix III, below.
- d. Evidence of service to the College, profession, and community through participation in at least nine of the activities listed under “Service” in Appendix IV, below. Multiple activities in a given category may all count in the total as long as at least one third to one half of all activities comprise service to Coppin State College. Service to the community must be not be for remuneration in the form of salary, wages, or professional fees charged by the faculty member, although honoraria or stipends offered gratuitously may be accepted.

V. PROCEDURES FOR PROMOTION AND/OR PERMANENT STATUS REVIEW

A. General Principles

- 1. Promotion and permanent status are granted on the basis of (1) effective librarianship; (2) research/scholarship, and, in appropriate areas, creative activities; and (3) relevant service to the community, the profession, the department/division, and the College. The qualifications for each rank are given in Section IV.B of this policy. To qualify for promotion and permanent status, the applicant must show evidence of accomplishment, as listed in Section IV.B. Accomplishments cited in a given application must have been completed during the applicant’s time in the rank he or she occupies at the time of application, and not during a period at a lower rank. Consideration will be given for accomplishments achieved at other institutions while in the same rank.
- 2. The decision to grant or deny promotion or permanent status is made by the President, based on the recommendation of the applicant’s department/division, the CLFRC, and the Provost

B. Committees Involved in the Promotion and/or Permanent Status Review Process

1. The committees who participate in the promotion and permanent status processes are the Departmental/Divisional Peer Review Committee (DPRC), the College-Wide Library Faculty Review Committee (CLFRC) and the Library Faculty Appeals Committee (LFAC).
2. The DPRC is formed according to guidelines set by individual departments.
3. The CLFRC is a three-member committee, elected by the faculty librarian as a whole, and will serve for two-year terms.

The CLFRC has the authority to review applications and to recommend approval or disapproval to the director; and to the Provost.

4. The LFAC is convened only when a faculty librarian member appeals a promotion or permanent status decision, or requests a termination hearing (see Section VI “Procedures for Appeal of Decisions on Promotion and permanent status Applications,” and Section VII, “Termination of Faculty librarian Appointments”). The LFAC is elected by the faculty as a whole, and is composed of members. None of the members of the LFAC may be on the College-wide Library Faculty Review Committee. The LFAC is elected for two (2) year terms, and shall consist of two (2) Librarians III and a representative from the faculty senate.

C. Application Procedures

1. The Application Process
 - a. By August 15 of the final year of a faculty librarian’s eligibility for permanent status review, the Provost or designee shall inform him or her of said eligibility.
 - b. By October 30, faculty librarian must submit separate, complete applications to the Director and to the DPRC.
 - c. The DPRC shall review all applications and evaluate supporting documentation. The committee shall then forward to the CLFRC Chairperson a written memorandum containing: the names of faculty reviewed for promotion, the committee’s recommendation for each applicant, and the application packets. The recommendations should be in a sealed envelope separate from the application envelope. ALL completed applications received by the DPRC must

be forwarded with recommendations, favorable or unfavorable, to the CLFRC by December 15.

- d. The Director shall review applications and submit recommendations to the CLFRC, following the procedures outlined in paragraph c., above, except that the chairperson's copies of application packets are not forwarded to the CLFRC, but are kept on file in the department.
 - e. The CLFRC shall review all complete applications and evaluate supporting documentation. By February 1, the committee shall then forward to the Director and to the Provost the committee's written recommendations and the application packets.
 - f. The Director presents their recommendations to the Provost by March 1.
 - g. The Provost reviews the CLFRC'S recommendations and submits her/his recommendations, with copies of applications, to the President by March 15.
 - h. The President reviews applications and recommendations from the DPRC, the Director, CLFRC, and Provost. He or she decides whether to grant or deny the promotion or tenure, and informs the candidate of her/his decision in writing by April 15. The President also provides each candidate copies of the recommendations on her or his application from the Provost, the Director, the CLFRC, and the DPRC.
 - i. If after receiving the President's decision, the candidate wishes to appeal, he or she follows the procedures given in Section VI, "Procedures for Appeal of Decisions on Promotion and permanent status Applications," below.
2. Applications.
 - a. The front of each application packet should be labeled with the applicant's name and the words "Application for Promotion to the Rank of _____." Applications must contain the following:
 - 1.) a current curriculum vitae,
 - 2.) a letter requesting promotion to a specific rank,

- 3.) a description of how the applicant has met each of the criteria for the rank applied for (see Section III.C and IV-B
 - 4.) supporting documentation in the form of a packet of materials showing how each criterion has been met. (See the following.) This packet must include sections labeled according to the three general criteria for promotion specified in the Board of Regents Bylaws II-1.00 II B, namely “Effective Librarianship,” Research, Scholarship and Creative Activities,” and “Relevant Service.”
- b. The material under “Effective Librarianship” must include a dossier containing the following:
- 1.) supervisor’s evaluation and peer evaluation for the three year period immediately preceding the date of application, and as these forms of evaluation are defined in Section I.F;
 - 2.) evidence of accomplishment in the scholarship of librarianship, as defined in Section I.F and including material that demonstrates the applicant’s accomplishments in one or more of the following areas:
 - a.) management activities
 - b.) planning and development of library materials and service
 - c.) employment of appropriate library/information science strategies
 - d.) reading, research and other professional activities relevant to librarianship,
 - 3.) evidence of the following:
 - a.) responsible professional behavior,
 - b.) acceptance and timely execution of department/divisional work, and
 - c.) evidence of one or more of the items given in the list in Appendix II.
- c. Material in the dossier must be labeled according to specific criteria it supports.
- d. The material under “Research, Scholarship and “Creative Activities,” and “Relevant Service” should be labeled according to the specific category of accomplishment it represents, referencing the section and paragraph of the A.R.P.. document in which it is listed, e.g., under “Scholarship,” “A.R.P.. Appendix III) authored books

published by scholarly presses”, or, “A.R.P. Appendix III 3) articles in refereed journals, full-length paper printed in conference proceedings.”

- e. Faculty librarian members are advised to retain for their files a complete application Packet.
3. Documentation.
 - a. The applicant is responsible for submitting proper and complete documentation as described under “Applications” above; no application will be considered without supporting evidence.
 - b. All documentation must be relevant to and consistent with the criteria listed in section IV.
 - c. All materials used in the application process shall be held in confidence to the extent permitted by law. These materials shall include written statements of all recommendations, namely, those of the DPRC, department/division head, CLFRC, Director, Provost and President, and the rationales for those recommendations; and these statements shall be made available to the applicant in a timely manner. Following the final notification and the appeals processes, the packets will be returned to the applicant within one (1) year. The letter of notification of the decision shall become part of the faculty librarian member’s personnel file.
 - d. A documented item may be applied toward promotion only once, but may be simultaneously used in applications for promotion and permanent status. This stipulation, however, should in no way prevent an applicant from benefiting from activities or accomplishments that result from something for credit in another category, or that result from activities that have been listed for credit in a previous application. For example, a paper delivered at a conference can receive credit as such but not also be for credit under another, related, category. However, should the paper later be published in a scholarly journal or proceedings of a conference, it may be eligible for points in one of the publication categories.
 4. Final Decision on Applications. A favorable response by the CLFRC to an application does not automatically guarantee that it

will be granted. Final authority for the promotion and permanent status of faculty resides solely with the President. Only the President informs the candidate of his/her decision in writing and informs the applicant of a basis for denial.

- D. Adjustment of Salary Upon Promotion. As provided for under B.O.R.II-1.00, adjustments in salary may be made under these policies. In cases of promotion to Librarian II, Librarian III, Librarian IV, and where funds to do so are available, the faculty librarian member will receive a salary increase equivalent to ten percent of the minimum salary given in B.O.R. VII.C for the rank to which she/he has been promoted.
- E. If permanent status is not granted, twelve (12) months notice of non-renewal of appointment must be given on or before April 15.
- F. Special Cases
 - 1. Whenever the Director is nominated or has applied for promotion, the Provost, in consultation with the permanent status faculty librarian members of the department, shall designate a permanent faculty librarian member to perform the role of the Director in the review process.
 - 2. Decisions concerning permanent status and academic rank of administrators shall be made on the basis of the criteria established for permanent status and promotion contained in this Policy

VI. PROCEDURES FOR APPEAL OF DECISIONS ON PROMOTION AND/OR PERMANENT STATUS APPLICATIONS

- A. A faculty librarian member has the right to file a written appeal of the decision of the President of the College to deny her or his application for promotion and/or permanent status.
- B. Grounds for appeal are as follows: (a) violation of the promotion and/or permanent status review procedure; (b) arbitrary or capricious decision when it is not supported by fact; (c) illegal discrimination;(d) retaliation for the exercise of a constitutionally protected activity.
- C. In the event that an applicant wishes to appeal the President's decision, he/she must submit his/her appeal to the Chairperson of the LFAC in writing within ten (10) working days of notification of the President's decision. The appeal request shall state clearly and concisely the decision

from which the candidate is appealing and the reasons the candidate believes the decision should be reversed. The candidate shall submit with the appeal request any materials which the candidate requests that the Committee consider

- D. Within thirty (30) working days after receipt of an appeal request, the Chair of the LFAC shall convene a Hearing on the appeal. A Hearing on an appeal from a promotion or permanent status decision is not an adversarial review of a denial of promotion or tenure; it is a limited review of a highly discretionary decision concerning academic merit.
- E. The LFAC ordinarily will hear from the candidate, the candidate's Department/Division head (or designee) and/or the appropriate Dean, the Chair of the CLFRC, and Provost. The Committee will not consider materials or issues not considered during the review process leading to the Provost decision, unless good cause is shown why such materials or issues were not brought forth during that process.
- F. The same confidentiality accorded to peer review processes shall be observed in any appeal of a denial of promotion or tenure before the LFAC.
- G. At any point during the appeal process, the LFAC may request, through the President, the advice of the Office of the Attorney General on legal issues presented by the appeal.
- H. Within ten (10) working days after the conclusion of its hearing, the LFAC shall provide its recommendation in writing to the President, the Provost, the Chair of the CLFRC, the director, and to the candidate. The President's decision shall be final.

VII. TERMINATION OF LIBRARY FACULTY APPOINTMENTS

A. Resignation

A term of service may be terminated by the faculty librarian by resignation, but it is expressly agreed that no resignation shall become effective until the termination of the appointment period in which the resignation is offered, except by mutual agreement between the faculty librarian and the president.

B. Termination for Cause

- 1. The President of the College may terminate the appointment of a permanent or non-permanent status faculty librarian for moral

turpitude, professional or scholarly misconduct, incompetence, or willful neglect of duty. Prior to such termination, the faculty librarian shall be given the opportunity to request a Hearing in accordance with the procedures set forth below.

2. Under exceptional circumstances and following consultation with the Chair of the LFAC, the President may direct that the faculty librarian be relieved of some or all of his/her institutional duties, without loss of compensation and without prejudice, pending a final decision in the termination proceedings. In case of an emergency involving threat to life, the President may act to suspend a faculty librarian temporarily prior to consultation with the Chair of the LFAC.
3. If an appointment is terminated in the manner prescribed above, the President may, at his/her discretion, relieve the faculty librarian of assigned duties immediately or allow the faculty librarian to continue in the position for a specified period of time. The faculty librarian's compensation shall continue for a period of one year commencing on the date on which the faculty librarian receives notice of termination. A faculty librarian whose appointment is terminated for cause involving moral turpitude or professional or scholarly misconduct shall receive no notice or further compensation beyond the date of final action by the President or the Board of Regents.

C. Other Reasons for Termination

1. The President may terminate any appointment because of the discontinuance of the department, program, school, or unit in which the appointment was made or because of the lack of appropriations or other funds with which to support the appointment. Such decisions must be made in accordance with the College's retrenchment policy, as outlined in the Faculty Librarian Handbook. The President shall give a full-time faculty librarian holding permanent status notice of such termination at least one (1) year before the date on which the appointment is to be terminated.
2. Notwithstanding any other provisions to the contrary, the appointment of any non-permanent status faculty librarian member 50% or more of whose compensation is derived from research contracts, service contracts, gifts, or grants shall be subject to termination upon expiration of the research funds, service contract income, gifts, or grants from which the compensation is payable.

3. Appointments shall terminate upon the death of the faculty librarian. Upon termination for this cause, the College shall pay to the estate of the faculty librarian all of the accumulated unpaid earnings of the faculty librarian plus compensation for accumulated unused annual leave.
4. Termination of nonpermanent faculty can be made in accordance with Section III-B.

D. Procedures for Termination of Faculty librarian for Cause

1. Notice of Termination

When the College proposes to terminate the appointment of a faculty librarian for cause, as provided above, the Provost shall prepare a notice of the termination. The notice of termination shall state the charges and the facts supporting them with sufficient particularity to give the faculty librarian notice of the basis for termination. The notice of termination shall be delivered to the faculty librarian in person or by certified mail, return-receipt requested.

2. Request for a Hearing

Within thirty (30) working days after receipt of the notice of termination, the faculty librarian may file a written request with the President requesting a Hearing on the charges before either an impartial Hearing Officer appointed by the President or the LFAC. If the faculty librarian elects to proceed before a Hearing Officer, the President shall promptly nominate a hearing officer to preside over the appeal. If the faculty librarian elects to proceed before the LFAC, the President will notify the Committee of this request. The faculty librarian shall include in his/her request the address and telephone number to which notices may be directed.

3. Hearing

- a. The faculty librarian may elect to be represented by counsel of his/her choice throughout the termination proceedings. The faculty librarian or his/her designee and/or the Provost may request a conference with the Hearing Officer or the Chair of the LFAC prior to the Hearing to discuss any matters related to the Hearing. The Hearing Officer or the Chair of the LFAC , as the case may be, shall set a date for

the Hearing by mutual agreement with the faculty librarian. The Hearing shall be held no later than thirty (30) working days after receipt of the faculty librarian's request for a hearing. The Hearing Officer or Chair of the LFAC shall give the faculty librarian written notice of the date and time for the Hearing. The written notice shall also establish dates by which any documents to be presented as evidence and the names of potential witnesses must be presented to the Hearing Officer or to the Chair of the LFAC.

- b. Both the College, represented by the Provost or his/her designee, and the faculty librarian shall have the opportunity to make opening and closing statements, to examine and cross-examine witnesses, and to present documentary evidence. Members of the LFAC or the Hearing Officer may question witnesses and may call his/her own witnesses, as he/she deems necessary.
- c. The Hearing Officer or Chair of the LFAC shall request the presence of the requested witnesses unless he/she determines that the request is unreasonable or that the testimony sought would be irrelevant to the issues in the Hearing.
- d. At the Hearing, the College shall present evidence of the College's basis for termination and shall bear the burden of establishing the basis for termination by a preponderance of evidence.
- e. The formal rules of evidence applicable to judicial proceedings shall not apply in the Hearing. The Hearing Officer or LFAC may receive such evidence as a reasonable person would consider reliable in making important personal decisions. The Hearing Officer or Chair of the LFAC shall make rulings on issues of relevance and admissibility. The Hearing Officer or Chair of the LFAC, with approval of the Committee, may set reasonable limits on the presentation of evidence and may exclude redundant or irrelevant evidence.
- f. The Hearing shall be closed unless both parties agree that it be open to persons other than the parties and their representatives. Except for deliberations of the LFAC, the proceedings shall be recorded electronically or stenographically or both.

- A. The faculty librarian of Coppin State College may recommend changes to the A.R.P. Document according to the procedures outlined here. Recommendations are made to the President of the College.
- B. Recommendations to the President for revision will be conducted by an independent, ad hoc faculty librarian-wide committee, designated the "A.R.P. Revision Committee," consisting only of permanent status faculty librarian members. Except as applies to the committee chair (see below), committee membership is not otherwise restricted in number or process of selection or service. Any faculty librarian may serve at his or her discretion, whenever a call for revision is made, and any number of faculty librarians may serve for as long as the committee meets.
- C. The chair of the A.R.P. Revision Committee shall be elected by the faculty librarian as a whole at the time when the call for revision is made. The chair may be a permanent status faculty librarian member of any rank.
- D. Any faculty librarian or faculty librarians, acting independently or as an academic unit or other faculty librarian group, may recommend revisions to the A.R.P. Policy, according to a time schedule set by A.R.P. Revision Committee. The inclusion of such recommendations in any document presented to the faculty librarian for consideration will be at the discretion of the committee, except as otherwise determined by the faculty librarian as a whole at the time the committee is formed.
- E. At the meeting during which the call for revision is made, the faculty librarian will propose, 1) a date by which a revised policy document will be presented to the faculty librarian and, 2) a date on which the vote on the revision will be taken.
- F. No revision to the A.R.P. Policy shall go into effect until approved by the Chancellor.

APPENDIX I
University System of Maryland Bylaws, Policies and Procedures of the
Board of Regents

Board of Regents Policy II – 1.00 University System Policy on Appointment, Rank and Tenure of Faculty

Board of Regents Policy II – 1.11 Policy on Part-time Faculty Members Engaged Exclusively or Primarily in Library Services

Board of Regents Policy II – 2.01 Policy on Professional and/or Research Leave for Faculty Members Engaged Exclusively or Primarily in Library Services

Board of Regents Policy II -

APPENDIX II

Librarianship

Faculty seeking promotion to the ranks of Librarian II, Librarian III, and Librarian IV will be expected to demonstrate excellence in librarianship. For each rank, accomplishments are described according to the items described in Section V.C. 2, “Applications”, and in the following list, which is referenced in the description of the application packet (see pages 14-15).

- a) developing new or revised library services and materials;
- b) instruction in and other support of library programs and services,
- c) library instruction outside the library;
- d) mentoring, such as: serving as honors or special program mentor, writing letters of recommendation for students, assisting students in finding professional situations within 18 months of graduation, helping students in gaining admission to graduate school, arranging student participation in scholarly conferences;
- e) activities leading to adoption of academic major or other program involving multiple courses, activities contributing to accreditation at the program or institutional level, academic program;
- f) extra- curricula student activities, e.g., coaching student athletic team, supervising student creative production, such as a theater or dance event, artistic exhibition, newspaper, writing contest, etc., or advising a student organization.
- g) Use of information technology in assisting faculty in teaching and course development, e.g., the development of web-based course(s), use of interactive software as part of instruction.

APPENDIX III

Research, Scholarship and Creative Activities

Faculty librarian seeking promotion to the ranks of Librarian II, Librarian III and Librarian IV will be expected to demonstrate excellence in research, scholarship and/or, in certain cases, creative activities. For each rank, accomplishments are described according to the items in the following list, which is referenced in the descriptions of the qualifications for each rank.

- a) authored books published by scholarly presses;
- b) articles in refereed journals;
- c) full-length papers published in conference proceedings;
- d) chapters in book(s) published by a scholarly press;
- e) edited volumes, monographs, or anthologies, or curated major exhibits;
- f) papers presented at national or regional conferences
- g) externally funded institutional or individual grant(s)
- h) major creative productions (written/composed/produced/directed);
- i) performances;
- j) major exhibit in the visual arts;
- k) other scholarly or creative activities endorsed by the department/division or professional organizations, such as
 - development of experimental programs
 - receiving of regional and national awards
 - holding of offices in professional organizations
 - presentation of invitational lectures
 - participation in panels at regional and national meetings of professional organizations
 - editing of professional journals or curating a major exhibit
 - participation in juried shows
 - participation in program-related projects
 - development and implementation of musical or theatrical performances
 - participation in one person shows
 - providing consultant services
 - completion of additional graduate work
 - contribution to the scholarly growth of peers
 - other data agreed to by the faculty and administration
 - study abroad, at institutions outside the United States.

APPENDIX IV

Service to the Community, Profession and College

Faculty librarian seeking promotion to the ranks of Librarian II, Librarian III and Librarian IV will be expected to demonstrate commitment to service to the community, profession and college. For each rank, accomplishments are described according to the items in the following list, which is referenced in the descriptions for each rank.

- a) participation in non-required workshop;
- b) conducting of faculty workshops/seminars/colloquia;
- c) advisement of student organizations
- d) service on second (2nd) and subsequent departmental, divisional, college-wide committees;
- e) organizing a conference
- f) coordination of academic programs without pay or released time;
- g) writing of approved grants;
- h) writing of approved externally peer reviewed grants;
- i) activities leading to the recruitment and enrollment of students;
- j) activities leading to the retention of students
- k) service on community councils/boards;
- l) consulting/advising activities;
- m) creation of discipline-related community organizations
- n) use of expertise to assist community organizations;
- o) delivering talks, conducting courses or workshops, or giving performances for the benefit of the broader community and/or community organizations;
- p) community volunteer work as a representative of the institution;
- q) activities leading to and/or supporting beneficial interaction between the institution and the community;
- r) activities leading to the formation of and/or supporting a discipline-related community organization;
- s) activities leading to sustained cooperative projects between the institution and local schools and school districts.