



Faculty Bylaws

Bylaws of the University Libraries Faculty, University of Nevada, Las Vegas Libraries 4505 Maryland Parkway Las Vegas, Nevada 89154-7001

Approved by:

A handwritten signature in black ink, appearing to read 'K. Whitfield', written over a light blue rectangular background.

President Keith Whitfield

9/13/2024

Date

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Article I. The Library Faculty

1.1 The University of Nevada, Las Vegas Libraries is organized as a college. University Libraries is used when referring to the academic unit and organization at UNLV. The Library Faculty shall consist of all persons under professional contract to the University Libraries. In the Library Faculty Bylaws, Library Faculty is capitalized when referring to the collective body of faculty. The Library Faculty is composed of the following categories of positions, in accordance with Chapter I, Section 4 of the Bylaws of the University of Nevada, Las Vegas (UNLV Bylaws) and Title 4, Chapter 3 of the Board of Regents Handbook:

1.1.1 Academic Faculty

According to Title 4, Chapter 3, Section 2 of the Board of Regents Handbook, library academic faculty “consists of persons with a degree of at least master of Library Science from an accredited institution who are employed in the libraries of the NSHE and who provide professional library services closely and directly supportive of teaching and research.” Library academic faculty are also defined in Chapter I, Section 4.1.1 of the UNLV Bylaws.

The Library Faculty Bylaws will use the term “academic faculty” to refer to tenured and nontenured tenure-track academic faculty.

1.1.2 Administrative Faculty

The Library Faculty Bylaws will use the term “administrative faculty” to refer to faculty defined as “support faculty” in Title 4, Chapter 3, Section 2 of the Board of Regents Handbook and “nonacademic faculty” in Chapter I, Section 4.1.2 of the UNLV Bylaws.

According to Chapter I, Section 4.1.2 of the UNLV Bylaws, nonacademic faculty “are engaged primarily in activities supportive of the university’s mission... Nonacademic faculty may also perform such duties as teaching, research, consulting and community service.”

According to Title 4, Chapter 3, Section 2 of the Board of Regents Handbook, support faculty “perform predominantly office or non-manual work... Of a predominantly intellectual, specialized or technical nature requiring training, experience or knowledge in a field of science, learning or occupation customarily acquired by a course of specialized intellectual instruction, studies or experience, which is performed under general supervision only and requires the consistent exercise of discretion and judgment.”

1.1.3 Supervisory Faculty

The Library Faculty Bylaws will use the term “supervisory faculty” to refer to the Dean and Associate Dean(s), in accordance with Title 4, Chapter 3, Section 2 of the Board of Regents Handbook. Title 4, Chapter 3, Section 2 of the Board of Regents Handbook and Chapter I, Section 4.1.3 of the UNLV Bylaws categorize the Dean and the Associate Dean(s) as administrative faculty, but the Library Faculty Bylaws will reserve the term “administrative faculty” to refer to the category of Library Faculty described in section 1.1.2 of the Library Faculty Bylaws.

1.1.4 Visiting Faculty

The Library Faculty Bylaws will use the term “visiting faculty” to refer to full-time non-tenure-track academic faculty on temporary appointments as defined in Title 4, Chapter 3, Section 45.1b of the Board of Regents Handbook. Title 4, Chapter 3, Section 45.2b specifies that temporary full-time faculty are entitled to “All benefits provided to full-time faculty, except consideration for tenure and notice of non-reappointment.” Although visiting faculty are hired as equivalent to the Assistant or Associate or Professor rank, they have a rank of zero (0) because they are not tenure-track.

1.1.5 Adjunct Faculty

Adjunct faculty status at the levels of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor (in accordance with UNLV Bylaws, Chapter III, Section 18.3.2) can be awarded to those who desire an association with the Libraries for purposes of professional interaction with members of the faculty. The successful applicant must possess a terminal degree in their respective field. Upon receipt of an application for adjunct status (a letter of intent and curriculum vitae) and the identification of a librarian sponsor, the Dean of Libraries will review the application to ensure compliance with requirements and will solicit input from the faculty before confirmation of the award.

Primary responsibility and source of income may be with another unit on campus or may be outside the University entirely. The award of adjunct faculty status will normally confer certain rights that will be described in the adjunct employment document/contract by specific statements. Standard campus-wide employment procedures apply. Adjunct faculty status must be renewed periodically at three-year intervals with faculty input required for renewal. Successive reappointments do not confer tenure or other continuing employment status. [rev. 1/2020]

1.2 The Library Faculty shall have jurisdiction over faculty welfare, and shall set standards for professional service, promotion, and tenure, and promote and encourage professional development. They shall make recommendations concerning the budget, long-range planning and library priorities.

1.2.1 Academic faculty shall be voting members of the Library Faculty. Only tenured academic faculty who have worked in the UNLV Libraries as academic faculty for

twelve successive months are eligible to vote on library faculty members' applications for mid tenure, tenure or promotion. [rev. 2/2017]

- 1.2.2 Administrative faculty shall be eligible to vote on Library Faculty business except for issues involving promotion, tenure, merit, and elections for Deputy Faculty Moderator. These faculty may serve on committees except for those involving tenure, promotion, and merit. [rev. 2/2017]
- 1.2.3 Supervisory faculty are not eligible to vote on Library Faculty business or serve on standing Library Faculty committees as defined in Section 4.2 of the UNLV Library Faculty Bylaws.
- 1.2.4 Visiting faculty may attend faculty meetings but are not voting members and cannot serve on standing Library Faculty committees as defined in Section 4.2 of the UNLV Library Faculty Bylaws. [rev. 2/2017]
- 1.2.5 Adjunct faculty are not eligible to vote on Library Faculty business or serve on standing Library Faculty committees as defined in Section 4.2 of the UNLV Library Faculty Bylaws.
- 1.2.6 Academic faculty that are assigned to full-time administrative appointments outside the Libraries are not eligible to vote on Library Faculty business or serve on standing Library Faculty committees as defined in Section 4.2 of the UNLV Library Faculty Bylaws.

1.3 Duties and responsibilities

- 1.3.1 The duties and responsibilities of the Dean of Libraries are to be prescribed by the President of UNLV and are on file in Administration.
- 1.3.2 The duties and responsibilities of the Associate Dean(s) of Libraries are to be prescribed by the Dean and ratified by the faculty and are on file in Library Administration. [rev. 6/2013]
- 1.3.3 The duties and responsibilities of division directors are to be prescribed by the Dean, Associate Dean(s), ratified by the faculty and are on file in Library Administration. [rev. 6/2013]
- 1.3.4 The duties and responsibilities of the department heads are to be prescribed by the Dean, Associate Dean(s), division directors and ratified by the faculty and are on file in Library Administration. [rev. 6/2013]
- 1.3.5 The duties and responsibilities of library faculty are to be prescribed by the Dean, Associate Dean(s), division directors or designated department heads, ratified by the faculty and are on file in Administration. [rev. 6/2013]

1.4 The regular communication channel for Library Faculty concerns is from the faculty to the Dean to the Provost to the President (UNLV Bylaws, Chapter I, Section 5). Administrative channels within the Libraries shall function in accordance with Library policy.

Article II. Organization of the Libraries

The divisions and departments shall be defined on the Libraries Organization Chart which is maintained in Library Administration

Article III. Meeting Of the Library Faculty

3.1 A moderator shall preside at all meetings of the Library Faculty. Only academic faculty are eligible to serve as the Moderator. The Moderator's term of office is July 1 through June 30. [rev. 6/2013]

3.1.1 The academic faculty shall, each May, elect a Deputy Moderator by ballot from among its own membership who shall preside at meetings in the absence of the Moderator and who will, in the event of a vacancy, complete the unexpired term of the Moderator. The Deputy Moderator will become Moderator the following year. The Deputy Moderator's term of office is July 1 through June 30. A vacancy in the Deputy Moderator's term will be filled through a special election by the academic faculty.

3.1.2 The Deputy Moderator records and distributes draft minutes of each regular or special meeting to all Library Faculty. The Deputy Moderator will be responsible for finding their own replacement if unable to record the meeting minutes. The Deputy Moderator shall distribute approved minutes of each meeting to all Library Faculty. Five fiscal years' worth of faculty meeting minutes, in addition to the current fiscal year, will be made available over the library network. The Deputy Moderator is responsible for ensuring that an electronic copy of the minutes reaches the person designated to put them up on the library network. A copy of the minutes will be housed in the university archives.

3.2 Business or action described in these Bylaws shall be transacted at a duly called regular or special meeting at which a quorum is present, by email, paper ballot, or other method approved by the Library Faculty.

3.2.1 Regular meetings shall be held once per month throughout the calendar year. An issue relating to the Libraries and/or to the Library Faculty will be discussed. If no such issue has come up, an issue of general interest related to librarianship shall be discussed.

3.2.2 Special meetings may be called at the request of the Dean, the Associate Dean(s), the Moderator, or upon the written request of one-fourth of the academic faculty. The Moderator shall announce the meeting and purpose in writing to all faculty and others, as

needed at least one workday in advance of the special meeting. (Work days for the purpose of calculating time periods specified in these Bylaws means 8:00 a.m. to 5:00 p.m. on any day other than a Saturday, Sunday or legal holiday.) [rev. 6/2013]

3.2.3 A quorum shall consist of three-fourths of the academic faculty as defined in Sec.

1.2. Proxies will be considered as part of the quorum. Proxies for a specific meeting shall be delivered in writing or by email to the Deputy Moderator before the meeting is convened.

3.2.4 A motion shall pass if it is approved by two-thirds of the academic faculty present except as otherwise specified in these Bylaws.

3.2.5 The Moderator and the Deputy Moderator shall prepare and distribute an agenda for each regular or special meeting and distribute it to all Library Faculty and others as needed at least three working days prior to the regular meeting and one work day prior to the special meeting. The academic faculty shall approve the agenda at the beginning of each regular meeting. Agenda items that could result in a motion which would alter promotion, mid-tenure, tenure and merit policies and by-law changes must be accompanied by documentation distributed with the agenda for the meeting.

3.2.6 Parliamentary procedures for all meetings shall follow the current edition of Robert's Rules of Order where it applies and is not in conflict with these Bylaws.

3.2.7 All regular and special meetings of the Library Faculty shall be open unless closed pursuant to NRS 241.020, 241.030 inclusive.

Article IV. Committees

4.1 The Library Faculty determines membership to Library Faculty standing committees and representatives to Faculty Senate and its associated committees. No library faculty member shall be elected to more than two Library Faculty standing committees and no more than one standing Faculty Senate Committee concurrently.

4.1.1 Members of Library Faculty standing committees shall be elected each May with terms to begin on July 1, except as specified elsewhere in these Bylaws. A vacancy on any committee shall be filled by election by the Library Faculty. Each committee shall elect its own chair. When changing or revising established Committee guidelines or creating new guidelines, Library Faculty standing committees shall submit them to the Library Faculty for approval.

4.1.2 Elections for Library Faculty Senator or for members of Faculty Senate standing committees shall be conducted by the Library Senior Faculty Senator, who will convey the results to the Faculty Senate office. Only academic faculty are eligible to serve as members of Faculty Senate standing committees.

4.1.3 Members of Library Faculty standing committees or representatives to Faculty Senate and its associated committees shall report relevant information to the Library Faculty or specific individuals as appropriate. Items requiring discussion or action by the Library Faculty shall be placed on an agenda in accordance with Article III of these Bylaws.

4.2 Standing committees of the Library Faculty shall be as follows:

4.2.1 Tenure and Promotion Committee

4.2.1.1 Membership

The Committee shall consist of four members elected for two-year terms, all of whom must be tenured. The Libraries' representative to the Faculty Senate Academic Freedom, Tenure and Promotion Committee shall serve as an ex- officio member of this committee. Provision shall be made for staggered terms to provide continuity.

4.2.1.2 Function

This Committee is an advisory and mentoring body, and the Committee shall meet with each newly hired non-tenured tenure-track academic faculty member to discuss the tenure process and requirements. Any academic faculty member may request a meeting with the Committee to discuss their progress toward tenure or promotion and/or their supporting documentation. The Committee shall review all documentation for mid-tenure evaluations, tenure and promotions to help ensure that it is uniformly presented and is in accord with the Library Faculty's General Performance Criteria, University, and System requirements. The Committee may advise the candidate to revise the documentation. The Committee shall make a presentation to the Library Faculty reviewing each candidate's record in order to facilitate discussion at the annual tenure and promotion meeting. The Committee shall provide a clear and detailed summary of the Library Faculty's review of each tenure/promotion or mid-tenure candidate's record at the time of consideration. The Committee shall also provide, after consultation with the tenured faculty, as part of the annual faculty evaluation report, a clear and detailed summary of progress toward tenure for each tenure-track academic faculty member who has not already submitted an application for promotion and tenure. [rev. 1/2020]

4.2.2 Merit Advisory Committee

4.2.2.1 Membership

The Merit Advisory Committee shall be composed of six academic faculty members, with at least one member from each of the current Library divisions. Members must be employed at least 12 continuous months at the UNLV Libraries. Provision shall be made for staggered terms of two years each to provide continuity [rev. 11/2013]

4.2.2.2 Function

The Merit Advisory Committee serves as an advisory body in ranking applicants and forwarding recommendations to the Dean of Libraries. Academic faculty must apply following established guidelines in order to receive merit. The Committee reviews applications for merit, ranks the applicants, and writes summary paragraphs recommending or not recommending merit with appropriate justification. A Merit Advisory Committee member may not be involved in assessing their own case, nor that of anyone they directly supervises.

4.2.3 Bylaws Committee

4.2.3.1 Membership

A five-member Bylaws Committee shall be elected for staggered two-year terms.

4.2.3.2 Function

The Bylaws Committee shall have the responsibility for ongoing review of the Bylaws of the UNLV Library Faculty. When changes to bylaws have been approved as described in section 6.1, the Bylaws committee is responsible for updating the Bylaws to reflect the voted-upon changes.

4.2.3.3 The Bylaws

All governing regulations, policies and procedures adopted by the Library Faculty shall be maintained and accessible in a format and location designated and approved by the Library Faculty.

4.2.4 Library Faculty Awards Committee

4.2.4.1 Membership

The Awards Committee shall consist of three members elected for two-year terms. Provisions shall be made for staggered terms to provide continuity.

4.2.4.2 Function

The Library Faculty shall establish and oversee an Awards Committee to solicit and review nominations for Libraries' faculty awards. The Faculty Awards Committee members shall also serve on a Joint Awards Committee, which will include classified staff members, to solicit and review nominations for all Libraries' awards. The Awards processes shall be outlined in the Awards Committee procedures.

4.2.5 Scholarship Committee

4.2.5.1 Membership

A five-member Scholarship Committee shall be elected for staggered two-year terms.

4.2.5.2 Function

The Scholarship Committee shall plan and coordinate workshops, discussion forums, or other events relating to individual scholarship, such as writing and research methods, as well as developments in scholarship in the field of Library and Information Science.

4.2.6 Research Leave Committee

4.2.6.1 Membership

A three-member Research Leave Committee shall be elected for staggered two-year terms.

4.2.6.2 Function

The Research Leave Committee shall develop, maintain and document criteria for evaluating research leave proposals. The Research Leave Committee will review research leave proposals bi-monthly, judging applications based on established criteria. The committee will collaborate in making recommendations. The Faculty Research Leave Committee will submit written recommendations to the Dean of Libraries no more than three weeks from the application due date.

4.2.7 Mentoring Committee

4.2.7.1 Membership

The Mentoring Committee shall consist of three members elected for two-year terms. Provisions shall be made for staggered terms to provide continuity.

4.2.7.2 Function

The purpose of the Faculty Mentoring Committee is to facilitate the matching of library faculty interested in participating in one-on-one and/or group mentoring. Mentors will assist new faculty to become familiar with UNLV Libraries and/or will help faculty as they pursue tenure and/or promotion.

The committee will be responsible for:

- Creating and updating guidelines for the program.
- Matching mentors with mentees.
- Creating and maintaining a collection of resources regarding both one-on-one and group mentoring.
- Evaluating the program on a yearly basis.

4.3 The Moderator, the Dean, or Associate Dean(s) shall appoint such ad-hoc committees as may be required from time to time, and may disband said committees when the stated purpose has been accomplished. [rev. 6/2013]

4.3.1 Search Committees

The Board of Regents Handbook (Title 4, Chapter 8, Section 7.2) clarifies when search committees are required: "It is the objective of the NSHE to conduct internal or external searches for all full-time and half-time professional staff positions (defined in Title 4, Chapter 3, Section 2) with the exception of Temporary Part-time Faculty (defined in Title 4, Chapter 3, Section 44). The institutional president or Chancellor may waive the search requirement where he or she determines the waiver to be in the best interest of the institution or System unit. Each institution and System unit must have an internal process for requesting search waivers and for obtaining the approval of the institutional president or Chancellor. Each institution or System unit will be expected to maintain a list of search waivers and to report to the Chancellor and the Board annually." Libraries Search Waivers must follow the UNLV Search Waiver Process. [rev. 1/2020]

4.3.1.1 When a Dean of Libraries search committee is required, "the Executive Vice President and Provost shall convene a recruitment and screening committee which shall consist of six professional librarians elected from the Library Faculty, one member of the library classified staff elected by the library classified staff, two faculty members elected by the Faculty Senate, a member of the Academic Council elected by the Council, one graduate student elected by the Graduate and Professional Student Association, and one student elected by the CSUN Senate." The Executive Vice President and Provost may appoint an interim dean only after consulting with the faculty of the Libraries. Such consultation shall be in accordance with Libraries bylaws and established policies and procedures. (UNLV Bylaws, Chapter II, Sections 10.5.1 and 10.6)

4.3.1.2 When an Associate Dean of Libraries search committee is required, the committee shall be selected following 4.3.1.3, unless determined differently by the Library Faculty.

4.3.1.3 The Dean will inform the Faculty Moderator when a search for an administrative, visiting, or academic faculty position, has been authorized and may commence. The committee shall be composed of four Library Faculty members, one of whom is the position supervisor. The Faculty Moderator will call for volunteers from the faculty and three members of the committee will be chosen by election by the Library Faculty. The chair of the search committee will be determined by the search committee, but may not be the position supervisor. The position supervisor will invite one classified staff member to serve on the committee; this will be done in consultation with Library Administration to ensure equitable distribution of search committee service among classified staff.

The committee may also invite additional staff or faculty to be members of the search committee. All members of the search committee may vote. In accordance with UNLV Bylaw 15.8, the Library Faculty voted to suspend indefinitely UNLV Bylaw 15.7 and forgo its requirement that the faculty unit determine by vote which candidate or candidates they wish to recommend for appointment. [rev. 7/2018]

4.4 If a university-wide peer evaluation review committee is formed pursuant to UNLV Bylaws, Chapter III, Section 8.3 the Faculty Moderator shall hold an election to determine the Libraries' representative on said committee. The representative must be a tenured faculty member.

Article V. Library Faculty Welfare

5.1 Each academic faculty member shall annually determine their workload in consultation with their immediate supervisor. In addition to the practice of librarianship/teaching, factors for goal setting may include service, professional achievement, research and scholarly and creative activities, education, and other relevant experience.

5.2 General Performance Criteria for Library Academic Faculty

A. Library academic faculty members are evaluated using the same general areas as other academic faculty. Because of the distinctive nature of academic librarianship, this document includes the practice of librarianship/teaching as well as research and scholarly and creative activities, and service and professional activities as areas of evaluation. Examples of criteria are listed to aid in evaluation. The areas of evaluation and the criteria are used for mid-tenure and tenure consideration, review, annual evaluation, and promotion recommendations.

B. The Libraries shall establish written guidelines, procedures, and criteria for evaluation of faculty in performance in the practice of librarianship/teaching, research and scholarly and creative activities, and service and professional activities (UNLV Bylaws, Chapter III, Section 8.1). Due to the specialized nature of library services, the time spent on each category will vary among different faculty members. Each faculty member must be evaluated within the unique context of their section and job description as well as within the context of the Libraries. Therefore, the following criteria will not apply uniformly to all individuals.

5.2.1 Practice of Librarianship/Teaching (Equivalent to responsibilities cited in UNLV Bylaws, Chapter III, Section 2.2.A)

The Library Faculty shares the University's goals and contributes to the fulfillment of the campus mission in the areas of instruction, research, and service. However, librarians' contributions differ in nature and emphasis from those of other academic faculty. The criteria for promotion and tenure outlined below are designed to recognize that librarians constitute a distinct group within the University faculty.

A. Increasing Mastery of Subject Matter

The terminal degree is a Master's Degree in library or information science from an American Library Association accredited program. Increasing mastery of subject matter is an ongoing process. Appropriate supplementary evidence might include additional earned degrees, certificates of advanced and/or specialized training, and language or subject expertise commensurate with a particular position description. For example, branch librarians normally benefit from a strong subject background (e.g., music, biology).

B. Effectiveness in the Practice of Librarianship/Teaching

The concept of effectiveness as a librarian comprehends a wide variety of individual abilities and achievements. In order to be effective, the Library Faculty as a whole must successfully develop, organize, manage, interpret, and promote access to a full range of library services and resources. Although every librarian must be able to demonstrate a general appreciation and understanding of all of the above, expectations of individual effectiveness may vary depending upon their functional specialization within the Libraries. Many job descriptions combine activities from more than one functional category, e.g., a government documents librarian may exercise selection, acquisition, cataloging, reference, and management responsibilities. In this context, it is important to note that some librarians may have opportunities for direct contact with students and other academic faculty, while others, most notably technical services librarians, may interact more frequently with Library Faculty colleagues and/or counterparts at other institutions. Library Faculty may participate in teaching activities from time to time as part of their assigned duties. Teaching classes in librarianship and research skills and instructing library users in individual research requires knowledge of the subject field, communication and pedagogical skills, as well as an in-depth knowledge of library resources and services, resourcefulness and an ability to draw upon one's broad general knowledge and experience.

Annual evaluations of librarians' performances are provided by supervisors according to specific job descriptions, stated goals and Guidelines for Equitable Performance Ratings in Scholarship and Service.

Criteria for 5.2.1.A and 5.2.1.B (Criteria function as guidelines only; they are neither exclusive nor comprehensive. They are not in priority order.)

- Mastery of the requisite skills and technical processes related to one's assignment.
- Creativity in initiating or revising methods or techniques that are position related.
- Independence and initiative in developing approaches to assignments or carrying out work to completion.
- Current knowledge of bibliographic and professional resources.
- Awareness, understanding and assimilation (as needed) of current trends, new methods, and technical changes in the profession.

- Demonstrated ability to provide insights in solving problems and in pursuing professional inquiries/interests.
- Effective job performance of all tasks, which demands a broad grasp of the objectives of the assignment, high standards of work performance, and demonstrated success in the performance of those tasks.
- Honors, awards, or other professional recognition in relation to the practice of teaching/librarianship.
- Demonstrated effectiveness as a supervisor, if this is included in the faculty member's assignment. In evaluating supervisory effectiveness, special attention shall be directed to success in training of subordinates, encouraging of efficient performance, planning and organizing ability, and fair and sensitive handling of personnel matters. In supervising other librarians, the ability to stimulate professional development and growth toward tenure and promotion shall be evaluated.
- Demonstration of positive attitudes which contribute to the Libraries' goals including, though not limited to, initiative, openness to new ideas and procedures, effectiveness in working with students, faculty, staff, community patrons, and library colleagues.

5.2.2 Research and Scholarly and Creative Activities

Research and scholarly and creative activities are essential for library faculty. The growth of the profession depends upon librarians with "on-the job" experience who can articulate needs and devise solutions to problems and thereby influence the future direction of librarianship and information science. A librarian who is involved in solving the problems of the profession brings to their assigned library responsibilities breadth of vision, awareness of state-of-the-art practices at peer institutions, knowledge of current concepts of information service, and understanding of the process of change.

Indicators of Significance: Effort, Rigor, Impact

Candidates for promotion and tenure are responsible for demonstrating the significance of their scholarship, and in doing so they may choose to discuss significance in terms of the **effort or time** required to produce the piece of scholarship, the **rigor or academic merits** of the scholarship, and/or the **impact** of the scholarship. These three indicators are not the sole indicators of significance, but may be helpful in a candidate's articulation of significance. The bulleted points below are likewise not an exhaustive list of all possible indicators of significance, but may provide some ideas for candidates as well as for reviewers as they consider the relative significance of different scholarly efforts.

- Competitive review process - e.g., documented journal or conference acceptance rate.
- Invited, keynote/plenary, contributed -- was the author invited to contribute due to their reputation and scholarly record?
- Originality of research - Is this research completely new and uncharted territory? Such as a new theoretical approach to a topic, an innovative use of research methodology, the first practical implementation of a theoretical concept, or development of a new technical application.

- Reach or impact of publication - e.g., citation statistics; metrics over time; awards or public recognition for publications.
- Published in an open access venue, allowing wider dissemination and potential impact.
- Use in teaching - Documented use *over time* of a publication being used on syllabi. (This indicator seeks to show long-term impact, so it cannot be used immediately after publication.)
- Receipt of external grant/contract funds awarded on a competitive basis.
- Reuse of code, technical toolkits, or technical models (includes application development, metadata schema, data modeling, visualizations, etc.) Documented reuse of a technical nature: including technical manuals, evidence of adopted best practices, and/or widely adapted frameworks.
- Furthers professional practice; includes practical applications for libraries beyond UNLV.

Categories may have overlap and candidates are responsible for presenting context and indicators of significance that demonstrate the effort, rigor, and/or impact involved in their work. Types of output will change over a person's career. However, during the probationary period typically ending the year tenure and promotion is sought, scholarship should reflect a trajectory that indicates increasing rigor or impact. [rev. 2/2019]

5.2.3 Service and Professional Activities

A. Service

Effectiveness of professional, university, and community service may be demonstrated by such activities as successful committee work, participation in departmental and university governance, special university administrative assignments and tasks, involvement with campus groups, work with students or community beyond the formal librarian-patron relationships, offices held in scholarly or professional organizations, refereeing proposals, local community services, etc. Appropriate evaluators include chairpersons of committees or other community or organizational leaders.

B. Professional Activities

This criterion may be demonstrated by such activities as participation in continuing education courses, professional or scholarly meetings, workshops, institutes, training programs, in-depth analyses of other libraries, internships, development of professionally related skills, and formal or informal course work.

Criteria for 5.2.3.A and 5.2.3.B (Criteria function as guidelines only; they are neither exclusive nor comprehensive. They are not in priority order.)

- Currency in the professional literature.
- Continuing education.
- Contributions that extend the resources of the University to the State.
- Membership and participation in state, local, regional, international, and national professional associations.
- Planning and/or organizing programs, conferences, or seminars.

- Honors, awards, or other recognition of service to the University community, the state, or the profession.
- Service and leadership within the University through participation in committees and other programs that address its goals.
- Public service in a professional capacity.
- The appraisal of external grant proposals, fellowship applications or other awards.
- Journal editorship and other editorial work (including electronic journal editorship, moderating and/or managing electronic discussion lists, and editorship of other electronic publications such as pages on the World Wide Web).
- Community service, such as work with civic and charitable organizations and groups, either as an individual or as a representative of the University.

5.3 Guidelines for Annual Evaluations

Each faculty member (except adjunct faculty) shall be evaluated annually in writing by their immediate supervisor and a copy of the evaluation shall be presented to the faculty member for review. (UNLV Bylaws, Chapter III, Section 8).

5.3.1 Scale for Evaluating Library Faculty (UNLV Bylaws, Chapter III, Section 8.2).

A four-point scale is used for non-tenured faculty:

4. Excellent - the faculty member consistently performs all aspects of the job in a clearly distinguished way and consistently accomplishes outstanding results.
3. Commendable - the faculty member meets the objectives of the position in a manner that exceeds normal accomplishment and regularly produces unusually good results.
2. Satisfactory - the faculty member meets the demands of the position effectively and performs satisfactorily as defined in the position description and practice of librarianship/teaching criteria.
1. Unsatisfactory - the faculty member does not meet the demands of the position effectively or does not perform satisfactorily as defined in the position description and practice of librarianship/teaching criteria.

A two-point scale is used for tenured faculty:

2. Satisfactory - the faculty member meets the demands of the position effectively and performs satisfactorily as defined in the position description and practice of librarianship/teaching criteria.
1. Unsatisfactory - the faculty member does not meet the demands of the position effectively or does not perform satisfactorily as defined in the position description and practice of librarianship/teaching criteria.

5.3.2 Disagreement with Evaluation

If a faculty member disagrees with the annual evaluation prepared by their supervisor, they may (a) submit a written rejoinder to the evaluation within 30 calendar days after notification, OR (b) submit a written request to the Dean of Libraries within 15 calendar

days after notification for the formation of a committee of peers to conduct a separate annual evaluation (UNLV Bylaws, Chapter III, Section 8.3)

A. If the faculty member elects option (b) above, the Dean of Libraries will notify the Faculty Moderator that such a request has been received. If the Moderator is a party to the evaluation involved, the Dean will notify the Deputy Moderator. The Moderator, or Deputy Moderator, shall conduct an election to select three tenured faculty members to serve on a peer evaluation committee. The three members of the committee will be elected from a list of all eligible Library Faculty members, provided by the Moderator, or Deputy Moderator. Neither party to the evaluation is eligible to serve on the peer evaluation committee. The membership of the committee must be determined no later than fifteen calendar days after receipt of the request for a peer review.

B. The peer review committee shall file a report, which either recommends upholding the original evaluation or reversing that evaluation and recommending an alternative one. The recommendation of the Committee will be determined by majority vote of the entire committee. This recommendation must be submitted to both the Dean of Libraries and the Provost by the end of the B-contract period. A copy shall also be provided to the faculty member requesting the peer review and to their original evaluator. Both evaluations shall be placed in the faculty member's master personnel file. The appropriate vice president shall make the final decision on the evaluation to be issued to the faculty member for the year.

C. The faculty member requesting the peer review must submit a written statement of their position regarding the original evaluation to the Committee, with copies to the Dean and the original evaluator, within ten calendar days of the committee's formation.

D. (Pursuant to UNLV Bylaws, Chapter III, Section 8.4), the evaluatee may prepare a Peer Evaluation File of material pertinent to the evaluation within thirty calendar days after notification of the evaluation. This file could include the evaluation in dispute, past evaluations (both by the supervisor and self-evaluations), the position description, and written documentation relevant to the evaluation (e.g. special assignments, letters of instruction, written warnings, and letters from campus constituents). The Committee will review the file.

E. The Committee will interview separately both the evaluator and evaluatee. The Committee may also, at its discretion, request interviews with other personnel who have a direct bearing on the evaluation, or intimate knowledge of the evaluatee's work performance. The list of persons to be interviewed will be supplied to both evaluatee and evaluator for their comment. Based on the interviews the Committee may request additional written documentation.

5.4 Guidelines for Merit for Academic Faculty

5.4.1 Purpose of Merit

Merit is expected to recognize the person who has 1) performed at least "satisfactorily" in the areas for which the person is evaluated and 2) is considered meritorious in at least one of those areas. Among the many legitimate reasons to award merit are the following (UNLV Bylaws Chapter III, Sections 10.2-10.2.6.)

- A. To encourage exceptional academic faculty with excellent mobility to remain at UNLV;
- B. To reward exceptional performance in any of the several areas for which academic faculty are evaluated;
- C. To reward outstanding performance over a long period of time -- performance that may not have resulted in merit for any particular year;
- D. To allow for other specific or general exceptions which to the evaluators represent some outstanding reason for awarding merit.

5.4.2 Division directors, department heads, assistant and associate deans must file applications through the faculty process to receive merit awards for job performance, research, and non-administrative service (UNLV Bylaws, Chapter III, Section 10.2.1).

5.4.3 Eligibility: Faculty must be at least satisfactory in all the areas for which the person is evaluated and meritorious in at least one of those areas to be considered. Faculty must have served at least 50% of the year to which the merit award applies. Newly hired, twelve-month, A contract faculty must have started their employment by July 1st of the calendar year to which merit applies and newly hired 9-month, B contract faculty must have started their service by August 16th of the calendar year to which merit applies. Although a person may be employed for less than the full year, the person's total performance for the period under consideration would have to be deemed equally meritorious with that of other persons recommended for a merit award who have served a full year.

5.4.4 Criteria/Categories to be rewarded: See purpose of merit (above, 5.4.1), and Library Academic Faculty Bylaws 5.2 General Performance Criteria.

5.4.5 Decision-making and Reporting: The final decision for merit awards rests with the Dean (upon approval by the Provost), who may consult with members of the Library Leadership Team. However, the recommendations of the Merit Advisory committee should weigh heavily in the evaluation.

5.4.6 Appeals Process: The grievance associated with denial of merit should be referred to the Library Dean. If the aggrieved party has failed to secure a reversal of the original negative decision after meeting with the Dean, they have the right to file a grievance concerning the decision to the Faculty Senate Grievance Committee (UNLV Bylaws, Chapter III, Section 10.4)

5.5 Guidelines for Promotion or Appointment to Academic Rank

In addition to the General Performance Criteria for Library Academic Faculty (section 5.2 of the Library Faculty Bylaws), specific criteria for promotion or appointment to academic rank are listed in 5.5. In rare instances, there will be individuals who do not hold a terminal degree, but who possess a high degree of professional experience and who are held in such high esteem in their disciplines that they should be considered for academic rank based on the merits of their personal record. (UNLV Bylaws, Chapter III, Section 16.1)

5.5.1 Promotion between ranks:

Promotion to the next rank is based upon meeting a higher set of performance criteria. In the evaluation of a candidate's qualifications for promotion, the candidate's performance during the period since the last promotion may be considered. (UNLV Bylaws, Chapter III, Section 16.7.D) [rev. 1/2020]

5.5.2 For denial of promotion and appeal procedures refer to the Nevada System of Higher Education (NSHE) Code Section 5.2.3; 5.2.4

5.5.3 Assistant Professor (Rank II)

It is expected that the individual promoted or appointed to this rank meet the following essential qualifications:

- A. Possession of the terminal degree as defined above.
- B. A minimum of two years' experience as an academic librarian after receiving the professional degree, or the equivalent in some combination of advanced degree work and relevant library experience.
- C. Evidence of effectiveness and productivity in the position held by the individual as documented by the individual's annual evaluation(s) and/or other evaluative tools as appropriate.
- D. Evidence of professional development through creative activities or service and professional activities.
- E. In accordance with UNLV Bylaws, Chapter III, Section 16.7, a librarian meeting the above minimum requirements may be considered for promotion to Assistant Professor at any time. Evaluation shall be conducted within the Library according to Library promotion procedures. Upon receiving a positive promotional evaluation, a

new contract reflecting promotion to the Assistant Professor rank may be awarded for the following fiscal year.

5.5.4 Associate Professor (Rank III)

It is expected that the individual promoted or appointed to this rank meet the following essential qualifications:

- A. Possession of the terminal degree defined above.
- B. Record of effectiveness and productivity in the position held by the individual as identified in general performance criteria 5.2.1 and as documented in the individual's annual evaluation(s) and/or other evaluative tools as appropriate. [rev 3/2015]
- C. Record of research and scholarly and creative activities, as identified in the general performance criteria 5.2.2. Review of such productivity shall include the use of external referees. The use of external referees shall be governed by the following regulations. [rev 3/2005]
 - a. For promotion to associate professor, the department will obtain not less than four letters from outside the university. At least two of these shall be from persons not suggested by the candidate. [rev 3/2015]
 - b. All letters which departments solicit must be forwarded with the recommendation regarding promotion. [rev 3/2015]
- D. Record of service and professional activities as identified in the general performance criteria 5.2.3.
- E. In accordance with the UNLV Bylaws Chapter III, Section 16.7.B, an Assistant Professor may be considered for promotion to Associate Professor at any time and must be considered after a period of not more than six years as Assistant Professor. [rev. 1/2020]
- F. At the option of the faculty member, consideration for promotion may be waived.

5.5.5 Professor (Rank IV)

It is expected that the individual promoted or appointed to this rank meet the following essential qualifications:

- A. Possession of the terminal degree as defined above.
- B. Position effectiveness in the practice of librarianship/teaching identification the general performance criteria 5.2.1.
- C. Research and scholarly and creative activities as identified in the general performance criteria 5.2.2. Review of this productivity shall include the use of

external referees. The use of external referees shall be governed by the following regulations.

- a. For promotion to professor, the department will obtain at least four letters from outside the university. At least two of these shall be from persons drawn from a list of names suggested by the candidate, and at least two shall be from persons not suggested by the candidate.
 - b. All letters which departments solicit must be forwarded with the recommendation regarding promotion.
- D. Service and professional activities as identified in the general performance criteria 5.2.3.
- E. National reputation in the profession or area of expertise as evidenced by outside documentation.
- F. An Associate Professor may be considered for promotion to Professor in accordance with UNLV Bylaws, Chapter III, Section 16.7.C. [rev. 1/2020]
- G. At the option of the faculty member, consideration for promotion may be waived.

5.6 Guidelines of Mid-Probationary Period Review for Tenure-Track Academic Faculty

No later than half-way through their UNLV probationary period, the Library shall evaluate the tenure-track academic faculty member's progress toward tenure. This review will be conducted by the Library's eligible tenured academic faculty acting as a committee of the whole. The Library's eligible tenured academic faculty will review the materials submitted by the candidates and provide the Dean with a recommendation about the progress of the faculty member toward tenure. The Library's eligible tenured academic faculty as a whole may suggest remediation or recommend non-reappointment. The dean may, after conferring with the Library's eligible tenured academic faculty, recommend remediation or non-reappointment in a summary report to the provost.

5.7 Tenure for Academic Faculty

Library Faculty holding the rank of Assistant Professor (Rank II) and above are eligible for tenure. (UNLV Bylaws Chapter I, Section 4.3.1.) Guidelines for granting tenure to a library academic faculty member are the General Performance Criteria for Library Academic Faculty as found in the Library Faculty Bylaws Section 5.2.

5.7.1 Tenure consideration involves a review of the academic faculty member's cumulative record, at UNLV and other Institutions, following possession of the relevant terminal degree. The strongest emphasis is on Practice of Librarianship/teaching at UNLV, with secondary emphasis on Research, Scholarly, and Creative Activities and on Service and Professional Activities in the past six years; followed by consideration of the remaining record [rev 4/2015]. A four-point scale must be used: (1) unsatisfactory, (2)

satisfactory, (3) commendable, and (4) excellent. An academic faculty member being recommended for appointment with tenure must receive an "excellent" rating in either practice of librarianship/teaching or research and scholarly or creative activities, and at least a "satisfactory" rating in the other plus a rating of "satisfactory" or better in the area of service and professional activities. (Nevada System of Higher Education (NSHE) Code Section 3.4.2). This review will be conducted by the Library's eligible tenured academic faculty acting as a committee of the whole.

5.7.2 For denial of tenure and appeal procedures refer to the Nevada System of Higher Education (NSHE) Code Section 5.2.3; 5.2.4.

5.7.4 As part of the hiring process, tenure may be recommended for academic faculty with well-established careers **and at least five years of post-terminal degree professional experience** (rev. 5/21/07). A simple majority vote of the total of the Library's eligible tenured academic faculty is required in accordance with Chapter I, Section 4.3.1 A of the UNLV Bylaws for a recommendation to go forward.

Article VI. Amendment of These Bylaws

6.1 Any library faculty member may propose amendments to these Bylaws. Such proposed amendments shall be submitted in writing to the Faculty Moderator for inclusion on the agenda at least three work days before a meeting. Proposed amendments shall be discussed at the meeting and may be referred to the Bylaws Committee or may be scheduled for action at a subsequent Library Faculty meeting. Amendments shall require approval by two-thirds of the total academic faculty of the Libraries.

UNLV University Libraries Faculty Bylaws

Appendices

Guidelines for Equitable Performance Ratings in Scholarship (.docx rev. 3/21 - Effective for faculty hired after February 14, 2019)

Guidelines for Equitable Performance Ratings in Scholarship (.docx rev. 5/15 - Effective for faculty hired between May 13, 2015 to February 13, 2019)

Guidelines for Equitable Performance Ratings in Service

GUIDELINES FOR EQUITABLE PERFORMANCE RATINGS IN SCHOLARSHIP

Revised March 2021 by the UNLV University Libraries Faculty Tenure and Promotion Committee to reflect changes to the Library Faculty Bylaws 5.2.2 made February 14, 2019.

INTRODUCTION

These guidelines are designed to assist individual faculty members and their supervisors in evaluating their performance in the area of Scholarship. This is not intended to become a rigid checklist rating system. The faculty as a whole agreed that, as with any set of guidelines, these do not cover every situation and that there is always room for judgment and interpretation. *It is up to each faculty member to document, justify, and defend his/her scholarly contributions.*

FROM THE BYLAWS OF THE LIBRARY FACULTY, UNIVERSITY OF NEVADA, LAS VEGAS

5.2.2 Research and Scholarly and Creative Activities

Research and scholarly and creative activities are essential for library faculty. The growth of the profession depends upon librarians with "on-the job" experience who can articulate needs and devise solutions to problems and thereby influence the future direction of librarianship and information science. A librarian who is involved in solving the problems of the profession brings to his or her assigned library responsibilities breadth of vision, awareness of state-of-the-art practices at peer institutions, knowledge of current concepts of information service, and understanding of the process of change.

Indicators of Significance: Effort, Rigor, Impact

Candidates for promotion and tenure are responsible for demonstrating the significance of their scholarship, and in doing so they may choose to discuss significance in terms of the **effort or time** required to produce the piece of scholarship, the **rigor or academic merits** of the scholarship, and/or the **impact** of the scholarship. These three indicators are not the sole indicators of significance, but may be helpful in a candidate's articulation of significance. The bulleted points below are likewise not an exhaustive list of all possible indicators of significance, but may provide some ideas for candidates as well as for reviewers as they consider the relative significance of different scholarly efforts.

- Competitive review process - e.g., documented journal or conference acceptance rate.
- Invited, keynote/plenary, contributed -- was the author invited to contribute due to their reputation and scholarly record?
- Originality of research - Is this research completely new and uncharted territory? Such as a new theoretical approach to a topic, an innovative use of research methodology, the first practical implementation of a theoretical concept, or development of a new technical application.
- Reach or impact of publication - e.g., citation statistics; metrics over time; awards or public recognition for publications.
- Published in an open access venue, allowing wider dissemination and potential impact.

- Use in teaching - Documented use *over time* of a publication being used on syllabi. (This indicator seeks to show long-term impact, so it cannot be used immediately after publication.)
- Receipt of external grant/contract funds awarded on a competitive basis.
- Reuse of code, technical toolkits, or technical models (includes application development, metadata schema, data modeling, visualizations, etc.) Documented reuse of a technical nature: including technical manuals, evidence of adopted best practices, and/or widely adapted frameworks.
- Furthers professional practice; includes practical applications for libraries beyond UNLV.

Categories may have overlap and candidates are responsible for presenting context and indicators of significance that demonstrate the effort, rigor, and/or impact involved in their work. Types of output will change over a person's career. However, during the probationary period typically ending the year tenure and promotion is sought, scholarship should reflect a trajectory that indicates increasing rigor or impact. [rev. 2/2019]

SCHOLARLY EFFORT (SE)

To promote equality in ratings of scholarship performance, a unit of measure called Scholarly Effort [SE] will be utilized. One SE is equivalent to any *significant* scholarly contribution, such as an article in a recognized publication or a presentation with *significant* content as documented by a printed outline, PowerPoint presentation, etc. The Library Faculty Bylaws list a variety of activities that might count as scholarship and within these descriptive guidelines each faculty member and his/her supervisor can evaluate the significance of his/her scholarly contributions. For collaborative SEs, each faculty member should explain the role or significance of his or her contribution to the SE.

Significance may be understood in terms of quality and impact. To evaluate quality, reviewers might consider the originality or complexity of research, the research methodology, the writing or presentation style, a demonstrated understanding / citation of relevant literature, engagement in a peer-review process, the appropriateness of the genre for delivery of the content, and other relevant criteria. To evaluate impact, reviewers might consider the reputation and audience of the publication or presentation venue; how often the SE has been cited since publication; how the SE has transformed local, regional, or national practice; awards or recognitions; reviews; and other relevant criteria.

WHAT IS EXCELLENT IN SCHOLARSHIP?

For Annual Review: 2 SEs. (Submitted but not accepted publications count.)

For Annual Merit Review: 2 SEs. (Published or accepted publications count. Submitted but not accepted publications don't count.)

For Mid-Tenure Review: 2 completed SEs (published or accepted publications, completed presentations, etc.), plus at least one "in process," plus a research plan.

For Tenure Review: 6 completed SEs (published or accepted publications, completed presentations, etc., including one peer-reviewed publication).

WHAT IS COMMENDABLE IN SCHOLARSHIP?

For Annual Review: 1 SE. (Submitted but not accepted publications count.)

For Annual Merit Review: 1 SE. (Published or accepted publications count. Submitted but not accepted publications don't count.)

For Mid-Tenure Review: 1 completed SE (published or accepted publication, completed presentation, etc.), plus a research plan.

For Tenure Review: 4 completed SEs (published or accepted publications, completed presentations, etc.). (No requirement for a peer reviewed publication.)

WHAT IS SATISFACTORY IN SCHOLARSHIP?

For Annual Review: Something in process, plus a timetable for completion.

For Mid-Tenure Review: Tangible evidence (e.g. submitted publication, invited or accepted presentation, etc.), plus a research plan.

For Tenure Review: 2 completed SEs (published or accepted publications, completed presentations, etc.). (No requirement for a peer reviewed publication.)

GUIDELINES FOR EQUITABLE PERFORMANCE RATINGS IN SCHOLARSHIP

Revised May 2015 by the UNLV University Libraries Faculty

INTRODUCTION

These guidelines are designed to assist individual faculty members and their supervisors in evaluating their performance in the area of Scholarship. This is not intended to become a rigid checklist rating system. The faculty as a whole agreed that, as with any set of guidelines, these do not cover every situation and that there is always room for judgment and interpretation. *It is up to each faculty member to document, justify, and defend his/her scholarly contributions.*

FROM THE BYLAWS OF THE LIBRARY FACULTY, UNIVERSITY OF NEVADA, LAS VEGAS

5.2.2 Research and Scholarly and Creative Activities

In the traditional academic setting, scholarly ability is usually evidenced by refereed published research that increases the body of knowledge in a given discipline. In the field of librarianship, traditional modes of scholarship are most commonly exemplified by library school faculty who hold Ph.D.'s and whose work situations closely parallel that of the academic faculty in other disciplines. Although "practicing" librarians normally have limited opportunities to engage in pure research, primarily because such activity is not usually a logical outgrowth nor an integral part of their assigned responsibilities, they can and do make significant scholarly contributions to librarianship. This may be done through the presentation of papers (i.e., the results of applied research) at professional conferences, appointment to consultantships, and a wide variety of publications. It is essential that every librarian participate actively in at least one aspect of the broad range of individual and collegial achievements that constitute contribution to the profession. The growth of the profession depends upon librarians with "on-the job" experience who can articulate needs and devise solutions to problems and thereby influence the future direction of librarianship and information science. A librarian who is involved in solving the problems of the profession brings to his or her assigned library responsibilities breadth of vision, awareness of state-of-the-art practices at peer institutions, knowledge of current concepts of information service, and understanding of the process of change.

It is important to recognize that different expressions of scholarly activity may be appropriate to different librarians' specialties, e.g., a librarian involved in the selection of materials is more likely to write book reviews and prepare bibliographies than a catalog librarian who is more likely to organize a training program or to be a member of a committee that changes national cataloging rules. Since quantitative limitations are imposed by the nature of a librarian's professional obligations, (i.e., a 12-month year consisting of structured work days spent largely on assigned in-house duties), evaluation of research and scholarly and creative activities should be primarily qualitative.

Criteria for 5.2.2 (Criteria function as guidelines only, they are neither exclusive nor comprehensive. They are not in priority order.)

- Creation or development of significant innovations with respect to library collections, services or methods.
- Research and other scholarly activity that results in some published work and that contributes to library operations, librarianship, and/or a job-related subject discipline.
- Conference papers that contribute to library operations, librarianship, and/or a job-related subject discipline.
- Bibliographies, indexes, technical reports, thesauri, book reviews, catalogs, union lists, etc.
- Honors, awards or other professional recognition of scholarly activities.
- Leadership in state, local, regional, national or international professional associations in a capacity that advances theory and/or practice.
- Reports, pamphlets, columns, films, tapes, exhibits, compositions, audiovisual productions, computer programs/software that represent a scholarly contribution to library operations, librarianship, and/or a job-related subject discipline.
- Programs, workshops, seminars that represent a scholarly contribution to library operations, librarianship, and/or a job-related subject discipline.
- Various publications, including articles or essays in journals, books, monographs, chapters in books and essays in encyclopedias, papers in proceedings, technical reports, abstracts, book reviews, and reviews of creative activities; etc.
- Receipt of external grant/contract funds, research awards, fellowships and #.
- Journal editorship and other editorial work that represent a scholarly contribution to library operations, librarianship, and/or a job-related subject discipline.

SCHOLARLY EFFORT (SE)

To promote equality in ratings of scholarship performance, a unit of measure called Scholarly Effort [SE] will be utilized. One SE is equivalent to any *significant* scholarly contribution, such as an article in a recognized publication or a presentation with *significant* content as documented by a printed outline, PowerPoint presentation, etc. The Library Faculty Bylaws list a variety of activities that might count as scholarship and within these descriptive guidelines each faculty member and his/her supervisor can evaluate the significance of his/her scholarly contributions. For collaborative SEs, each faculty member should explain the role or significance of his or her contribution to the SE.

Significance may be understood in terms of quality and impact. To evaluate quality, reviewers might consider the originality or complexity of research, the research methodology, the writing or presentation style, a demonstrated understanding / citation of relevant literature, engagement in a peer-review process, the appropriateness of the genre for delivery of the content, and other relevant criteria. To evaluate impact, reviewers might consider the reputation and audience of the publication or presentation venue; how often the SE has been cited since publication; how the SE has transformed local, regional, or national practice; awards or recognitions; reviews; and other relevant criteria.

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GUIDELINES FOR EQUITABLE PERFORMANCE RATINGS IN SERVICE

Accepted by the Library Faculty on April 9, 2003

INTRODUCTION

Contributing and sharing professional expertise to the profession, the University, the Libraries or related communities, outside the scope of the daily performance of assigned duties, constitutes service activities. The self evaluation, or annual report of activities, affords faculty the opportunity to provide a clear picture of involvement in service activities. An understanding of the true depth and breadth of service performed will help supervisors to make informed evaluation decisions. To that end, faculty should, in their annual self evaluations, describe their role on any committees, review boards, panels, or other service organizations, and should additionally describe the actions of the committee, board, panel or organization. For example:

Wrong: ACRL Management of Instructional Services Committee, Chair

Right: As Chair of ACRL's Management of Instructional Services Committee, I was responsible for convening business meetings and overseeing projects of the group. During my chair-ship, the group produced a comprehensive bibliography on assessment undergoing review by ACRL's Executive Board for placement on ACRL's website.

Supervisors, when considering service activities, should consider a number of factors. While the *level of outreach* (national involvement, University-level involvement, etc.) can be a consideration, the *level of involvement* and the scope of the service (chair-ship vs. membership, running a conference vs. running a conference panel discussion) may be more important. Other factors to consider include the nature of participation (invited, volunteer, elected, appointed) and, of course, the quality of the service. Exceptions to the criteria in this document are expected as individual situations call for individual responses. A supervisor assigning a rating that is an exception to the criteria should document their rationale in the evaluation. ***It is up to each faculty member to document, explain, and indeed defend his/her service contributions.***

WHAT IS EXCELLENT SERVICE?

For Annual Review and Annual Merit Review: The excellent candidate demonstrates a significant leadership role in at least one of the following arenas:

- library committees
- university committees
- the local community
- regional professional organizations
- national/international professional organizations.

There should be significant use of the candidate's professional expertise in these leadership roles. The contributions made at this level far exceed membership on committees and the quality of the results from the service should be considered.

For Mid-Tenure Review and Tenure Review: The excellent candidate consistently demonstrates leadership. There should be significant use of the candidate's professional expertise in these leadership roles. The contributions made at this level far exceed membership on committees and the quality of the results from the service should be considered.

Examples of excellent service might include (but are not limited to):

- becoming an officer or chair of a professional organization
- becoming an officer or chair of a profession-related committee
- becoming an editor of a professional publication

WHAT IS COMMENDABLE SERVICE?

For Annual Review and Annual Merit Review: Commendable service exceeds membership on committees and results in contributions to the University Libraries, the UNLV and Las Vegas community, and/or the library profession.

For Mid-Tenure and Tenure Review: Maintain a consistent record of contributions to the University Libraries, UNLV and the Las Vegas community, and/or the library profession through more than membership on Committees.

Examples of commendable service might include (but are not limited to) being a reviewer of papers and/or grant proposals, contributing to Committee projects, and active participation in the committee's activities.

WHAT IS SATISFACTORY SERVICE?

For Annual Review and Annual Merit Review: Satisfactory represents membership and/or minimal contribution.

For Mid-Tenure and Tenure Review: Maintain a consistent record of membership and/or minimal contribution.