

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

## **Article I. The Library Faculty**

1.1 The University of Nevada, Las Vegas Libraries is organized as a college. Its librarians, other than the Dean and the Associate Dean(s), are academic faculty pursuant to Section 1.4.5 of the Nevada System of Higher Education Code (further specified in Title 4, Chapter 3, Section 2 of the Board of Regents Handbook) and Chapter 1, Section 4.1.1 of the Bylaws of the University of Nevada, Las Vegas. The Dean and the Associate Dean(s) are administrative faculty pursuant to Chapter 1, Section 4.1.3 of the Bylaws of the University of Nevada, Las Vegas. Additional library faculty, defined as administrative faculty in Title 4, Chapter 3, Section 2 of the Board of Regents Handbook and as nonacademic faculty in Chapter 1, Section 4.1.2 of the Bylaws of the University of Nevada, Las Vegas are hereinafter also referred to as administrative faculty. The term Library Faculty as used in these Bylaws includes both the academic faculty and the administrative faculty. [rev. 2/2017]

1.2 The Library Faculty shall consist of all persons under professional contract to the UNLV Libraries.

1.2.1 Tenured and tenure-track 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 All full-time non-tenure-track library faculty (i.e. administrative faculty excepting the Dean and Associate Dean(s)) shall be eligible to vote on Library Faculty business except for issues involving promotion, tenure, and merit. These faculty may serve on committees except for those involving tenure, promotion, and merit. [rev. 2/2017]

1.2.3 Faculty on temporary appointments (i.e. 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]

1.2.4 Adjunct faculty status at the levels of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor (in accordance with UNLV Bylaws Chapter III, Section 18.4.2) 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.

1.3 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.

1.4 The duties and responsibilities of the Dean of Libraries are to be prescribed by the President of UNLV and are on file in Administration.

1.5 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]

1.6 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]

1.7 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]

1.8 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]

1.9 The regular communication channel for library faculty concerns is from the faculty to the Dean, to the Provost to the President (UNLV Bylaws, Chapter 1, 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. The Dean and the Associate Dean(s) are not eligible to serve as the Moderator. The Moderator's term of office is July 1 through June 30. [rev. 6/2013]

3.2 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.

3.3 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 his/her 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 print copy version of the minutes will be housed in the university archives.

3.4 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.

3.4.1 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.

3.4.2 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]

3.5 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.

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

3.7 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 work 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.

3.8 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.

3.9 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. Non-tenure track Library Faculty are not 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 his/her progress toward tenure or promotion and/or his/her 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, for the NSHE form, 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. 6/2013]

### 4.2.2 Merit Advisory Committee

#### 4.2.2.1 Membership

The Merit Advisory Committee shall be composed of six 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 his/her own case, nor that of anyone he/she 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.

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 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 Awards Committee shall solicit and review nominations for the McPhee Librarian of the Year award and submit nominees to the Library Faculty for a vote. The Committee shall follow established guidelines for accepting and forwarding nominations. A member of the Awards Committee will represent the Library Faculty on joint faculty/classified staff award committees.

4.2.5 Professional Development Committee

4.2.5.1 Membership

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

4.2.5.2 Function

The Professional Development Committee shall address issues relating to the ongoing professional development of library faculty, such as mentoring, travel and consulting policies, formal development programs, and awareness of existing opportunities for research and development.

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 twice a year and will vote on recommendations. The Research Leave Committee will submit their recommendations to the Dean of Libraries in writing.

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 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, 10.5.1 and 10.6)

4.3.2 When an Associate Dean of Libraries or faculty search committee is required, the committee shall be selected in a manner to be determined by the Library Faculty.

4.3.3 The Dean will inform the Faculty Moderator when a search for a tenure-track 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 is determined by the search committee, but may not be the position supervisor. The committee will select one classified staff member to serve on the committee. 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. 2/2017]

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 faculty member shall annually determine his or her workload in consultation with his or her 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 Faculty

A. Library 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, Chap. 3, Sec. 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 his or her 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, Chap. 3, Sec. 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 basic credential 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

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 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 or 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, or 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 or scholarships.
- Journal editorship and other editorial work that represents a scholarly contribution to library operations, librarianship, and/or a job-related subject discipline.

### 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 shall be evaluated annually in writing by his or her 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.

A four-point scale is used for non-tenured tenure track 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 his/her supervisor, s/he 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 his/her 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 his/her 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

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 Chap. III. 10.2– 10.2.6). 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 Chap. III. 10.2.1).

- 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 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.

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

5.4.4 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 Dean's Cabinet. However, the recommendations of the Merit Advisory committee should weigh heavily in the evaluation.

5.4.5 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, he or she may continue the appeal through the UNLV Faculty Senate Appeals Committee. These provisions are outlined in the University of Nevada code.

## 5.5 Guidelines for Promotion

In addition to the General Performance Criteria for Library Faculty, specific criteria for promotion between ranks are listed in 5.5.2. 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, Chap. 3 Sec. 15.1)

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, Chap. 3 Sec. 16.6.D)

5.5.2 For denial of promotion and appeal procedures refer to the UCCSN Code Section 5.2.3; 5.2.4

Assistant Professor

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, Chap. 3. Sec. 15.6, 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.

Associate Professor

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, Chap. 3 Sec. 16.6.B, a librarian 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.
- F. At the option of the faculty member, consideration for promotion may be waived.

#### Professor

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. In accordance with UNLV Bylaws, Chap. 3 Sec. 16.6.C., a librarian may be considered for promotion to Professor at any time and must be considered after a period of not more than eight years as an Associate Professor.

G. At the option of the faculty member, consideration for promotion may be waived.

## 5.6 Guidelines of Mid-Probationary Period Review

No later than half-way through his or her UNLV probationary period, the Library shall evaluate the member's progress toward tenure. This review will be conducted by the library faculty acting as a committee of the whole. The library 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 faculty may suggest remediation or recommend non-reappointment. The dean may, after conferring with the faculty, recommend remediation or non-reappointment in a summary report to the provost.

5.7 Tenure Library Faculty holding the rank of Assistant Professor and above are eligible for tenure. (UNLV Bylaws, Chap. 1, Sec. 4.3.1.) Guidelines for granting tenure to a library faculty member are the General Performance Criteria for Library Faculty as found in the Library Bylaws 5.2.

5.7.1 Tenure consideration involves a review of the 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. (UNS Code Section 3.4.2). This review will be conducted by the library faculty acting as a committee of the whole.

5.7.2 For denial of tenure and appeal procedures refer to UNLV Bylaws, Chap. 1, Sec. 4.6.5.

5.7.3 The Dean of Libraries shall be evaluated according to procedures specified in the UNLV Bylaws. Chapter III, Section 14.3., or by the Provost.

5.7.4 As part of the hiring process, tenure may be recommended for academic or administrative 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 total eligible academic faculty is required in accordance with section 4.3.1 A and B 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.

\* In the document Library Faculty is capitalized when referring to the collective body of faculty. University Libraries is used when referring to the academic unit and organization at UNLV.