

UMKC Librarians' Council

2. UMKC Librarians' Council Information

2.3. Committees of the Librarians' Council

2.3.3. Promotion and Appointments Committee

2.3.3.2. Librarians' Promotion and Appointments Committee (Doc. no. 2)

UMKC Librarians' Council Promotion and Appointments Committee Document 2¹ Librarians' Promotion Process

The main purpose of promotion decisions is to strengthen the excellence of the librarians at the University of Missouri-Kansas City. Librarians share with the administration the responsibility for promotion. The statements in the present document are consistent with the policies and procedures of the University of Missouri system and the University of Missouri-Kansas City campus. They enumerate and discuss promotion policies and procedures and establish guidelines for their implementation.

I. Composition and Election of the Committee

The Librarians' Council Promotion and Appointments Committee of UMKC shall be a standing committee of five. In order to provide proportional representation, the committee shall consist of librarians elected from the following ranks: two from Librarian II and three from Librarian III and IV. Each member of the committee shall be elected for a three-year, staggered term regardless of later change in rank.

A candidate for election to Promotion and Appointments Committee positions must have been employed at UMKC as a ranked librarian for at least two (2) years at the time his/her term becomes effective. Any librarian appointed at less than .75 FTE or on a temporary appointment is not eligible to serve on the committee. Serving a standard term of three (3) years or filling a vacancy by serving eighteen (18) months or more of a term, renders a member ineligible to

¹ Approved: 18 March 1975; Amended 24 March 1981, 8 April 1982, 9 November 9 1983, 25 March 1985, 4 March 1986, January 1989, February 1989, February 1990, 15 June 1990, 8 November 1990, 14 August 1991, 11 November 1994, 8 August 1995, 11 December 1997, 28 February 2002, 15 November 2006, 21 May 2010, 9 December 2010, 28 September 2011, 12 May 2014, 15 December 2016, 5 October 2018, 4 April 2021, 12 Oct 2022,

serve on the committee for one (1) year. For other eligibility criteria refer to the Librarians' Council Bylaws section on committees and their elections. The committee shall elect, from its membership, a chair-elect to serve for the current promotion cycle and as chair in the following promotion cycle. The chair shall be responsible for keeping a permanent record of the proceedings of the committee and for preparing the required reports for the Dean of Libraries. The chair will have access to assistance provided by the University Libraries' Administrative Office. The Dean of Libraries' designee shall serve in the role of Promotion Coordinator for the UMKC University Libraries.

Members will be excluded from deliberations and voting when blood relatives or relatives by marriage are under discussion. Any further conflicts of interest that do not meet these specific guidelines will be assessed on an individual basis with the committee rendering a decision in a timely manner. All parties shall abide by this decision.

If a member of the Promotion and Appointment Committee decides to undertake promotion while they are on the committee, they shall resign from the committee, effective by the application deadline of the current promotion cycle.

II. Application of Criteria Used in Judging Eligibility for Librarians' Promotion

The document, "Promotion Criteria for Ranked Full-Time Non-Tenure Track Faculty Librarians" defines the promotion criteria for ranked librarians. The committee and everyone involved with the promotion process shall rely upon this document to determine if the candidate successfully meets the criteria for promotion.

III. The Promotion Process

This process follows the guidelines for Non-Tenure Track (NTT) faculty promotion outlined in CRR 310.035, and in the "[Recommended Best Practices for Non-Tenure Track Faculty Concept Paper.](#)" (August 2006)

The Promotion and Appointments Committee serves as a resource for all university librarians. The committee is a collegial peer-review group charged with impartial review of the qualifications for promotion as presented in the promotion dossier, and with preparation of the first level of peer recommendation. Because the committee wants to assist candidates to present the best possible case, the committee strongly encourages librarians to request suggestions for improvement from the committee or its individual members prior to the submission of a candidate's portfolio. Committee members will consult with each other before responding to a candidate's inquiries. The Committee will respond in writing.

Supervisors or candidates may seek advice or clarification of promotion procedures in writing from the committee. The Committee will respond in writing.

Once the portfolio has been formally submitted, the committee can only address qualifications for promotion as presented in the candidate's submitted portfolio and any subsequent information solicited in accordance with promotion procedures.

The committee may offer an open workshop on the promotion process for the benefit of the members of the Librarians' Council, to provide an overview of the promotion process and to provide a forum for questions. This workshop should be offered one to two months before the new promotion cycle begins.

Each year, at the beginning of the term of newly elected committee members, the new chair will call an organizational meeting of the committee to elect a chair-elect, review procedures and criteria, and establish the calendar in accordance with the university schedule for promotions (which may vary each year).

The chair delivers a memorandum to the Dean of Libraries concerning the initiation of the promotion process and the committee calendar. All committee letters and memoranda to candidates, supervisors, external evaluators, and University personnel should be on University stationery. There may be exceptions to this, such as documents or memoranda issued as emails, etc.

The Dean of Libraries informs all librarians and their supervisors that notifications of intent to apply for promotion are due in his/her office by a specified date and provides a list of relevant documents. A copy of the calendar accompanies the notice. Notifications of intent to apply for promotion shall be made by the candidate to the Dean of Libraries with a copy to the candidate's supervisor in the form of a brief memorandum. It is highly recommended that the candidate discuss their intention with their supervisor prior to submitting the intent to apply. The Dean of Libraries forwards all notifications of intent to apply for promotion to the chair of the committee.

The committee acknowledges each candidate's notification of intent in writing and requests that each candidate prepare the required documents for the application. Failure to submit the information by the committee's deadline will nullify the application. Each candidate for promotion submits all requested information in writing to the committee. The committee checks each candidate's portfolio against the criteria for promotion and requests in writing any necessary clarification.

The Dean of Libraries' designee assists the committee in issuing the promotion portfolios to the approved external evaluators. Candidates shall see and approve the portfolios before they are sent to the external evaluators.

The candidate's supervisor shall submit a recommendation to the Committee in the form of a memo addressed to the Chair of the Committee. These comments are due to the committee chair at the same time the external evaluator reports are due to the Dean of Libraries.

Librarians who are not members of the Promotion and Appointments Committee can contribute to the committee's deliberations. The chair of the committee shall make an announcement to Librarians' Council indicating that those Librarians' Council members who are at the same or higher rank as the aspiring rank of a candidate have the opportunity to provide written and signed comments, addressed to the chair of the committee, regarding that candidate. Comments are due to the committee chair at the same time the external evaluator reports are due to the Dean of Libraries. Candidate CVs may be made available to eligible members at the candidate's discretion. These comments will only be available to the committee and will not be added to the candidate's portfolio.

The external evaluators return their reports to the Dean of Libraries, who forwards them to the chair of the committee.

All letters from external evaluators are added to the portfolio and are confidential in nature. They shall not be shared with the candidates, either during or after the promotion cycle.

The committee members vote on a recommendation (either positive or negative) for each candidate. Only members at the rank the candidate is aspiring to attain or higher are eligible to vote on that particular candidate. If the committee does not have at least three eligible members to vote on a particular candidate, the committee shall "borrow" Librarians' Council members who are eligible to review the candidate and cast a vote. An Emeritus/a Librarian who retired at the aspired to rank or higher may serve if enough eligible Librarians' Council members are not available.

The committee members review and sign a separate letter of recommendation for each candidate. The report should state why the committee made its decision, addressing both strengths and weaknesses of the candidate's case for promotion, and indicate that the portfolio and recommendation are being forwarded to the Dean.

The committee submits each letter of recommendation directly to the candidate. Candidates for promotion who receive negative letters of recommendation have fourteen calendar days from the date of delivery of the committee's letter of recommendation to submit rebuttals and

provide additional information to the committee. Candidates are requested to notify the committee as soon as possible indicating whether they intended to submit a rebuttal.

For each candidate, the committee sends its letter of recommendation to the Dean of Libraries. The written recommendation will be accompanied by the candidate's portfolio and the whole shall constitute the committee's recommendation. Committee members and guests participating in the deliberations will sign the report regardless of whether they voted. The number of votes for and against the promotion will be recorded but without specific reference to those who cast them.

The Dean of Libraries notifies each candidate of the status of their application for promotion. Candidates who receive negative letters of recommendation have fourteen calendar days from the date of delivery of the Dean's letter of recommendation to submit rebuttals and provide additional information. Candidates are requested to notify the Dean as soon as possible indicating whether they intend to submit a rebuttal.

At the conclusion of any rebuttal process, the Dean of Libraries shall make a recommendation and send the recommendation and all portfolio materials to the Chancellor/Designee and UMKC Faculty Affairs. The Chancellor/Designee's decision is final.

Promotions are effective the following September 1. The Dean notifies the Libraries of the successful applications for promotion.

In agreement with the AAUP procedure for promotion and Document 1 *Promotion Criteria for Ranked Full-Time Non-Tenure Track Faculty Librarians*, librarians at UMKC are not eligible for promotion to two ranks above their current rank, i.e., "double-promotions" are not allowed during a single promotion cycle.

IV. The Promotion Portfolio

The promotion process affects the career of the individual librarian and affects the libraries as formal academic units. These guidelines are intended to assist the librarian in preparing a strong, defensible promotion portfolio. This portfolio will be closely reviewed and should be carefully prepared according to the guidelines provided by the committee.

All materials submitted by the candidate to the committee become part of the candidate's portfolio and go forward through the promotion process. Prior to the deadline for submission of the portfolio, the candidate should consult her/his supervisor and the committee to resolve

any questions about the content, format, or inclusion of a document in the candidate's portfolio.

Depending on the specific requirements of that year, the candidate may be required to submit the following:

1. Statement of Qualifications

The Statement of Qualifications is designed to allow the candidate to present the context, and impact of their contributions, and make an argument for promotion based upon the criteria in "Promotion Criteria for Ranked Full-Time Non-Tenure Track Faculty Librarians" and its supporting documents. The Statement should be structured to address point-by-point the criteria for promotion, and how the candidate meets those criteria.

2. Curriculum vitae

The curriculum vitae is designed to represent the candidate's entire professional career. It should include the following information, in this order:

- a. Present title and rank.
- b. Education - List all degrees, major subjects, awarding institutions, dates. Include professional certifications, special recognitions, and any other pertinent education experience, citing institutions with dates. If applicable, list foreign language proficiencies.
- c. Professional Experience - Begin with present assignments and list title and rank of library-related positions in reverse chronological order, including dates, institutions, and a brief statement of responsibilities. If applicable, list other work experience.
- d. Research, Scholarly, or Professional Activities - Cite publications and papers presented at professional meetings with full bibliographic information. Describe other creative works or scholarly activities. List activities in support of the library profession or other professional activities including offices held. Include dates.
- e. Service - List activities in support of the academic community at Library and University levels, and those in support of the general community. Include dates.
- f. Awards – Include any major awards or grants that do not fit under the above categories. Include dates.

3. Job description

The purpose of including the current written job description is to provide context for your position, particularly in evaluating whether a candidate has demonstrated excellence in meeting their position responsibilities, as defined by their job description.

4. Documentation of Evidence

The purpose of the Documentation of Evidence is to support and document the claims made in the Statement of Qualifications. The guidelines below are provided to assist in the selection and presentation of documentation.

- *Content:* Submit documentation to substantiate claims made in the Statement of Qualifications.
- *Format:* It is helpful to provide a title or brief description of each section of documentation to clarify which assertion in the Statement of Qualifications is illustrated by the following documentation.
- *Selection:* **Be selective of documentation**, include only material that most strongly supports your argument.
- *Impact:* Include documentation that shows the effect of the activities listed in the argument for promotion in addition to the description of the activities.
- *Education:* Include documentation of the completion of continuing education and certification programs. Include any documentation of the application and impact of such training.
- *Publications:* Include complete copies of publications: articles, book chapters, reviews, etc.
- *Examples of Work:* Provide examples of work required by the job description. Examples may include links to LibGuides (include hit counts), copies of reports or proposals (include the end result of the report or proposal), descriptions of presentations including any PowerPoint slides or other presentation used, and an outline or narrative description of the presentation. Include documentation that illustrates the breath of your activities: teaching, presenting, creating exhibits, etc.
- *Patron Reviews:* Include summary evaluations whenever possible. These may include teaching evaluations, presentation evaluations, and written reviews that document the impact of your work. Simple thank you notes should not be included unless they serve to document impact. If a patron praises service for which there is no written evaluation, you may ask that patron to write a comment that attests to the impact of your work.
- *Library Service:* Letters addressing a candidate's contribution to the work of a committee should be requested from committee chairs and others familiar with

particular important projects or committee work represented in the promotion portfolio.

- *Prior Experience*: Include documentation from prior to the primary review period only if relevant to the current position and has demonstrated continuing impact. Different library specializations have created certification levels to indicate levels of achievement and expertise within that particular field. Other persons who are entering librarianship as a second career also may hold certification in another field. Candidates are urged to present documentation of these certifications as part of the promotion dossier and explain the relevance and importance of these certifications to their primary job assignment and career as a librarian.
- *Questions*: Questions regarding what materials are appropriate for submission and where they belong in the portfolio should be submitted to the committee before the portfolio is submitted.

The candidate is encouraged to keep a copy of the portfolio, including supporting documents, as submitted to the committee. Tangible documents submitted as part of the portfolio will not be returned to the candidate.

5. Proposing External Evaluators

The candidate and supervisor must provide a list of 3 potential external evaluators, who are well-respected and recognized individuals from nationally and internationally known institutions, and who are willing to serve in the UMKC promotion process. External evaluators need not be from academic institutions, as long as they are recognized experts the relevant area of librarianship. Candidate and supervisor complete the External Evaluator Disclosure form listing information for each proposed evaluator. The candidate's supervisor and colleagues may assist in recommending potential reviewers. The Dean of Libraries decides on the appropriateness of the external evaluators, and whether or not there are conflicts of interest.

6. External Evaluations

External evaluators receive access to the candidate's portfolio. They are asked to comment on the candidate's qualifications for promotion, according to the criteria, and if the candidate's promotion is in the best interests of the university.

7. The Supervisor's Recommendation

The supervisor presents the case for promotion, addressing the candidate's qualifications including possible shortcomings, in accordance with the criteria specified in the current version of "Promotion Criteria for Ranked Full-Time Non-Tenure Track Faculty Librarians." The supervisor also provides his/her recommendation. If the prospective candidate does not meet

the criteria, she/he should not be recommended for promotion.. While performance appraisals are not included in the portfolio, this is an opportunity for the supervisor to provide context and describe the impact of the candidate's contribution, providing an overview of the candidate's job performance and stating the significance of committees, awards, fellowships, programs, or projects.

8. Addenda to the Portfolio

If the candidate has additions to the portfolio after the file is submitted, (for example, an article is accepted), they are included in an addendum file. Up to the point the portfolio is submitted to the Dean, additional materials can be submitted to the Library's Promotion Coordinator. The Coordinator will add the addendum to the official portfolio, and if necessary, forward to the external evaluators.

V. Confidentiality and Disposition of Documents

All documents, deliberations, and activities of the committee regarding an individual candidate's portfolio are privileged and will be kept in strict confidence. All documents related to a candidate's portfolio will be stored in the confidential files under the authority of the University Libraries Administrative Office, generally in a secured electronic environment. At the beginning of the committee year, the chair will meet with the Dean's designee to set up committee access to the appropriate portfolios. The candidate's personnel file remains confidential and therefore is not subject to review by the committee.

The committee will not retain, in any format, any documents relevant to consideration of any candidate. At the conclusion of the deliberations by the committee, the documents will be incorporated into the portfolio and sent to the Dean of Libraries along with the recommendation of the committee. Committee members will permanently delete or destroy any copies they have of documents relevant to consideration of any candidate.

The candidate's portfolio will not be returned to the candidate, but the candidate may see the portfolio as it was prepared and sent to the Dean of Libraries, excluding the external evaluators' reports, letters from Librarians' Council members, the Supervisor's recommendation, and Librarian Promotion Recommendation form (the voting record) once the promotion cycle has ended. The Dean or the Dean's designee will ensure, as much as possible, that external evaluators' access to portfolios ends after submission of the reviewer's recommendation.

At the conclusion of their deliberations, members of the committee may meet with the Dean of Libraries to discuss their deliberations if deemed appropriate by the committee or the Dean.

VI. Promotion Reviews

The committee strongly recommends annual individual discussions between the first-line supervisor and the librarian about progress towards promotion. The committee recommends conducting the individual meetings at the conclusion of the annual performance appraisals. The annual promotion discussions are especially important for librarians at the rank of Librarian I, who are expected to attain the rank of Librarian II by the end of the sixth year of employment. The supervisor plays an important role in mentoring the librarians in his/her department.