Concerns, Questions and Proposals for the A&P Committee
Submitted by Junior Faculty on Tenure-Track, November 29, 2004

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NB: The following abbreviations are used in the text below:

LPPP --- Library Personnel Policy Procedures (rev. June 1991)
Promotion Guidelines --- Guidelines for Application of Criteria for Promotion to
Specific Ranks
P&CA Assistance Program --- Program for Assisting Library Faculty Progress
Toward Promotion & Continuing Appt.
P&CA Criteria --- Criteria for Promotion and Continuing Appointment of Library
Faculty
JFTT --- Junior Faculty on Tenure Track

Appointment kit --- all of the above-mentioned documents, plus the UUP
Agreement, the Library Faculty By-Laws, the Cover memorandum from the Director,
and notification of date of mandatory review for continuing appointment (as listed in
P&CA Assistance Program, I)

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Which of the 20 items in Jason's document are addressed (only partially in one
outline entry, in some cases) are indicated by the no. of the point in brackets
following the "line"; some items are addressed in more than one entry.

I.   Concerns and Questions
        A.   Out-of-date, incomplete, misleading, and contradictory (or at least
                uncoordinated) materials
                1. Information in the appointment kits is out of date [13, 16, 19]
                2. There is no mention of the mentoring committee and program in
                    LPPP. What actually is the role of this committee—especially in
                    light of the impression that some (even much) of what we have
                    come to expect from it seems to be what is described in LPPP as
                    being part of the role of Library Director. Also, how does its role
                    differ from that of the A&P Committee? [3, 4, 7, 8, 20]
                3. What happened to the "Workshops on Continuing Appointment
                    and Promotion" mentioned in P&CA Assistance Program, III,
                    and who/which body oversees this program? [15]
                4. What we now call the Appointments and Promotions Committee
                    is (we assume) what is referred to in LPPP as the Committee on
                    Library Personnel Policy. Is our assumption correct? [18]

5. What is the procedure to be adopted in updating faculty appointment guidelines now that the position of Personnel Officer is no longer a faculty position? [11, 14]
6. Who is in charge of keeping deadlines and notifying the candidate as to when they are due for promotion or reappointment? (Supervisor, candidate, personnel officer, mentoring committee, director?)

B. Lack of Transparency
1. JFTT apparently did not all receive the same information upon then, they had no access to these documents except by asking Library HR for a (hard) copy or trading photocopies. [13]
2. What is the A&P role in addressing issues regarding appointment, reappointment, promotions, and discretionary changes—and how is this coordinated with that of the Library Director? [20]
3. Who is in charge of keeping deadlines and notifying the candidate as to when they are due for promotion or reappointment? (Supervisor, candidate, personnel officer, mentoring committee, director?) [4]

C. Communication problems
1. Until very recently there seems to have been little communication between the A&P Committee and the Library Director's Office. Continued facilitation of communication is felt to be needed, especially in regard to decisions on appointment, reappointment, promotion, and discretionary changes. [20]
2. There are so many sources of delay affecting the progress of a candidate's file—among them, the inability to move ahead while the reappointment process is underway as well as during summer recesses (A&P) and vacations; these problems could very likely be avoided, or at least minimized, in many cases with better communication between the parties involved.
3. Candidates have had to deal with the adverse effects of the lack of any notification as to where their file is as it undergoes the review process. [9]

II. Proposals

A. Some ways in which the application of LPPP 7.7 (which differentiates expectations from candidates for the different promotional levels) is to be applied in various parts of the overall process should be spelled out in more detail. One way in which this should be done is to adapt the model of a letter soliciting a letter of reference (LPPP 2.4.5.2) to reflect this. [18]

B. Post Library bylaws and changes on Blackboard. [16]

C. Samples of files which could serve as models (in whole or in part) should be made available in the Personnel Officer's office—and this availability should be made known to all candidates. The files should (eventually) represent all the subfields of librarianship represented on the Faculty (reference, technical services, preservation, etc.)

D. For the purpose of avoiding problems late in the continuing-appointment process, some structure should be in put in place which ensures good communication during the process between the candidate, the mentoring committee, and the Library Director. This should incorporate, at a point felt to be appropriate by the candidate and the mentoring committee, the input of the Library Director and Personnel Officer on what, from their perspective, would be likely to produce a successful file (in terms emphasis, content, organization, etc.) *for this particular candidacy.*

E. Faculty promotion categories should be addressed and revised, or expanded, in order (for example), to include or preclude items for submission in particular categories. Are bibliographies acceptable writings, or web pages? [20]